I. INTRODUCTION

A. **Course Description:** Application of advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

B. VNSG 2331 is a required course for completion of the Vocational nursing Certificate Program.

C. This course is occupationally related and serves as preparation for careers in vocational nursing.

D. **Prerequisites:**
   1. Completion of Health Care Provider BLS course
   2. Admission to the Central Texas College Vocational Nursing Program
   3. BIOL 2401: Anatomy & Physiology I
   4. HPRS 2300: Pharmacology
   5. VNSG 1323: Basic Nursing Skills
   6. VNSG 1222: Vocational Nursing Concepts
   7. VNSG 1126: Gerontology

E. **Co-requisites:**
   1. VNSG 1227 – Essentials of Medication Administration
   2. VNSG 1160 – Clinical – Practical Nurse I

F. **Policy:** Dependent on Spring or Fall admission, the student will refer to the specific curriculum degree plan and follow that progression pattern.

G. Secretary’s Commission on Achieving Necessary Skills (SCANS) and Differentiated Essential Competencies (DEC’s)

Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and foundation skills (F). The DEC’s that are implemented in VNSG 1323 are coded as Member of Profession (MOP), Provider of Patient-Centered Care (PPCC), Patient Safety Advocate (PSA), and Member of the Health Care Team (MHCT). The complete delineation of Texas Board of Nursing DEC’s is found at: [http://www.bne.state.tx.us/about/October10/7-2.pdf](http://www.bne.state.tx.us/about/October10/7-2.pdf)  [https://www.bon.texas.gov/.../differentiated_essential_competencies-2010.pdf](https://www.bon.texas.gov/.../differentiated_essential_competencies-2010.pdf)
II. LEARNING OUTCOMES

Upon successful completion of this course, (Advanced Nursing Skills), the student will:

A. Demonstrate competency and safety in advanced nursing skills. (F13) (PPCC A – H) (PSA A, B)
B. Implements the steps in the nursing process. (C18, C19) (MOP A) (PPCC A-H)
C. Demonstrate how each step of the nursing process relates to nursing care. (C9) (MOP A, B) (PPCC A-H)
D. Discuss the delivery of advanced nursing skills in a variety of health care settings. (C15) (MOP A) (MHCT A-E)
E. Demonstrate behaviors that are congruent with the ANA Code of Ethics, Scope and Standards of Practice, and Social Policy Statements in all class related interactions. (C9, 11, 14, 15; F15, 16, 17) (MOP A3; PPCC B2, B5; MHCT D4).

III. INSTRUCTIONAL MATERIALS

A. Instructional Materials

1. The instructional materials identified for this course are viewable through www.ctcd.edu/books
3. Access to Evolve web page at http://evolve.elsevier.com
5. #2 Mechanical Pencils
6. Scantrons (4) provided to instructor at beginning of semester
7. Supplies:
   1) Lab kit
   2) Nursing Uniform in compliance with DONAH dress code.

8. Computer Accessibility

Accessibility to computer hardware and software that will support the completion of assignments on the internet, DVD, CD, or other electronic delivery is required. All Associate Degree and Vocational Nursing courses (RNSG, VNSG and HPRS), whether traditional, blended, or online utilize Blackboard Learning Management System tools for communication and course requirements. Other online components, such as publisher online resources, online activities, or database searches may also be required. It is expected that students enrolled in RNSG, VNSG or HPRS courses have access to a computer with minimum technical requirements, have a consistent and reliable Internet connection, possess basic computer skills, and have the ability to download and install applications or plug-ins. Online components/requirements may be completed in a CTC computer lab or on a home computer. Students are recommended to familiarize themselves with the locations and available hours of CTC computer labs in the event that home computers or Internet access are unavailable or unreliable. No extensions or alternate due dates for assignments or exams will be granted due to computer or Internet difficulties.

9. Supplementary Materials: Various electronic media systems, computer software, web sites, experiential group exercises, and simulated situations as suggested by the faculty to enhance clinical practice in nursing are used.
10. **References:** Current professional nursing journal article readings are used to supplement dated textbook information.

11. **Library Resources:** It is expected that all students will have a working knowledge of the Oveta Culp Hobby Memorial Library, and off-site access to library resources.

12. Current practice guidelines set forth by Occupational Safety & Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH) related to safe patient handling and ergonomics will be implemented.

13. Six areas of core competencies, as delineated by the Quality and Safety Education for Nurses (QSEN) project will be taught and evaluated in relation to the course objectives and content for VNSG 2331. The (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The six core competencies are: Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Informatics.

### IV. COURSE REQUIREMENTS

#### A. Reading Assignments:

An orientation to class will be provided on the first day of the course. In preparation for all classes, students are required to obtain the Syllabus from the Central Texas College Blackboard website, read the objectives, text, and any other materials related to that unit of study. **The signature sheet at the end of the syllabus must be printed off, signed and dated by the student to acknowledge their understanding of the course objectives and requirements, and turned into the course faculty on the first day of class.**

The appropriate study guide chapters and critical thinking exercises should be completed to supplement understanding of the topics and concepts discussed.

#### B. Projects, Oral Reports, Case Studies, Book Reports, and Research Papers:

1. Students are expected to participate verbally in a variety of classroom activities/discussions.

2. Submitting written assignments: all written assignments are to be completed independently unless instructed otherwise. All assigned written work must be submitted at the designated time as instructed by the faculty. **No assignments will be accepted after the due date unless prior approval and arrangements have been made with the faculty. Late papers will receive a grade of “0” points.**

3. **HESI Testing and Remediation:** It is mandatory for VN student’s at all three levels of the program to participate in the HESI program. Detailed diagnostic reports at the end of the semester (online exams) provide the student immediate results and opportunity for remediation. Failure to
achieve satisfactory results on the proctored HESI exams will require the student to remediate. Failure to remediate could result in the student not being permitted to register for subsequent classes. Failure to take an exam will result in course failure.

4. **HESI Testing:**

Health Educations Systems Inc., (HESI) testing must be completed by the assigned due date. Failure to successfully complete all assigned exam(s) will result in an “Incomplete” (IP) grade for the course. The student will complete the required proctored Evolve Reach Specialty (HESI) exam for each designated VNSG course as scheduled by the faculty. The student must successfully complete the required HESI exam(s) for each semester at or above the HESI National Average Score on the scheduled date. Students who do not score at or above the HESI National Average Score will be required to complete remediation. Failure to complete remediation requirements will result in an incomplete (IP) for the course.

An Evolve Reach Specialty Exam will be scheduled in Semesters 1, 2, and 3 during these courses: VNSG 2331 (Fundamentals of Nursing), VNSG 1301 (Mental Health), VNSG 1429 (Medical/Surgical Nursing and Pharmacology), and VNSG 1432 (PN Exit).

If the composite score of the Evolve Reach Specialty Exam is less than the HESI National Average Score, a required counseling session with the course faculty will be held. Statistical data generated according to student responses will be available through the Evolve site [https://evolve.elsevier.com/staticPages/s_index.html](https://evolve.elsevier.com/staticPages/s_index.html) for each student for the purpose of self-directed remediation in identified areas that do not meet the HESI National Average Score.

**HESI Testing in Semester 3:** The PN Exit exam will be given during semester three in VNSG 1432. The exam will be administered and completed on the scheduled dates. Two attempts will be required for completion of the PN Exit exams. The PN Exit exams provide a conversion score, which is a weighted percentage score. The highest conversion score attained will be used as the student’s final exam grade.

All HESI PN Exit Exams (two) are mandatory for all third semester students. All students who obtain a score of 901 or greater are required to complete 2 hours of remediation PRIOR to taking the PN Exit 2 exam. Students obtaining 900 or less are required to complete 4 hours of self-remediation PRIOR to taking the PN Exit 2 exam. Any student not passing the PN Exit 1 exam with a recommended score of at least 850 must schedule a counseling session with a faculty facilitator and remediation must be documented. Counseling and remediation are mandatory, failure to take both exit exams or complete required remediation will result in course incomplete (IP). The final grade will not be configured until meeting the above requirements.

Any student repeating a course will be required to re-take the HESI exam
associated with that course even if the student passed the HESI exam the first time.

Students with documented disabilities may request accommodations for these standardized exams. The student must contact the faculty at the start of each semester to activate and adopt approved accommodations.

C. Class Performance:
1. Attendance Policy: VNSG 2331 adheres to the departmental attendance policy published in the Department of Nursing and Allied Health Student Handbook. Also, refer to the college catalog “Attendance Policy”. Classroom absence may negatively impact the student’s performance on examinations and will negatively impact the class participation grade.
   a. Classroom: If absences occur from the classroom, it is the student’s responsibility to obtain missed material from peers.
   b. Attendance at Examinations: Written examinations will be given on dates noted on the Course Calendar.
2. The faculty reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility.
3. You may not audiotape a lecture without the faculty’s/presenter’s permission. No taping of copyrighted material will be allowed.
4. Beepers and cellular phones must be turned off in the classroom, lab, and clinical areas. Failure to comply will result in “0” participation points for the class day.
5. Should a student fail to attend mandatory clinical orientation they will immediately be administratively withdrawn from clinical and all co-requisite courses.
6. All students are required to attend the Semester General Assembly on the designated day and time each semester as posted.

D. Class Participation: See Grade computation section for details. Students are expected to attend class prepared, to contribute to class discussion, and to participate in all class activities. The participation grade for theory courses will include positive contributions to class, meeting activity objectives, and demonstrating civility. Failure to participate will result in grade point deduction.

E. Other requirements:
1. Following an illness or other medical or mental health-related event, during the duration of the program, the student may be required to obtain “Student Nurse Medical Release Return to Class/Clinical” from their health care provider prior to returning to the classroom/clinical agency. The required release must include 1) when the student can return to school/clinical and 2) specific limitations on activity level, if any. The form must be faxed or mailed from the health care provider’s office or submitted in a sealed envelope. Please see the Department of Nursing and Allied Health office or Blackboard for the official form.
2. The student scoring <70% on any exam **must** make an appointment with the course faculty for exam review and counseling within one (1) week after completing the exam. It is the student's responsibility to make the appointment with the faculty if the student scored <70% on an exam. Or if the student feels like they need guidance from the faculty.

3. A student in academic jeopardy will be **required** to make an appointment with the Department of Nursing and Allied Health Chair for further assistance, counseling, and recommendations for academic success.

**F. Academic Integrity / Scholastic Honesty:**
All student work is to be done independently, unless otherwise directed by the professor.

The following statement is published in the Central Texas College Catalog:

“All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

1. Plagiarism - the taking of passages from the writing of others without giving proper credit to the sources.
2. Collusion - (a) using another’s work as one’s own, or (b) working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
3. Cheating - giving or receiving information on examinations.”

**Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action.**

All Vocational Nursing students are expected to abide by this policy. Falsification of attendance records is considered a violation of academic integrity.

**G. Values and Ethics in Nursing:**
Students are expected to demonstrate commitment to the following values and ethical principles believed to be inherent to the nursing profession:

1. **Altruism**- Concern for the welfare of others seen through caring, commitment, and compassion.
2. **Human Dignity**- Belief in the inherent worth and uniqueness of the individual seen through respect, empathy, humanness, and trust.
3. **Truth**- Faithfulness to fact seen through honesty, accountability, and authenticity.
4. **Justice**- Upholding moral and legal principles seen through courage, advocacy, and objectivity.
5. **Freedom**- Capacity to exercise choice seen through openness, self-direction, and self-discipline.
6. **Equality**- Having the same rights and privileges seen through acceptance, tolerance, and fairness.
7. **Esthetics**- Identifying the qualities of objects, events, and persons that provide satisfaction as seen through creativity, sensitivity and appreciation.

All Vocational Nursing students are expected to abide by this policy. Falsification
of attendance records is considered a violation of academic integrity. Obtaining or utilizing “Test Bank Materials” from any current or obsolete textbook, is considered scholastic dishonesty.

14. **Office Hours:** All faculty keep office hours for the purpose of conferring with students. Students are encouraged to make appointments with faculty to discuss their needs and/or problems related to their studies. Appointments for review of examination results must be completed prior to the next scheduled exam. Please go through the secretary to be announced.

15. **Open Lab:** Open Lab days will be available for students who wish to practice skills out of regular lab time. Open Lab days and time will be specified on the Course Calendar. If a student wishes to attend the Open Lab days, they must notify the Lead Instructor of their intent to participate by noon the day before Open Lab day. No grade or extra credit will be given for attending.

V. **EXAMINATIONS**

1. Exams can consist but not exclusive of:
   a. Multiple choice questions.
   b. Alternate format questions
   c. Dosage calculations must reveal the methodology utilized to acquire the answer.
   d. Essay

2. The student will be allowed (as close to) 1.5 minutes per test item as is possible, given the class schedule time. The posted CTC schedule allows two hours for a final exam.

3. Testing Policy: Answers to all questions must be entered on the Scantron by the student. Dosage calculation answers will be written on the back of the Scantron by the student to receive credit. Once the student has submitted the Scantron for grading no changes/additions can be made to the form with the exception of the instructor marking it after grading of calculation problems and alternate format questions. Students will not have further access to the Scantron once it has been submitted. The ParScore™ Scantron form is the only acceptable form for exam grading. Students must check it carefully before submitting it. Personal belongings, such as back packs, and purses, cellular phones, laptops will be secured in your personal vehicle during the exam. Once your exam and Scantron is turned in you then may retrieve your belongings and supplies needed for class.

4. An exam review will be provided after each exam. The date, time and place will be announced prior to the exam. **Attendance is voluntary.**

Students will be provided a PAR Score Student Test Sheet during the in class review; you must write the question number and your rationale for your choice on the PAR Score student test report. There will be no verbal discussion of test questions during test review. Any pertinent questions regarding exam content must be made during an appointment that you can make with your instructor(s). The course faculty will review these comments and their decision will be final.
Written examinations will be given on dates noted on the course calendar. If a student cannot attend an examination, the course faculty must be notified before the examination is given. It is your responsibility and a requirement to notify the faculty in advance of any absence to retain the privilege of sitting for a make-up exam without grade penalty. Make-up examinations may include a variety of formats to include essay. Students requiring a make-up exam will report to DONAH or Student Testing Center at a designated time instructed by the faculty on the Friday following the missed exam. If the rescheduled opportunity is missed there will be no other opportunities afforded. VNSG 2331 follows the testing policy published in the Department of Nursing and Allied Health Student Handbook.

5. A student scoring 70% or less on any exam must make an appointment with the course faculty for exam review and counseling. (Appointments are optional for scores >70%). According to Department policy, individual appointments with the course faculty must be made by the student within one week of the test date for individual review of the exam. It is the student’s responsibility to make an appointment with the faculty if he/she did not achieve a minimum of 70% on an exam. The exam may be reviewed with the faculty at a later date but the appointment must be made within the one-week time frame. No exceptions! Once a subsequent exam has been administered, no prior exam may be reviewed.

6. The “Course & Testing Policy” fully explains the grading policy, exam dates and times, time limitations, review, challenge policy, and counseling. Please refer to last page of this syllabus.

VI. SEMESTER GRADE COMPUTATIONS

A. The course grade is determined by performance on the skills check-off, written examinations, assignments, and participation.

Skills: The student will be given three opportunities to pass each skill check off. The student must pass 100% of all skills. Supervised remediation/practice will be required for the student not passing a skill check off. If a student is unsuccessful in a skill, it will be their responsibility to schedule a supervised practice and the next attempt of the skill within one (1) week. If the student misses the scheduled skill practice or skills check-off, it will be recorded as a “U” for that attempt. The student will fail the course if they are unsuccessful after three attempts.

In order to be successful in the course the student must successfully complete the VNSG 2331 Lab Skills, as stated above, and earn a cumulative exam average of at least 70% (196 points out of an available 280 points) and have a cumulative total of at least 280 points (out of a total available 400 points) to be successful in the course. Students who have successfully completed the lab skills but do not have a cumulative exam average of at least 70% (196 points) after all exams will fail VNSG 2331. In order to receive participation points a student must meet the minimum requirement of 196 out of 280 or he/she will not receive participation points and will fail VNSG 2331. There are no extra credit assignments in VNSG 2331 and grades are not rounded.

It is possible that a student could achieve a cumulative exam score of 70% (196
points) and still be unsuccessful if the student does not earn enough points to total 280 points. Students who do not have a total of at least 280 points at the end of the semester will fail VNSG 2331. There is no rounding of points.

**Evolve NCLEX questions:** must be completed by the due date and time. These must be done in sequence with the unit of study. Not all at once, and late submissions will not be accepted. You will have 2 attempts to receive a 70% on each chapter. If you do not receive a minimum of a 70% a zero “0” will be given. This activity is part of your course grade. Not completing them may negatively impact your course grade. See the course calendar for chapter due dates. All are due by midnight of the due date.

**HESI Evolve Case Studies:** must be completed by the due date and time. These must be done in sequence with the unit of study. Not all at once, and late submissions will not be accepted. You will have 2 attempts to receive a 70% on each case study. If you do not receive a minimum of a 70% a zero “0” will be given. This activity is part of your course grade. Not completing them may negatively impact your course grade. See the course calendar for chapter due dates. All are due by midnight of the due date.

**B. The requirements for determining course grades are:**

1. **Exam Points**
   - Exams-3- worth 60 points each 180 points
   - Final Comprehensive Exam: 100 points

2. **Assignments**
   - HESI Case Study PN Urinary Patterns 30 points
   - HESI Case Study PN Breathing Patterns 30 points
   - Skill Check Offs Pass/Fail

3. **Participation Points**
   - Evolve NCLEX Review Questions (6) 60 points
   - Total points possible: 400 points

**Blackboard does not record official grades; students are to keep track of their points and confer with professor for clarification and further feedback. Official course grades will be submitted to Webadvisor.**

**VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR:**

A. **Course Withdrawal:** Consistent with CTC policy.

B. **Incomplete Grade:** (Consistent with CTC policy).

C. **Administrative Initiated Withdrawals:** (Consistent with CTC policy)

D. **Cellular Phones and beepers:** Cellular phones and beepers will be silenced or placed on vibrate during regular class and laboratory periods. Cell phones will not be allowed on desks during examinations. **Personal belongings, such as backpacks, and purses, cellular phones, laptops will be secured in your personal vehicle during the exam. Once your exam and Scantron is turned in you then may retrieve your belongings and supplies needed for class. Repeated warnings about cell phone disruptions may lead to negative student academic**
consequences (i.e. point deductions from final grade). This will be left at the faculty’s discretion.
E. **Disability Support Services Program:** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

F. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements and student grade.

G. **Civility:** See the Civility Policy. Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion and is at the faculty’s discretion.

I. **Non-Discrimination:** Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. The college does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, veteran status, genetic information, sexual orientation, gender identity or transgender status. Accordingly, it is the **policy of the college** to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

J. **Inclement Weather:** Information about class cancellation or delay because of inclement weather can be obtained by listening to KNCT-FM (91.3 FM) or by calling (254) 501-3100. (CTC Inclement Weather Information Line).

K. **Skills Lab:** Some skills will require that classmates be utilized as the patient (positioning; Range of motion; transfer; ambulating; occupied bed making; Vital signs; and physical exam). No female or male anatomy will be examined, however, vital signs, pulses in the feet, exam of eyes/mouth/ears, etc. will be utilized. Working with classmates on these skills will fall under “class participation” points.

L. **Support Services:** The College offers a variety of support services to students. Refer to the CTC website: [www.ctcd.edu](http://www.ctcd.edu) and click on “Support Services” from the Main Menu.

VIII. **COURSE OUTLINE**

The learning outcomes for VNSG 1323 are stated under Roman Numeral II of this syllabus. Unit objectives are stated at the beginning of each chapter of the required text.

A. **Unit 1 – Care for the Immobilized Patient and Meeting Basic Needs**

1. **Learning Outcomes:**

   a. Describe three nursing measures to help patients urinate.
b. Compare and contrast the purposes and principles of indwelling and intermittent catheterizations.

c. Describe the rationale for continuous bladder irrigation.

d. Demonstrate Foley catheterization.

e. Perform sterile wound dressing change.

f. Discuss the factors that affect wound healing.

g. Explain the advantages and usages of wound drain.

h. Identify the advantages of negative pressure wound therapy.

2. Learning Activities: group discussion, independent and group collaboration.

3. Equipment and Materials: Lecture outline/PowerPoint and/or instructional hand-outs in Blackboard Learning Management System

4. Audio-visual Aids: DVD/VHS, CD, computer aided instruction (CAI) as appropriate

5. Lesson Outline:
   1. Chapter 29 - Promoting Urinary Elimination
   2. Chapter 38 - Providing Wound Care and Treating Pressure Injuries

B. Unit 2 – Wound Care and Respiratory Care

1. Learning Outcomes:

   a. Discuss appropriate psychosocial care and education for patients undergoing diagnostic test or procedures.

   b. Verbalize how to perform a capillary glucose test, a venipuncture, a throat culture, an electrocardiogram, a urine dipstick test, and a stool for occult blood test.

   c. Describe pretest and posttest nursing care, including education, for patients undergoing diagnostic test and procedures.

   d. Correctly use Standard Precautions during test and procedures.

   e. Explain how the respiratory system works.

   f. List the three causes of hypoxia.

   g. Describe the various methods used for oxygen delivery.

   h. List safety precaution to be observed when patients are receiving oxygen therapy.

   i. Prepare and assist patients in clearing the airway via coughing, postural drainage, suctioning, abdominal thrusts, and inhalation therapy.

   j. Regulate oxygen flow and correctly apply oxygen delivery device.

   k. Prepare to provide care for a tracheostomy patient.

2. Learning Activities: group discussion, independent and group collaboration.

3. Equipment and Materials: Lecture outline/PowerPoint and/or instructional hand-outs in Blackboard Learning Management System

4. Audio-visual Aids: DVD/VHS, CD, computer aided instruction (CAI) as appropriate

5. Lesson Outline:
   1. Chapter 28 – Assisting with Respiratory and Oxygen Delivery
   2. Chapter 24 – Diagnostic Test and Specimen Collection
   3. Chapter 37 – Care of the Surgical Patient
C. **Unit 3 – Bowel Elimination and Care of the Surgical Patient**

1. **Learning Outcomes:**
   a. Describe and identify the process of normal and abnormal bowel movements.
   b. Describe and summarize hypoactive, hyperactive and normoactive bowel sounds.
   c. Analyze the psychosocial implications for a patient who has an ostomy.
   d. Explain the stoma and peristomal assessment and skin care.
   e. Discuss reasons to have surgery.
   f. Explain the nurse’s role in various phases of perioperative, operative, and postoperative care.
   g. Compare the types of anesthesia for surgery.
   h. Explain and perform perioperative and postoperative education for the patient and family.
   i. Promote adequate ventilation of the lungs during recovery and anesthesia.
   j. Promote early ambulation and return to independence in activities of daily living.
   k. Perform discharge patient education necessary for postoperative home self-care.

2. **Learning Activities:** group discussion, independent and group collaboration.

3. **Equipment and Materials:** Lecture outline/PowerPoint and/or instructional hand-outs in Blackboard Learning Management System

4. **Audio-visual Aids:** DVD/VHS, CD, computer-aided instruction (CAI) as appropriate

5. **Lesson Outline:**
   1. Chapter 30 – Promoting Bowel Elimination
   2. Chapter 27 – Nutritional Therapy and Assisted Feeding
   3. Chapter 39 – Promoting Musculoskeletal Function
   4. Final Comprehensive Exam

**VIII. TEACHING LEARNING ACTIVITIES**

A. **Course Calendar:** The Course Calendar for VNSG 1323 details required reading for each of the units of study. The student is to use this syllabus in conjunction with the course calendar to prepare for class. (*C 1, 3*)

B. **Supplemental Learning Activities:** Students are highly advised to utilize the supplemental learning aids that accompany the required text in preparation for each lesson. Each assigned chapter in the required text has corresponding NCLEX Examination questions that should be completed. Student resources are available at [http://evolve.elsevier.com/](http://evolve.elsevier.com/). Then search for your textbook: DeWit's Fundamental Concepts and Skills for Nursing, 5th Edition. These resources include NCLEX exam Review Question with rationales, interactive case studies, animations, video clips, audio clips, and chapter summaries. The study guide that accompanies the required text is also available and it is recommended that students
utilize it as an additional learning aid for this course. All of these resources are excellent learning aids and are highly recommended by the instructors of this course.

C. **Auto-Tutorial:** For some units of study, audio-visual materials and computer-assisted instruction are assigned. Videos will be viewed in class. Computer-assisted programs may be viewed in the learning laboratory. The student will be tested over material from videos or required computer-assisted programs. *(C 8, 18)*

D. **Self-Directed Study:** Each student enters the program with varied backgrounds, educational preparations and rate of learning; therefore, to enhance the teaching-learning process, the student is expected to develop an attitude of self-direction in acquiring knowledge. As part of the self-directed study the student is encouraged to complete Learning Outcomes at the beginning of each assigned chapter. This course is fast paced, with new material covered at each class meeting. Class time is designed to supplement and clarify assigned learning activities. Please set up an appointment time with the appropriate professor, if further assistance is needed. *(F 11, 13, 16)*

E. **Class Presentation:** A variety of teaching methods (lecture, discussion, demonstration, small group activities, computer-assisted instruction, audio visuals) will be utilized to present material on assigned units of study. Class presentations are intended to supplement assigned learning aids. It is the student’s responsibility to be familiar with assigned material before attending class. *(F 13)*
CENTRAL TEXAS COLLEGE  
Vocational Nursing Degree  
Dosage Calculation for Administration (DCFA) Rounding Rules

These rules are standard rules of rounding that apply across the curriculum unless otherwise specified on an exam. All answers must be correctly labeled or they are wrong.

1. Never round off until the final answer.
2. When rounding, the general rule is: 5 and above round up; 4 and below round down. However, never round up when figuring problems for pediatrics/infants. Refer to the required dosage calculation text for specific examples.
3. Milligrams/dose- round to the tenths place. (Exception: see rule #9)
4. Milliliters/dose- round to the tenths place unless the amount is less than 1 ml, then round to the hundredths place.
5. Milliliters or ounces/feeds- round to the tenths place.
6. Milliliters/hour- round to the tenths place.
7. Drops (gtt)/minute- round to the whole number.
8. Insulin should be given as ordered. DO NOT round off.
9. Digoxin and heparin should be rounded to the thousandths place. (mg/dose only)
10. Amounts less than 1 should be preceded by a 0 and a decimal point. Refer to the required dosage calculation text for specific examples.
11. No “trailing” zeros. Ex: 5 mL, not 5.0 mL; 0.4 mL, not 0.40 mL.
12. Microdrip tubing has a drop factor of 60gtt/mL. Macrodrip tubing has a drop factor of 10, 15, or 20 gtt/mL.
13. To convert pounds and ounces to pounds, divide the ounces by 16. For example: weight = 7 lb, 10 oz; 10/16 = 0.625; so weight is 7.625 lb.
14. Conversions you must know:
   1 pound (lb) = 16 ounces (oz) 
   1 kilogram (kg) = 2.2 pounds (lb) 
   1 kilogram (kg) = 1000 grams (g) 
   1 gram (g) = 1,000,000 micrograms (mcg) 
   1 gram (g) = 1000 milligrams (mg) 
   1 milligram (mg) = 1000 micrograms (mcg) 
   1 unit (U) = 1000 milliunits (mU) 
   1 liter (L) = 1000 milliliters (mL) 
   1 ounce (oz) = 30 milliliters (mL) 
   1 teaspoon (tsp) = 5 milliliters (mL) 
   1 tablespoon (Tbsp) = 15 milliliters (mL) 
   1 oz of breast milk = 20 kilocalories (kcal) 
   1 oz of baby formula = 20 kcal unless otherwise specified in problem
My signature acknowledges that I have read and understand the syllabus, course format and testing policy for VNSG 2331, Advanced Nursing Skills, and I agree to abide by the terms set forth in this document.