Course Description:
Study of the concepts and principles necessary to perform intermediate or advanced nursing skills for the adult patient; and demonstrate competence in the performance of nursing procedures. Content includes knowledge, judgment, skills and professional values within a legal/ethical framework.

Credit Hours: 1
Course Prerequisites: Successful completion of MVC Nursing Semester I courses – RNSG 1413, RNSG 1360, RNSG 1105

Co-Requisites: RNSG 1441, RNSG 2362

Textbooks and Materials needed for this course:
1. Skills Lab Supplies (Purchase from the bookstore)
2. MVC Student Handbook

End of Program Student Learning Outcomes can be found in the 2018-2020 Nursing Student Handbook

Course Learning Objectives
All course objectives align with the MVC Nursing End-of-Program Student Learning Outcomes (EOP/SLO), as outlined in the MVC Nursing Student Handbook.
- Communicates clearly the English language in speaking, reading, and writing during performance
and evaluation of nursing procedures/simulated nurse-patient interactions. (Communication EOP/SLO)

- Analyze clinical situations which require application of problem solving and the nursing process during skills performance and simulation. (Nursing Process EOP/SLO)
- Incorporate safety aspects of all advanced nursing skills. (Safety ELO/SLO)
- Utilize contemporary health related equipment and demonstrate its safe use. (Informatics ELO/SLO)
- Further develop nursing skills consistent with evidenced based practice. (Evidence-Based Practice ELO/SLO)
- Interpret the scientific and ethical principles as it relates to each nursing skill performed. (Ethical-Legal ELO/SLO)
- Demonstrate efficient and effective use of resources in the lab or simulated clinical setting. (Resource Management ELO/SLO)

**Topical Outline of Course**

- Phlebotomy
  - Specimen Collection
  - Venipuncture
- IV start/IV push
  - Saline Lock
  - Operation of IV Pump
  - Tubing and IV Bag Set-Up
- IV PB/Gravity
  - Tubing and IV Bag Set-Up – using pump & via gravity
- Blood Transfusion
  - Two nurse checks
  - Step-by-step transfusion procedure
  - Vital signs and assessment
- Tracheostomy Care
  - Airway Management
  - In-line Suctioning
  - Trach Care
- Central/PICC Line Dressing Change
  - Central venous access
  - Sterile central line/PICC dressing change
- Competency - Mechanical Ventilation, Chest Tube, Central Line Blood Draw
  - Airway Management
  - Closed chest drainage
  - PICC blood draw
- Simulation
  - Active learning activity requiring students to demonstrate competency in caring for patients with adult medical-surgical conditions

**Methods of Evaluation**

- Competency Validations
- Competency Validations
  - Phlebotomy 15%
  - IV start/IV push 15%
  - IV PB/Gravity 15%
  - Blood Transfusion 15%
o Tracheostomy Care 15%
o Central/PICC Line Dressing Change 15%
• Simulation 10%

All material in this course is considered critical to nursing practice. The student will be expected to perform these skills in the clinical area and apply theory to the application of these skills. Selected skills will be evaluated by competency validations. All of the skill competency validations must be passed in order to pass this course.

**Competency Validation Policy**
The grading of the skill competency validations are as follows: If a competency validation is passed on the first attempt, the grade will be 95%. If passed on the second attempt, the grade will be 85%. If passed on the third attempt, the grade will be 75%. If the competency validation is not passed on the third attempt, the student will receive a grade of 0% for that skill. If the student fails to complete a competency validation successfully in 3 attempts, the student will not be able to attend hospital clinicals and will be withdrawn from the nursing program.

If the student does not pass the competency validation on the first attempt, they are required to spend a minimum of 1-hour practice in the nursing skills lab before they are allowed to complete their second attempt. An appointment must be made with the instructor in order to complete the second attempt at the competency validation. If the student arrives for the second attempt without completing the minimum 1-hour practice time in the nursing skills lab, they will forfeit their second attempt. If a student does not pass the competency validation on the second attempt, the student is required to make an appointment with the nursing skills lab Instructional Specialist for one-on-one tutoring in the skill. The student will be eligible for their third attempt only after meeting with the Instructional Specialist and making an appointment to complete the third attempt.

The forms for the skill competency validations will be posted on Blackboard. Students should print them and bring them to the assigned class.

Faculty will determine the specific assignments and evaluations for their courses. The focus of this course is nursing skills and the related theory base for their use. Students will learn a wide variety of skills although there will be only 6 competency validation experiences as listed above. The student will have three chances to pass each competency validation. Students will be required to view assigned videos and complete other assignments prior to class. The content will be imbedded in the assignments, written work, in-class performance, and simulation. There may be other learning activities at the instructor’s discretion.

To ensure quality education and equality to all students in this course, the following special conditions will apply during testing situations.
- The instructor controls the options of seating arrangement, movement, leaving the room, and stopping an exam for violation of scholastic honesty.
- All books, papers, notebooks, and personal belongings will be placed away from the desk before testing begins. No cell phones or other electronic devices are allowed in the testing area.
- Any verbal or nonverbal communication between students during a competency validation situation will be grounds for the termination of the competency validation. A grade of zero will be recorded and averaged in to the final grade.
- Should a student need to communicate with the instructor, remain seated and raise your hand.
- Any infractions of scholastic honesty will be grounds for dismissal from the program.

**Testing Protocol**
To ensure quality education and equality to all students in this course, the following special conditions will apply during testing situations.
The instructor controls the options of seating arrangement, movement, leaving the room, and stopping an exam for violation of scholastic honesty.

All books, papers, notebooks, and personal belongings will be placed away from the desk before testing begins. No cell phones or other electronic devices are allowed in the testing area.

Any verbal or nonverbal communication between students during a testing situation will be grounds for the termination of the testing. A grade of zero will be recorded and averaged in to the final grade.

Should a student need to communicate with the instructor, remain seated and raise your hand.

- Any infractions of scholastic honesty will be grounds for dismissal from the program.
- If you are using online resources and find answers that are seen on the exam, you should report it to the instructor immediately. If not reported, it will be considered academic dishonesty.

Grading Scale
The Mountain View College Nursing Program has determined that a grade of "C" is the minimum acceptable grade for enabling a student to proceed to the next nursing course. The student must earn a grade of "C" or higher in every course required for a given semester or group of related courses in order to progress to the next semester. The student must earn a passing grade for clinical performance in addition to any other graded assignments, and complete all non-graded course expectations in order to pass a clinical course.

For all nursing courses, the requirements for a particular letter grade are listed below.

- A = 92.0 – 100
- B = 84.0 – 91.99
- C = 75.0 – 83.99
- D = Below 75
- F = Below 67

Throughout the nursing program, grades will not be rounded up to the next grade. Grades will not be curved in the nursing program. In computing the final course grade, a “D” grade will not be rounded to a “C” grade. For example, if the student’s final grade is 74.99, this equates to a final grade of “D”. There would be no rounding of the final grade.

A student who does not pass an examination with a minimum passing grade of 75 is required to make an appointment with the instructor prior to the next exam.

In compliance with the Family Educational Rights and Privacy Act of 1974, no grade will be given over the telephone to a student or any other person under any circumstances. Grades will be available via E-campus.

Procedures for students who are unsuccessful:
Any student earning a grade of 75 or below on an exam must make an appointment with faculty to analyze the exam results and develop a plan for improvement. This appointment is the student’s responsibility.

Student Review of Exams:
At the discretion of the instructor, a student may review test answer sheet/booklets/computerized results on an individual basis and by appointment only. At no time will a student be alone to review a previous test or permitted to take notes. Previous tests may be reviewed before the final exam if the instructor allows. There is no review of the final exam and all review of previous exams must be completed prior to taking the final exam.

Grade Appeals:
A student who wishes to appeal a grade should follow these guidelines:

1. Make an appointment immediately with your instructor to discuss your performance and the grade you received.
2. If you are unable to resolve the situation at that level, make an appointment to speak with the Dean of Allied Health/Nursing.
3. If you are still dissatisfied, you may request an appointment with the MVC Vice President of Instruction.
4. Students may also discuss the situation with the Mountain View College counselors, but this does not take the place of formal appeals via the chain of command as listed above.

**Instructor and Nursing Program Attendance Policies**

Students are expected to attend all classes. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class of your reason for leaving early.

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending by the certification date. For this class, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students who are not certified as beginning class are responsible for any payments due as a result of non-certification, to include dropping of the course.

A student in the Mountain View Nursing Program must assume responsibility for individual learning and be a self-directed adult learner. Nursing faculty have carefully scheduled and constructed course content and learning activities. Student behaviors should not disrupt the learning of themselves or other students. Students should make every effort to be on time to class. It is not appropriate to leave repeatedly during class, talk or whisper with other students, eat nosily, or bring children to class. Cell phones must be silenced or set on vibrate and put away during class. Phones may not be used during class for talking, texting, internet, or other uses unrelated to the class topic. Personal computers may be used, but the use must be confined to class-related activities. Tape recorders may be used in class with individual faculty permission. If the faculty member elects not to allow taping, that request must be honored. Students are expected to adhere to all of the stated lab policies.

Some class content and discussion may be of a sensitive nature. Confidentiality is of key importance and must absolutely be honored.

Only the course instructor, in conjunction with the Dean of Nursing, can excuse a student from class or course responsibilities. In case of inclement weather, the Mountain View College and DCCCD inclement weather policy will be followed. In the event of an illness, accident, or emergency, the student should make direct contact with the instructor before a class, presentation, examination, or other activity takes place. If the instructor cannot be reached in person or by telephone, the student should leave a message with the nursing program administrative assistant or the instructor via voice mail. An extenuating circumstance will be handled by the instructor, with the Dean of Nursing. Drop action may be taken by the instructor if a student is absent more than ten percent (10%) of total class hours.

Tardiness is an unprofessional behavior, distracts other students, and reduces all students’ ability to learn. In most situations, the student will be counseled verbally the first time. The second time, an occurrence record will be completed, signed by the student, and placed in the student's file. The third time, the student will be given a formal contract and remedial action may be taken. Students are expected to adhere to the nursing program dress code and to follow the other policies as listed in the student handbook, the college handbook, the college web site, and the attendance policies as listed above.

**Plagiarism**

There are different types of plagiarism and all are serious violations of academic honesty. The most common types are defined below:
• **Direct Plagiarism**
  Direct plagiarism is the word-for-word transcription of a section of someone else’s work, without attribution and without quotation marks. The deliberate plagiarism of someone else's work is unethical, academically dishonest, and grounds for disciplinary actions, including expulsion.

• **Self-Plagiarism**
  Self-plagiarism occurs when a student submits his or her own previous work, or mixes parts of previous works, without permission from all professors involved. For example, it would be unacceptable to incorporate part of a term paper you wrote in high school into a paper assigned in a college course. Self-plagiarism also applies to submitting the same piece of work for assignments in different classes without previous permission from both professors.

• **Mosaic Plagiarism**
  Mosaic Plagiarism occurs when a student borrows phrases from a source without using quotation marks or finds synonyms for the author's language while keeping to the same general structure and meaning of the original. Sometimes called “patch writing,” this kind of paraphrasing, whether intentional or not, is academically dishonest and punishable – even if you footnote your source!

• **Accidental Plagiarism**
  Accidental plagiarism occurs when a person neglects to cite their sources, or misquotes their sources, or unintentionally paraphrases a source by using similar words, groups of words, and/or sentence structure without attribution. (See example for mosaic plagiarism.) Students must learn how to cite their sources and to take careful and accurate notes when doing research. Lack of intent does not absolve the student of responsibility for plagiarism. Cases of accidental plagiarism are taken as seriously as any other plagiarism and are subject to the same range of

**Late Work Policy**
Late work will not be accepted. Any work turned in late or incomplete will receive a 0% grade.

**Make-Up Policy**
There are no make-up exams. If a student is not present during the assigned time for an exam, the student will receive a 0% and will forfeit one skill check-off exam attempt. Extenuating circumstances must be documented, and the instructor will make a decision along with the Dean of Allied Health/Nursing regarding a students' individual situation. Any exam not accepted for make-up will receive a grade of 0%.

**Counseling**
Students are required to make an appointment with the instructor any time an exam grade does not meet the benchmark of 75% for tutoring and exam review. The MVC counselor is Dr. Jesse Gonzalez and is available for appointments with all MVC nursing students. His email is jgonzalez@dcccd.edu and his office number is 214-860-3640.

**Evaluation of Course & Instructor**
All students will evaluate the course and instructor at the completion of the course.

**Electronic Devices**
Cell phones must be silenced or set on vibrate and put away during class. Phones may not be used during class for talking, texting, internet, or other uses unrelated to the class topic. Personal computers may be used, but the use must be confined to class-related activities. Tape recorders may be used in class with individual faculty permission. If the faculty member elects not to allow taping, that request must be honored.

**Withdrawal Policy (with drop date)**
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the registrar's office by _______4/16/20_______. Failure to do so will result in your receiving a performance grade, usually an “F”. Students often drop courses when help is available that would enable them to continue. Please discuss your plans with your instructor if you feel the need to
withdraw. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. If you drop a course during the semester (RNSG 1144), you must also drop the concurrent course(s) RNSG 1441 & RNSG 2362. Keep in mind that the official drop date changes each semester and with each course.

**Institution Policies:**
Institutional Policies relating to this course can be accessed from the following link: [www.mountainviewcollege.edu/syllabipolicies](http://www.mountainviewcollege.edu/syllabipolicies)

**Disclaimer Reserving Right to Change Syllabus:**
The instructor reserves the right to revise or amend this syllabus as necessary to manage and conduct this course. The intent of the instructor is to promote the best education possible within prevailing conditions affecting this class. You are responsible for contacting the instructor and seeking clarification of any requirement that is not understood.

**Course Calendar:**
Please see separate Semester-RNSG 1144 calendar document.
RNSG 1144 Nursing Skills II
Student Contract and Acknowledgment

In recognition of the professional nature of Nursing as well as the professionalism stressed in the nursing program, I attest to the following:

_____ I have read and reviewed the syllabus, course description, learning outcomes & objectives. I have had time and opportunity to clarify any unclear areas.

_____ I understand the importance of preparing for this course before class, clarifying unclear areas in class, and participating in group discussions. I understand that I earn a grade; that just meeting minimal requirements does not earn an A.

_____ I understand the importance of being on time, being prepared and not missing class. I will not wait until the last minute to turn in assignments or turn them in late.

_____ I will not be late to class or leave early.

_____ I understand my role in limiting cross-conversations and other distractions or disruptive behaviors, including, but not limited to, cell phones, eating, entering and leaving frequently, loud noises, computer noise, etc. in class.

_____ I will leave the room clean of debris and papers.

_____ I understand the withdrawal date in this semester is ___________4/16/20__________

_____ I understand the Academic Honesty Policy and the Student Code of Conduct. I understand that not reporting cheating makes me culpable. Nurses are held to a higher degree of honesty and must protect the profession and the patients under our care.

_____ I have read and understand the testing schedule and will bring the correct materials to any exam situation where one is required.

_____ I understand how the course is graded, including tests, quizzes, and any extra assignments.

_____ I understand the “drop”, exit interview, and grievance policies.

_____ I know how to reach my instructor if I need to be absent or need help with the course

_____ I understand that it is my responsibility to maintain my grades.

_____ I understand that a final grade below “C” will not be rounded up.

__________________________________________ _______________
Print Name Date

___________________________________________________
Signature
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__________________________________________  _________________________
Print Name Date

_______________________________________________
Signature