I. INTRODUCTION

A. Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

B. Required Course.

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

D. Pre-requisites:

   Fall Admissions:
   1. BIOL 2401: Anatomy and Physiology I
   2. HPRS 2300: Pharmacology
   3. VNSG 1126: Gerontology
   4. VNSG 1323: Basic Nursing Skills
   5. VNSG 1219: Leadership & Professional Development
   6. VNSG 1222: Vocational Nursing Concepts
   7. VNSG 1301: Mental Health & Mental Illness
   8. VNSG 2331: Advanced Nursing Skills
   9. VNSG 1160: Clinical Practical Nurse I
   10. VNSG 1560: Clinical Practical Nurse II
   11. VNSG 1429: Medical Surgical Nursing I

   Spring Admission:
   1. BIOL 2401: Anatomy and Physiology I
   2. HPRS 2300: Pharmacology
   3. VNSG 1126: Gerontology
   4. VNSG 1323: Basic Nursing Skills
   5. VNSG 1222: Vocational Nursing Concepts
   6. VNSG 2331: Advanced Nursing Skills
   7. VNSG 1160: Clinical Practical Nurse I
   8. VNSG 1360: Clinical Practical Nurse II
   9. VNSG 1429: Medical Surgical Nursing I

E. Co-requisites:

   Fall Admissions:
   VNSG 1230: Maternal/Neonatal Nursing
   VNSG 1234: Pediatrics
   VNSG 2360: Clinical Practical Nurse III
Spring Admissions:
VNSG 1301: Mental Health & Mental Illness
VNSG 1219: Leadership & Professional Development
VNSG 2560: Clinical Practical Nurse III

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

G. Secretary’s Commission on Achieving Necessary Skills (SCANS) and Differentiated Essential Competencies (DEC’s) of graduates of Texas Vocational Nursing Educational Programs.

1. Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and foundation skills (F).
2. The (DEC’s) that are implemented in VNSG 2360 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 Differentiated Essential Competencies (DECs) is found at http://www.bne.state.tx.us/about/October10/7-2.pdf

II. LEARNING OUTCOMES

Upon successful completion of this course, VNSG 2360, Clinical-Practical Nurse III, the student will:

Medical Surgical Rotation:

1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. (C 15, 18; F 11) (PPCC: 1-2; PSA: 1-2)
2. Demonstrate legal and ethical behavior (C9; F 2, 15, 17; C 1-2; D 1-3; E 1-4; F1) (MOP: 1-2) (PSA: 1-2).
3. Demonstrate safety practices by implement current practice guidelines set forth by Occupational Safety & Health Administration and the National Institute for Occupational Safety and Health, related to safe patient handling and ergonomics. (MOP:1; PPCC:1-2; PSA: 2; MHCT:1; C3, 20; F 10)
4. Demonstrate professional communication techniques and therapeutic verbal and nonverbal communication skills using the terminology of the occupation and the business/industry. (MHCT:1; PSA 1; C9-14, F 1, 5-6, 13-17; C 1a; C 2)
5. Demonstrate interpersonal and teamwork skills. Assigns care to LVN or unlicensed personnel based on analysis of patient or unit in need. (F 13-17) (MOP1,2; C1-2; C3a; C4-5; C6a)
6. Utilize a systematic approach to planning and implementing care while creating and implementing individualized health teaching plans for adult patients with complex health care problems. Supervise nursing care provided by others for whom the nurse is responsible. (C 11; F 3, 4, 8, 11) (PPCC-1, 2; C1-4; C7)
7. Demonstrate the knowledge, preparation, and administration of medications, via routes prescribed to assigned clients. (C5, 6, 7, 19, 20; F1, 3, 4, 8-13) (MOP-1; PPCC-1, 2; PSA-2)

8. Write a nursing note in accordance with the facility policy, to include any abnormalities identified during the physical and psychosocial assessment, any interventions offered with re-evaluation and all observations pertinent to the client. (C5-7, 11; F2, 5) (MOP-A; PPCC-B, D; PSA-A, B, E)

9. Assist with the administration of nutrition via po/parenteral/enteral routes. (C18) (MOP-1; PPCC-2)

10. Participate in pre-/post-conference activities as assigned. (C3, 9; F5, 6) (MOP-1,2; PPCC-2)

11. Demonstrate correct steps required in safe medication administration of oral and topical medications. (C 3, 5-8; F 1-6, 8-9, 17) (PSA 1; C1-2)

12. Quality and Safety Education for Nurses (QSEN) project seven core competencies will be taught and evaluated in relation to the course objectives and content. Those seven core competencies are Patient Centered Care, Teamwork and Collaboration, Best Practices, Quality Improvement, Safety and Informatics. (C18-19, F8, F-11) (PSA 1)

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books.

B. Non-scientific calculator

C. #2 Mechanical Pencils

D. Access to Blackboard web page at https://ctc.blackboard.com/

E. Lab kit materials as needed

F. 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.

G. 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 Vocational Nursing courses (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 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.

H. Supplementary Reading:
Selected web sites:
http://www.aap.org
http://bon.state.tx.us
http://www.cdc.org
http://www.diabetes.org
http://www.nih.gov
http://www.nursingworld.org
http://www.who.int/en
Others as deemed appropriate to assignment.

I. 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.

IV. COURSE REQUIREMENTS
A. Reading Assignment: In preparation for any clinical experience it is suggested that the student read reference material from previous nursing courses, the textbooks, and journal articles relevant to the client’s condition.

B. Projects, Oral Reports, Case Studies, Book Reports, Research Papers:
Written Assignments: Written assignments must be submitted for grading on the designated due date to clinical faculty. See clinical evaluation tool for point breakdown and feedback. All written assignments are to be completed independently unless instructed otherwise. All assignments are to be submitted at the designated time. Late submission of any assignment will result in a grade of “0”. All clinical handouts will be provided via blackboard.

The student is required to pass a Dosage Calculation for Administration (DCFA) Exam at 90% or greater within the first two weeks of the clinical rotations, in order to administer medications and to progress in the course. A maximum of three attempts are permitted. If the student is unable to score 90% or higher after three attempts, he/she is considered unsafe for practice in the clinical area in the medication experience. Therefore, the student will be unable to meet course objectives. This will result in course failure.

C. UWORLD
Students are required to complete 200 UWorld NCLEX Study questions per week. The assigned questions will be due every Friday by 11:59 PM. Failure to complete the assigned member of questions in the assigned timeframe will result in an incomplete for the course.

D. HESI Testing and Remediation: It is mandatory for VN students 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.

1. **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.

**Clinical Assignments:** The student will care for adult and pediatric health patients at various facilities in the Central Texas area. These include, but are not limited to long term care, hospitals, outpatient clinics, and schools. **Clinical hours may be outside of the normal “day” class times. Faculty will provide students clinical hours and locations during the first week of the clinical course.**

E. **Clinical/Class Performance:** The student’s performance is governed by the current Nursing Practice Act and the current DONAH and Allied Health (DONAH) VN Nursing Student Handbook.

A student in the Central Texas College Vocational Nursing Program will act in compliance with the Nursing Practice Act and the Rules and Regulations of the Texas Board of Nursing regarding professional boundaries. Crossing or violating professional boundaries may result in disciplinary action against the student. Examples of boundary crossings or violations may include (but are not limited to) unauthorized visits to clients outside of assigned clinical hours or after the professional relationship with a client has ended, giving gifts to clients, accepting gifts from clients, etc. Refer to website: [http://www.bon.state.tx.us](http://www.bon.state.tx.us) for rules relating to unprofessional conduct as defined by the Texas Administrative Code.

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.

Cell phones will be turned off while the student is in the classroom, laboratory, or clinical area.

Clinical performance will be graded on daily basis and recorded on the Clinical Evaluation Tool.

F. **Preparation for Clinical:** Students are required to read the course syllabus posted on Blackboard prior to clinical. Syllabus acknowledgement signature page is to be signed and turned in to your clinical instructor on the first clinical day. An orientation to clinical will be provided on the first clinical day; students are expected to participate verbally in a variety of clinical activities/discussions. **Students who come to the clinical area without evidence of required preparation (to include but not limited to: computer access, ID badge, homework, stethoscope, watch, pen light, etc.) will not be allowed to give client care and may be sent home or to the campus lab. No points will be earned for missed clinical time.** In preparation for any unit of study, it is required that the student first read the objectives and then the assigned required reading.
G. **Clinical Requirements:** A student must meet the requirements for admission to the clinical site as outlined in the DONAH VN Nursing Student Handbook. The student is to provide his/her own transportation to the assigned clinical site. The student is responsible for completing the preclinical facility legal documentation requirements and obtaining the appropriate vehicle decals at the designated time. Failure to do so will result in 0 points for the day. The DONAH reserves the right to change a student’s clinical placement if the Department determines that a change is necessary.

The student will be required to attend mandatory facility in-processing and/or training and/or orientation at times other than regularly scheduled clinical/class hours. The student will not be able to attend clinical without required mandatory training.

Failure to comply with the mandatory requirements for admission to the affiliated facility or failure to attend the designated orientation as scheduled and on time will result in administrative withdrawal from the course.

A student must inform the faculty if they are assigned to a nursing care area/unit on which they are employed.

Clinical placements for a student are ultimately at the discretion of the faculty members for each clinical course.

A student may not work the night shift immediately prior to the beginning of the clinical day shift.

**AT NO TIME** will a student be allowed to administer any of the following: blood or blood components, oxytocin, intravenous magnesium sulfate, experimental drugs, anti-neoplastic medications, or IV bolus/push medications with the exception of normal saline flushes to peripheral lines.

Students are not allowed to leave the clinical facility during the assigned clinical hours unless prior approval is granted by the faculty and documented by the student and the faculty. At no time are students allowed to be on the clinical unit without clinical faculty.

Students will communicate with their clinical instructor before performing any invasive or noninvasive procedure until they have been given permission by the instructor to perform them independently.

Students will have the required immunizations and CPR before the first day of the clinical rotation, including simulation and clinical orientation days at CTC.

The student will provide documentation to the DONAH denoting current immunization requirements (including the flu vaccine), annual PPD Skin test or chest x-ray if indicated as physician ordered if required, and American Heart Association CPR for Health Care Providers validation through the end of the semester. Students must complete one of the following TB tests no more than 30 days prior to the first clinical start date: 2-Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot). Thereafter a 2-Step Tuberculin Skin Test;
QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T-Spot) is required annually. Those who have had a previous positive TB skin test result will be required to submit a negative chest x-ray completed no more than 30-days prior to the first clinical start date. Thereafter an annual negative chest x-ray will be required through program completion.

All students are required to attend the Semester General Nursing Assembly on the designated day and time each semester as posted.

H. Attendance Policy: VNSG 2560 adheres to the departmental attendance policy published in the DONAH Student Handbook. There are no individual student clinical makeup days. Students are expected to be in the clinical area on time. If a student is late or absent and does not notify the faculty in advance, it will be recorded on the Clinical Evaluation Tool as a score of “0” on applicable objectives for that day. Excessive absence may result in course failure. (Also see B.1.)

I. Clinical Absence Policy: This policy applies to only one day per semester regardless of the number of rotations within that specific clinical course. A student with a legitimate, properly documented excuse (doctor’s note, accident report, etc.) for a clinical absence, provided the absence call was made prior to the beginning of the clinical day, will be given an alternate assignment worth 75% of the total individual points for the day based upon the clinical objectives for the designated course or missed assignment. Based upon the student’s performance and completion of the assignment, points will be awarded as applicable on the clinical evaluation tool for the absent day. Following an illness or other medical or mental health-related event, during the duration of clinical internship, the student will be required to obtain a release from their health care provider prior to returning to the classroom/lab/clinical area/site. Please see the DONAH office for the official form.

Any student who is requesting readmission to a clinical course, or who experiences a “break” from clinical for any reason, will be required to provide a “Student Nurse Medical Release Return to Class/Clinical” form before being allowed to participate in a clinical course. The medical evaluation must take place within the 30 days immediately prior to the clinical start date. The release must be submitted to the appropriate semester coordinator during the first week of the semester or one (1) week prior to the start date for a clinical course that does not start at the beginning of the semester.

J. Progression:
   a. Students must obtain an average of 70% in each clinical objective to successfully complete VNSG 2560 and progress in the Vocational Nursing Program.
   b. The student failing VNSG 1301 (Health & Illness II) will not progress to and will be asked to withdraw from all Co-requisites: VNSG 2560 (Clinical-Practical Nurse III), VNSG 1230 Maternity-Neonatal Nursing, and VNSG 1234 Pediatrics.
c. If eligible and there is space available and the student is eligible to be re-admitted into the VN Nursing Program, the student may repeat VNSG, 1301, 1234, 1230 and VNSG 2560 at the next offering.

K. **Academic Integrity:** 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:

a. **Plagiarism** - the taking of passages from the writing of others without giving proper credit to the sources.

b. **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.

c. **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 or clinical records is considered a violation of academic integrity.

L. **Office Hours:** Each instructor keeps office hours for the purpose of conferring with students. Students are encouraged to make appointments with instructors to discuss their needs and/or problems related to their studies. Please go through the secretary to be announced.

V. **Examinations**

**Prerequisite Math Exam:** Each student must complete a ten item math exam with a grade of 90% or higher in VNSG 2560, within the first two weeks of the clinical rotations, in order to administer medications and to progress in the course. The student will be allotted one hour to complete the exam. The student will be required to show their work and place the answer in the blank, including the appropriate unit of measure. (This is not a multiple choice exam.) Students must utilize the CTC rounding rules. If unsuccessful (scoring less than 90%), the student must make an appointment with the course faculty for exam review and counseling after each exam. Appointments are optional for scores >90%.

The dates and times of the second and third exam will be announced by the clinical faculty. If the student is unable to score 90% or higher after three attempts, he/she is considered unsafe for practice in the clinical area in the medication experience. Therefore, the student will be unable to meet course objectives. This will result in course failure. The student who passes the exam by 90% or higher will then perform the required medication administration according to grading criteria on the Medication Administration check off sheet.

If a student cannot attend an examination, the course faculty member must be notified at their office number 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 submitting make-up work without grade penalty. If the rescheduled opportunity is missed there will be no other opportunities afforded.
VI. **SEMESTER GRADE COMPUTATIONS**

For each scheduled clinical laboratory, all applicable areas will be graded according to the grading criteria on the clinical evaluation tool. The faculty will inform the student of his/her progress in the clinical area.

A. Successful completion of the Prerequisite Math Exam. (Policy as stated above.)

Rounding Rules are provided at the end of this document. The Dosage Calculation for Administration form is at the end of this document.

B. Graded Clinical Experiences.

A student must achieve **70% or greater in the clinical rotations and must meet a minimum of 70% or better in each critical element by the end of the course.**

1. **Grading Criteria:**
   - Maximum number of points per Patient Care/Sim day = 84 points.
   - Maximum number of points per Observation = 40 points.
   - Maximum number of points per Alternate Assignment = 36 points.
   - Maximum number of points per Team Lead = 60 points.
   - Maximum number of points per Psych Rotation = 60 points.
   - Maximum number of points per Clinical Orientation = 16 points.

   a. The total points achieved must equal 70% of the maximum possible points, 70% or better on the cumulative clinical average.

   b. The student must score 70% or greater in each critical element by the end of the clinical course. A student who fails to acquire 70% or greater in each critical element by the end of the clinical course will be considered unsafe. This will result in course failure. An average of 70% overall in the behaviors listed on the clinical evaluation tool does not guarantee success in the course.

   c. There is no rounding off of the final theory/clinical average.

   d. The faculty reserves the right to adjust the student’s grade based upon classroom behavior/civility.

C. Each scheduled clinical day will be graded. If a student has any chronic illness/condition that would interfere with attainment of clinical objectives, he/she cannot be allowed to continue to progress. Factors, which may constitute a course failure, are:

1. Procedural errors.
2. Failure to adhere to principles of total client care.
3. Failure to complete an assignment.
6. Unprepared to meet daily clinical objectives.
7. Clinical behavior that may harm a client.
8. Failure to complete and/or hand in a nursing care assignment for grading.
9. Failure to demonstrate mastery of previously learned clinical skills.
10. Failure to use the nursing process appropriately as a basis for providing care.
11. Unprofessional behavior by the student.
12. Failure to pass the required conversion exam by 90% after three attempts.

The following constitutes unsafe practice by the student:

-- Violates or threatens the physical, psychological, microbiological, chemical, pharmacological, or thermal safety of the client.
-- Violates principles/learning objectives in carrying out nursing skills and making prudent nursing decisions.
-- Fails to recognize or accept legal/ethical responsibility for his/her actions as defined in the Vocational Nurse Act.
-- Fails to follow CDC Standard Precautions.
-- Fails to adhere to CTC Department of Nursing policies.

Disciplinary action will depend upon the severity of the unsafe practice. Disciplinary action may include, but will not be limited to, the following: verbal warning, written warning, formal reprimand, and/or course failure. A student can be failed at any time during the semester as to result in immediate clinical failure.

   Performance will be reflected in the behaviors listed on the Clinical Evaluation Tool.

3. Critical Elements: (Differentiated Essential Competencies of Graduates of Texas Nursing Programs. Texas Board of Nursing, October 2010)
   a. Member of a Profession (MOP)
      1. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the practice setting, VN program and CTC.
      2. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
      3. Maintain professionalism and serve as a role model to peers and members of the multidisciplinary health care team.
   b. Provider of Patient-Centered Care (PPCC)
      1. Perform a basic assessment accurately and in a timely manner.
      2. Provide safe, compassionate, ethical, and holistic nursing care to patients.
   c. Patient Safety Advocate (PSA)
      1. Safely administer medications
      2. Safely perform interventions/procedures.
      3. Maintain principles of infection control.
      4. Obtain instruction, supervision, or training from faculty, as needed when implementing nursing interventions/procedures.
      5. Accept assignments and tasks that take into consideration patient safety and VN and organizational policies.
Member of the Health-Care Team (MHCT)

1. Maintain confidentiality according to HIPAA guidelines.
2. Communicate changes in patient status, responses to interventions, procedures or medications, any abnormal findings, and unsafe practice issues to faculty and staff clearly and in a timely manner.

4. Factors which may constitute a clinical failure for the day and result in “0" points earned for that day include, but are not limited to:
   a. Failure to adhere to principles of total patient care
   b. Clinical unpreparedness
   c. Failure to notify the instructor in a timely manner of absence.
   d. Unsafe behavior/practice

The following constitutes unsafe practice by the student:
(1) Violates or threatens the physical, psychological, microbiological, chemical, pharmacological, or thermal safety of the patient.
(2) Violates previously mastered principles / learning objectives / outcomes in carrying out nursing skills and deriving prudent nursing decisions.
(3) Fails to recognize or accept legal/ethical responsibility for his/her actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurse of the American Nurses Association.
(4) Fails to follow CDC Standard Precautions.
(5) Fails to adhere to CTC DONAH policies. Disciplinary action will depend upon the severity of the unsafe practice. Disciplinary action may include, but will not be limited to, the following: verbal warning, written warning, formal reprimand, and/or course failure. A student can be failed at any time during the semester for unsafe practice as defined above. Some violations may be so unsafe as to result in immediate clinical failure.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. Course Withdrawal: (Consistent with CTC Policy)
B. Administrative Withdrawal: (Consistent with CTC Policy)
C. Incomplete Grade: (Consistent with CTC Policy)
D. Cellular Phones and Smart Watches: Cellular phones are to be turned off and stored in a safe area while at the clinical site or in laboratory at CTC. Smart watches are not part of the CTC Nursing Department uniform, and are not allowed to be worn in the classroom, clinical, or laboratory area.
E. American’s With Disabilities Act (ADA): The Disability Support Services Program provides 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 main campus. This
service is available to all students, regardless of location. Review the website at [http://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/disability-support-services/] for further information. Reasonable accommodations, in accordance with federal and state laws, will be given through the DSS office.

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

G. **Civility**: Individuals are expected to be cognizant of what a constructive educational experience is and be 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 instructor’s discretion.

H. **Support Services**: The College offers a variety of support services to students. Refer to the CTC website: [http://www.ctcd.edu/students/current-ctc-students/academic-support/].

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. **Statement on Harassment and Discrimination**: (Consistent with CTC Policy)

K. **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).

L. **Clinical Site Guidelines**: Students must follow all guidelines for the clinical facility to which they are assigned. Most clinical sites are “no smoking” facilities. Students are not permitted to leave the clinical location during clinical hours. This includes meal times and breaks. Students who reside on campus and utilize the CTC Dining facility may make arrangements to obtain sack lunches for clinical days. Students are not permitted to have visitors at the clinical locations. Students will adhere to CTC VN program cell phone policy noted in VII: D.

M. **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

N. HIPAA: In accordance with federal law, students will protect the privacy of individually identifiable patient information. Disclosure of patient information on all documents utilized by the nursing department, e.g. journals, and assessment forms, will be prohibited. If the facility permits copying of patient documents all patient data must be unidentifiable. Patient information disclosure via electronic means such as telephone, voice mail, PDA, email, camera, social networks, will be prohibited. Students are not permitted to remove any patient medical record from the clinical premises under any circumstances.

*** Factors which may constitute a clinical failure for the day and result in “0” points earned for that day include, but are not limited to:
   a. Failure to adhere to principles of total patient care
   b. Clinical unpreparedness
   c. Failure to notify the instructor in a timely manner of absence.
   d. Unsafe behavior/practice

The following constitutes unsafe practice by the student:
(1) Violates or threatens the physical, psychological, microbiological, chemical, pharmacological, or thermal safety of the patient
(2) Violates previously mastered principles/learning objectives/outcomes in carrying out nursing skills and deriving prudent nursing decisions.
(3) Fails to recognize or accept legal/ethical responsibility for his/her actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurse of the American Nurses Association.
(4) Fails to follow CDC Standard Precautions
(5) Fails to adhere to CTC DONAH policies. Disciplinary action will depend upon severity of the unsafe practice. Disciplinary action may include, but will not be limited to the following: verbal warning, written warning, formal reprimand, and/or course failure. A student can be failed at any time during the semester for unsafe practice as defined above. Some violations may be so unsafe as to result in immediate failure.

VIII. COURSE OUTLINE
A. Clinical Rotations:
Students will participate in long-term care, clinic, and/or acute care clinical experiences during this course. Students will be assigned learning activities as available in the clinical setting to accomplish course outcomes. Based upon availability of clinical experiences, students will have the opportunity to practice, under supervision; all skills covered in previous and present VNSG courses.
Learning Outcomes:

a. Demonstrate caring and utilize critical thinking skills when applying the nursing process to cultural, ethnic, religious, and socially diverse clients with increasing acute/chronic, multi-system dysfunctions in structured settings within the regional, state, and global community. (C7; F2, 9, 11-12) (MOP-A; PPCC-A, B, C, D, E, F,G,H; PSA-A,B,E; MHCT-A,B,E)

b. Perform a head-to-toe and/or focused assessment, as applicable, on assigned client(s). (C5, 6) (PPCC-B)

c. Perform all skills, acquired or learned in previous or present VNSG courses, at identified level. (C3, 5, 6, 7, 18-20; F13) (PPCC-A,B,C,D)

d. Provide safe care for multiple clients that efficiently uses time and supplies. (C1, 3, 5-7, 19, 20) (PPCC-A,D,H; PSA-B,D)

e. Write a nursing note in accordance with the facility policy, to include any abnormalities identified during the physical and psychosocial assessment, any interventions offered with re-evaluation and all observations pertinent to the client. (C5-7, 11; F2, 5) (MOP-A; PPCC-B,D; PSA-A,B,E)

f. Assist and participate a treatment, medication, dietary, or safety teaching plan to client(s) and family members. (C5-7,10) (PPCC-G; PSA-C)

g. Evaluate performance by identifying areas of strength, areas needing improvement and areas mastered with validation. (C16; F13, 16) (MOP-B; PPCC-D)

IX. TEACHING LEARNING ACTIVITIES

a. Students will be assigned learning activities as available in the clinical setting to accomplish course outcomes.
CENTRAL TEXAS COLLEGE
VOCATIONAL NURSING PROGRAM
Clinical Evaluation Tool
VNSG 2560 Clinical Practical Nurse III Capstone

STUDENT_________________________ CLINICAL NURSING ________________

DATE ___________________________ SEMESTER/YEAR ____________________

INSTRUCTIONS:
Clinical performance is evaluated using a scale of 0 - 4 on each clinical objective each day. The final course grade is derived by totaling the daily points at the end of each rotation/semester. A grade of “C” (70%) indicates that the student has achieved stated clinical competencies at the minimum defined level.

At the time of the final clinical evaluation ALL behaviors must be satisfactorily performed at the level of competency defined for the course as identified in the course syllabus.

On a daily basis the student and faculty evaluate the student’s clinical performance utilizing the following points:

| I | Independent | = 4 points |
| S | Supervised   | = 3 points |
| M | Minimally Assisted | = 2 points |
| A | Assisted     | = 1 point  |
| D | Dependent    | = 0 points |

The faculty will complete the Clinical Evaluation Form for each clinical day and confer with the student regarding clinical performance. Space for faculty and student comments is provided. Definitions of each performance standard and the level at which each objective is met by the student will be discussed at the required conference. This clinical evaluation form will become a part of the student’s permanent record.

FINAL CLINICAL GRADE__________ My signature acknowledges that I have seen and discussed the final clinical evaluation with the responsible faculty.

_________________________________ Date ____________________________
Faculty

_________________________________ Date ____________________________
Student
If the student demonstrates behavior unsafe for a client on any day, the student may receive a failing grade for the entire clinical experience, thus failing the course.

The student must pass a dosage calculation exam with a 90% or better by an announced date as detailed in the course syllabus.

If, during the medication experience, the student does not achieve a rating at the level of competency defined, the student will receive a failing grade for the entire clinical experience, thus failing the course. When possible a student that is deficient in the area may be given an extra medication experience, but this cannot be guaranteed.

Clinical Performance Requirements: At the end of the designated semester, ALL behaviors must be performed at the level of competency defined, to constitute a passing clinical grade. A final clinical evaluation average of less than 70% constitutes a course failure.

* Critical Elements: expected behaviors considered critical to successful completion of the learning experience. In order for a student to progress the student must meet each critical element with a minimum of 70% or better at the end of each clinical course.

Expected Level of Performance per Clinical Level

<table>
<thead>
<tr>
<th>Behavior Level (Capstone)</th>
<th>Clinical Nursing</th>
<th>I</th>
<th>II</th>
<th>III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member of a Profession</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*1. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the practice setting, VN program, and CTC.</td>
<td>S</td>
<td>I</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>*2. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>*3. Maintain professionalism and serve as a role model to peers and members of the multidisciplinary health care team.</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>4. Demonstrate responsibility for continued competence in nursing practice, and use self-evaluation to improve practice.</td>
<td>A</td>
<td>S</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td><strong>Provider of Patient-Centered Care</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*1. Perform a basic assessment accurately and in a timely manner.</td>
<td>A</td>
<td>M</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>*2. Provide safe, compassionate, ethical, and holistic nursing care to patients.</td>
<td>A</td>
<td>S</td>
<td>I</td>
<td></td>
</tr>
<tr>
<td>3. Organize care based upon clinical reasoning and identified priorities.</td>
<td>A</td>
<td>M</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>4. Report assessment data to assist in identifying problems, formulating goals/outcomes and developing plans of care for 1-3 patients.</td>
<td>A</td>
<td>M</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>5. Use therapeutic communication techniques when interacting with patients, families, peers, faculty, and members of the multidisciplinary health care team.</td>
<td>A</td>
<td>M</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>6. Implement teaching plans for patients and their families with common health problems and well-defined learning needs.</td>
<td>A</td>
<td>M</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td><strong>Patient Safety Advocate</strong></td>
<td></td>
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</tr>
<tr>
<td>1. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.</td>
<td>A</td>
<td>M</td>
<td>S</td>
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<td>I</td>
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</tr>
<tr>
<td>2.</td>
<td>Safely administer medications.</td>
<td>A</td>
<td>S</td>
<td>I</td>
</tr>
<tr>
<td>4.</td>
<td>Maintain principles of infection control.</td>
<td></td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>5.</td>
<td>Obtain instruction, supervision, or training from faculty, as needed when implementing nursing interventions/procedures.</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>6.</td>
<td>Accept assignments and tasks that take into consideration patient safety and VN and organizational policies.</td>
<td>S</td>
<td>I</td>
<td>I</td>
</tr>
</tbody>
</table>

**Member of the Health Care Team**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>I</th>
<th>I</th>
<th>I</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Maintain confidentiality according to HIPAA guidelines.</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td>Communicate changes in patient status, responses to interventions, procedures or medications, any abnormal findings, and unsafe practice issues to faculty and staff clearly and in a timely manner.</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td></td>
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</tr>
<tr>
<td>3.</td>
<td>Collaborate and communicate with patients, their families, the interdisciplinary health care team, and clinical faculty to assist in planning, delivery, and coordination of patient-centered care.</td>
<td>A</td>
<td>M</td>
<td>S</td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td>Participate as an advocate in promoting quality health care for patients and their families.</td>
<td>A</td>
<td>M</td>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Document information accurately, completely, and in a timely manner.</td>
<td>A</td>
<td>S</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Assign nursing care to LVNs or unlicensed personnel based on analysis of patient or unit need.</td>
<td>NA</td>
<td>NA</td>
<td>S</td>
<td></td>
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<tr>
<td>7.</td>
<td>Supervise nursing care provided by others for whom the nurse is responsible.</td>
<td>NA</td>
<td>NA</td>
<td>S</td>
<td></td>
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</tr>
</tbody>
</table>

Differentiated Essential Competencies of Graduates of Texas Nursing Programs. The Texas Board of Nursing, October 2010.

I = Independent - 4 pts.  
S = Supervised - 3 pts.  
M = Minimally Assisted - 2 pts.  
A = Assisted - 1 pt.  
D = Dependent - 0 pts.

**Clinical Point Deductions**

Points will be deducted for absences, tardiness, and incomplete clinical days according to the following standards. Leaving clinical early for any reason will result in a deduction from the points earned for that day.

<p>| | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Absence with instructor notification prior to scheduled clinical start time as required.</td>
<td>Student will earn 4 points for the day for following policies (element A-1).</td>
<td></td>
</tr>
<tr>
<td>Absence with no call to instructor prior to scheduled clinical start time (no call/no show).</td>
<td>Student will earn zero (0) points on each element for the day.</td>
<td></td>
</tr>
<tr>
<td>Second no call/no show.</td>
<td>Student will be administratively withdrawn from clinical in failing status.</td>
<td></td>
</tr>
<tr>
<td>Tardiness of greater than 30 minutes with instructor notification prior to scheduled clinical start time.</td>
<td>Student will be sent home and counted as absent (earn 4 points on element A-1).</td>
<td></td>
</tr>
<tr>
<td>Tardiness of greater than 15 minutes without instructor notification prior to scheduled clinical start time.</td>
<td>Student will be sent home and earn zero (0) points on each element for the day.</td>
<td></td>
</tr>
<tr>
<td>Tardiness</td>
<td>Student will have 1 point deducted from elements A-1, A-2, and A-3. Repeated tardiness may result in increased point deductions.</td>
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<tr>
<td>-----------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Tardiness of less than 15 minutes without instructor notification prior to scheduled clinical start time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tardiness of less than 30 minutes with instructor notification prior to scheduled clinical start time</td>
<td>Student will earn 2 points for element A-1, and zero points for elements A-2 and A-3. Repeated tardiness may result in increased point deductions.</td>
<td></td>
</tr>
<tr>
<td>Leaving clinical prior to providing patient care.</td>
<td>Student will be counted as absent and earn 4 points for element A-1.</td>
<td></td>
</tr>
<tr>
<td>Leaving clinical after beginning patient care but with less than 50% of the day completed.</td>
<td>Student will have 50% deduction from total points earned for the day. Repeat occurrences may result in increased point deductions.</td>
<td></td>
</tr>
<tr>
<td>Leaving clinical with more than 50% but less than 100% of the day completed.</td>
<td>Student will have 25% deduction from total points earned for the day. Repeat occurrences may result in increased point deductions.</td>
<td></td>
</tr>
</tbody>
</table>

The preceding is not an all-inclusive list of possible deductions for clinical performance.
CENTRAL TEXAS COLLEGE
VOCATIONAL NURSING PROGRAM

Level of Student Performance in Clinical Practice

Student criterion-referenced performance standards are defined as follows for clinical evaluations. Read the standards for each level of competency carefully. Each grading level should be based on the level of knowledge and competence of the student for the semester in which they are in.

INDEPENDENT = 4 POINTS
Performs at expected level, safely and accurately each time* behavior observed
Performs without supportive cues* from instructor.
Demonstrates dexterity in completion of tasks and behavior. *
Spends minimal time on task. *
Exhibits relaxed and confident behavior.
Applies theoretical knowledge accurately each time based on level of knowledge. *
Focuses on patient while giving care. *
Demonstrates confidence

SUPERVISED = 3 POINTS
Performs at expected level, safely and accurately each time* behavior observed
Requires minimal supportive or directive cues during performance of task. *
Demonstrates dexterity, but uses some unnecessary energy* to complete behavior/activity.
Spends reasonable time on task. *
Exhibits relaxed and confident; occasional anxiety may be noticeable.
Applies theoretical knowledge accurately with occasional cues.
Focuses on patient initially; as complexity increases, focuses on task. *

MINIMALLY ASSISTED = 2 POINTS
Performs at expected level, safely and accurately each time* observed
Requires frequent supportive and occasional directive cues. *
Demonstrates partial lack of skill and/or dexterity* in organization of activity; awkward
Takes longer time* to complete task; occasionally late.
Exhibits poor planning and time management.
Identifies principles, but needs direction to identify application.
Focuses primarily on task, not on patient. *

ASSISTED = 1 POINT
Performs safely with assistance, *not always accurate.
Requires continuous supportive and directive cues. *
Demonstrates lack of skill; uncoordinated* in majority of behavior.
Performs task with considerable delay; activities are disrupted or omitted. *
Exhibits anxious, flustered behavior.
Identifies fragments of principles; applies principles inappropriately.
Focuses entirely on task, not on patient. *
DEPENDENT = 0 POINTS

Performs in an unsafe* manner; unable to demonstrate behavior.
Requires continuous supportive and directive cues. *
Performs in an unskilled manner; lacks organization. *
Exhibits inactive, non-productive behavior.
Unable to identify principles or apply them.
Attempts activity or behavior, yet is unable to complete. *
Unable to focus entirely on task and/or patient. *

* Distinctive feature of the level of competence.

### A. MEMBER OF A PROFESSION

1. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the practice setting, VN program and CTC.

2. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.

3. Maintain professionalism and serve as a role model to peers and members of the multidisciplinary health care team.

4. Demonstrate responsibility for continued competence in nursing practice and use self-evaluation to improve practice.

### B. PROVIDER OF PATIENT-CENTERED CARE

1. Perform a basic assessment accurately and in a timely manner.

2. Provide safe, compassionate, ethical, and holistic nursing care to patients.

3. Organize care based upon clinical reasoning and identified priorities.

4. Report assessment data to assist in identifying problems, formulating goals/outcomes and developing plans of care for assigned patients.

5. Use therapeutic communication techniques when interacting with patients, families, peers, faculty, and members of the multidisciplinary health care team.

6. Implement teaching plans for patients and their families with common health problems and well-defined learning needs.

### C. PATIENT SAFETY ADVOCATE

1. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.

2. Safely administer medications.


4. Maintain principles of infection control.

5. Obtain instruction, supervision, or training from faculty, as needed when implementing nursing interventions/procedures.

6. Accept assignments and tasks that take into consideration patient safety and VN and organizational policies.
**D. MEMBER OF THE HEALTH CARE TEAM**

*1. Maintain confidentiality according to HIPAA guidelines.

*2. Communicate changes in patient status, responses to interventions, procedures or medications, any abnormal findings, and unsafe practice issues to faculty and staff clearly and in a timely manner.

3. Collaborate, and communicate with patients, their families, the interdisciplinary health care team, and clinical faculty in planning, delivery, and coordination of patient-centered care.

4. Participate as an advocate promoting quality health care for patients and their families.

5. Document information accurately, completely, and in a timely manner.

6. Assign nursing care to LVNs or unlicensed personnel based on analysis of patient or unit need. (Applies only to capstone clinical course)

7. Supervise nursing care provided by others for whom the nurse is responsible. (Applies only to capstone clinical course)

**Medications given:**
Type: PO, SC, IM, PR, IVPB, etc.
A=Adult, N=Newborn

**Procedures done:**
IV, D/C IV, Foley, D/C Foley, I/O Catheter, Newborn Screen, Wound Care, Blood Draw, etc.

**TOTAL**

Max. Available points: Patient Care Day = 84 (absences 4/84); Alternate Experience/Orientation Days = 24-48 (absences 4/36-48); Lab Days = 16 (absences 4/16)
Simulation Days = 68

Each element is worth a maximum of 4 points. 4 pts. = Independent; 3 pts. = Supervised; 2 pts. = Minimally Assisted; 1 pt. = Assisted; 0 pts. = Dependent

*Critical element- must achieve a 70% on each critical element to be successful in each clinical course.
### CRITICAL ELEMENTS

In order to progress the student must meet each critical element with a minimum of 70% or better at the end of each clinical course. 

Differentiated Essential Competencies of Graduates of Texas Nursing Programs. The Texas Board of Nursing, October 2010.

---

#### A. MEMBER OF A PROFESSION

<table>
<thead>
<tr>
<th>Date</th>
<th>Total</th>
</tr>
</thead>
</table>

1. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the practice setting, VN program and CTC.

2. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.

3. Maintain professionalism and serve as a role model to peers and members of the multidisciplinary health care team.

#### B. PROVIDER OF PATIENT-CENTERED CARE

<table>
<thead>
<tr>
<th>Date</th>
<th>Total</th>
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</table>

1. Perform a basic assessment accurately and in a timely manner.

2. Provide safe, compassionate, ethical, and holistic nursing care to patients.

#### C. PATIENT SAFETY ADVOCATE

<table>
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<tr>
<th>Date</th>
<th>Total</th>
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</table>

2. Safely administer medications.


4. Maintain principles of infection control.

5. Obtain instruction, supervision, or training from faculty, as needed when implementing nursing interventions/procedures.

6. Accept assignments and tasks that take into consideration patient safety and VN and organizational policies.

#### D. MEMBER OF THE HEALTH CARE TEAM

<table>
<thead>
<tr>
<th>Date</th>
<th>Total</th>
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</table>

1. Maintain confidentiality according to HIPAA guidelines.

2. Communicate changes in patient status, responses to interventions, procedures or medications, any abnormal findings, and unsafe practice issues to faculty and staff clearly and in a timely manner.

---

In order to progress the student must meet each critical element with a minimum of 70% or better at the end of each clinical course.

Differentiated Essential Competencies of Graduates of Texas Nursing Programs. The Texas Board of Nursing, October 2010.
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.
3. Amounts less than 1 should be preceded by a 0 and a decimal point.
4. No “trailing” zeros. Ex: 5 mL, not 5.0 mL; 0.4 mL, not 0.40 mL.
5. 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.
6. 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
CENTRAL TEXAS COLLEGE
Vocational Nursing Program
VNSG 2560 – Clinical Practical Nurse III
Dosage Calculation for Administration

Dosage Calculation for Administration Exam Results ________________________________
Name of Student – Printed

POLICY: Each student must complete a ten item math exam with a grade of 90% or higher in VNSG 2360, Clinical Practical Nurse III, within the first two weeks of the clinical rotations for the semester in order to administer medications and to progress in the course. The student will be allotted one hour to complete the exam. The student will be required to show their work and place the answer in the blank, including the appropriate unit of measure. (This is not a multiple choice exam.) If unsuccessful (scoring less than 90%), the student must make an appointment with the course faculty for exam review and counseling after each exam. Appointments are optional for scores >90%. The dates and times of the second and third exam will be announced by the clinical faculty. If the rescheduled exam opportunity is missed there will be no other opportunities afforded. If the student is unable to score 90% or higher after three attempts, he/she is considered unsafe for practice in the clinical area in the medication experience. Therefore, the student will be unable to meet course objectives. This will result in course failure. The student who passes the exam by 90% or higher will then perform the required medication administration according to grading criteria provided in the VNSG 2360. The student must have passed the math exam with a grade of 90% or higher prior to passing medications. Exam #3 remains as your last opportunity to meet the course objectives. Failure of Exam #3 will result in course failure.

<table>
<thead>
<tr>
<th>Test Grade</th>
<th>Student Signature</th>
<th>Date</th>
<th>Faculty Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
My signature acknowledges that I have read and understand the syllabus, course format, and policies for VNSG 2560 Clinical-Practical Nursing III, and I agree to abide by the terms set forth in this document.

________________________________________
Printed Name

________________________________________  __________________________
Signature                                 Date