

Course Syllabus

COURSE: RNSG 1201 (1:1:4) PHARMACOLOGY
 SEMESTER: Spring 2024
 CLASS DAYS: See course calendar
 CLASS TIMES: See course calendar

Name	Office Number	Email	Office	Hours
Hollan Scrivner, MSN, RNC-MNN Semester 1- Team Lead	806.716.2491	hscrivner@southplainscollege.edu	AH107C	Tuesday and Thursday 1:00-4:00 Friday 9:00-12:00 and by appointment
Janet Ross MSN, RN	806.716.2515	jcross@southplainscollege.edu	AH107E	Tuesday and Thursday 1:00-4:00 Friday 9:00-12:00 and by appointment
Brenda Jordan, MSN, RN CLNC	806.716.2389	bjordan@southplainscollege.edu	AH107B	Tuesday and Thursday 1:00-4:00 Friday 9:00-12:00 and by appointment
April Edgett, MSN, RN	806.716.2387	aedgett@southplainscollege.edu	AH107D	Tuesday and Thursday 1:00-4:00 Friday 9:00-12:00 and by appointment
*Preferred email All instructors		adnfirst@southplainscollege.edu		

“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

* It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus. *

COURSE DESCRIPTION

Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of drug classifications. Content includes the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. This course lends itself to either a blocked or integrated approach.

The course is designed to provide the learner with the basic knowledge and skills necessary to function within the four roles of nursing in compliance with the January 2021 Texas BON Differentiated Essential Competencies (DEC) which include member of the profession, provider of patient centered care, patient safety advocate and member of the health care team. Refer to the student handbook for a complete list of the DECS.

RNSG 1201 involves the development of basic nursing principles essential in caring for the individual who is influenced by genetic inheritance, life experiences and cultural background and is part of a larger community.

The student will develop observational and communication skills. Emphasis is placed on the unifying concepts of basic human needs, roles of the nurse, and professional nursing practice. The focus is on the client in a state of homeostasis with attention to interruptions, caused by common stressors that prevent need attainment.

Prerequisites: Biology 2401 & 2402, and English 1301. Concurrent enrollment: RNSG 1413, RNSG 1205, RNSG 1160, and RNSG 1201 is required. Failure of RNSG 1413, 1160, 1205, and/or 1201 will require student to repeat all Level I Semester I courses concurrently.

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Identify the roles and responsibilities of the professional nurse in administering pharmacological agents.
2. Explain the safe utilization of medications.
3. Identify ethical and legal principles to the administration of medication.
4. Administer PO, subcutaneous and intramuscular medications safely in the lab and simulation by applying the seven rights and the 3 checks of medication administration.

COURSE OBJECTIVES - SCANs (Secretary's Commission on Attaining Necessary Skills) Competencies foundations skills found within this course are (C1-4, C5-8, C9-11, C14, C-15, C-18-20, F1-6, F7-12, & F13-17) SPC ADNP Graduate Outcomes: 1-5. DECs (Differentiated Essential Competencies) as listed in the SPC Student Handbook.

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, taped and in person competency check off, SIM, and other projects as assigned.

Teaching methods: lecture, scenarios, case studies, focus learning groups and possible Online learning: Zoom, Blackboard Collaborate and/or Microsoft Teams. This course will offer **face-to-face instruction** with online instruction provided to supplement and enhance learning. This course may take on a different format such as:

- I. Lecture online with lab components face-to-face
- II. Web Based: online assignments and/or submissions, blackboard, in class quizzes, pre/post lecture quizzes and assignments, interactive case studies, content mastery, virtual simulations, computerized testing, and other methods as necessary per instructor.
- III. Lab live check off, student taping of skill(s) for evaluation, and administration in simulation.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the

office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. Self-plagiarism is submitting and reusing work that you have already published or submitted for a class. It can involve: an entire paper, and/or copying or paraphrasing passages from your previous work. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism. Any student committing plagiarism to include, self-plagiarism may be dismissed from the program.

Professional Standards - Students are expected to adhere to the professional standards set forth in the Associate Degree Nursing Program School of Nursing Student Handbook. It is the responsibility of the School of Nursing to teach and model professional behaviors, and it is the responsibility of the student to demonstrate professional and academic integrity. The students represent the School of Nursing and are expected to maintain the highest standards.

VERIFICATION OF WORKPLACE COMPETENCIES

No external learning experiences are provided in this course but learning experiences in the lab provides the setting in which the student applies workplace competencies. Successful completion of the designated Semester X course outcomes will allow the student to continue to advance within the program. Successful completion of RNSG 1413 meets the requirements as stated in the Differentiated Essential Competencies of Graduates of Texas Nursing Program.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

FACEBOOK

The nursing program has a Facebook page at <https://www.facebook.com/SPCNursing18/>. In addition to the South Plains College website; this Facebook page will be used to keep students up to date on program activities, South Plains College announcements and will help with program recruitment. "Liking" the South Plains College Nursing Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

SCANS AND FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Frandsen, G, & Pennington, S. (current edition). *Abrams' Clinical Drug Therapy*. (12th ed). Wolters Kluwer. *** **Recommend hard back***** (additional Course Point materials are optional)
ISBN: 9781975136130

Lynn, P. (2018). Lippincott Photo Atlas of Medication Administration. (6th ed). Wolters Kluwer.
ISBN: 9781975121365 (comes with hard copy of Abrams Clinical Drug Book)

Ogden, S. & Fluharty, L. (2022). *Calculations of Drug Dosages* (12th ed). Mosby.
ISBN 978-0323826228

Vallerand, A. & Sanoski, C. (18th ed.) *Davis Drug Guide for Nurses*. F.A. Davis.
ISBN-13: 9781719646406

Hoffman, J. & Sullivan, N. (3rd ed) *Davis Advantage for Medical-Surgical Nursing: Making Connections to Practice*. F. A. Davis.
ISBN-13: 978-1-7196-4736-6 (this gives 3 years online access)

***Many of these books you will continue to use throughout the program.

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a notebook for taking notes or completed quizzes or assignments in class. Power point lecture notes should be printed prior to lecture if desired. Students may use pen and paper or a laptop computer/tablet/iPad to take notes during lecture. Students will be issued a South Plains College iPads for student use. Do not leave needed course supplies, books, and/or equipment in your car. Additional supplies will be required for Skills, Foundations and Clinical course as listed in course syllabus.

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy. It is the student's responsibility to verify

administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

The SPC ADNP policy must be followed. Refer to the SPC ADNP Nursing Student Handbook to review this policy. In addition, refer to the attendance policy found in the South Plains College Catalog. Punctual and regular class attendance, as stated in the SPC handbook, is required of all students attending South Plains College. According to SPC Student Handbook, there are no excused absences. The Instructor/course leader has the prerogative of dropping the student from the course for any absences. Students are expected to attend all lecture days. In the event of illness, it is the student's responsibility to notify his/her instructor.

ABSENCE

Students are expected to attend all lab and lecture days. In the event of illness, it is the student's responsibility to notify his/her instructor. In RNSG 1201 the student can have no more than one (1) absence in RNSG 1201 to be successful in the course. **A student having two or more absences will be dropped from RNSG 1201.** The course leader may initiate the withdrawal of the student for absences. Reinstatement is handled on an individual basis. Attendance will be taken before every class. In the event of an emergency or school sponsored event and with proper instructor notification prior to class, an exception may be reviewed on a case by case basis. **It is the student's responsibility to contact the instructor via email if they are late or absent. Students are responsible for obtaining missing content.**

TARDIES

Class starts at the designated time per course calendar, if the student enters the room after the classroom doors are closed, you are considered tardy. Two (2) tardies equals one (1) absence. In the event of an emergency or school sponsored event and with proper instructor notification prior to class, an exception may be reviewed on a case by case basis.

Dropping a class will be initiated by instructor.

If a student is not successful in one or more of the following courses: RNSG 1201 the instructor will meet with the student to discuss which class(es) will be dropped and which class(es) a grade will be assigned. (RNSG 1413, RNSG 1205, RNSG 1160).

Withdrawing from all classes

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admissionaid/advising/spcadvisors.php> or by calling 806-716-2366.

Schedule Change (after late registration and before census date)

To make a schedule change after late registration and before the census date, students should submit a **Schedule Change Form**. After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email

registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

If the student fails one of the following courses: RNSG 1413, RNSG 1205, RNSG 1201, or RNSG 1160 the instructor will initiate the drop for the courses that have not been completed. The student will receive grades in the course failed and any other courses the student has completed.

COMMUNICATION POLICY

Please email all instructors email at adnfirst@southplainscollege.edu. Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. The instructor will not initiate communication using private email accounts. Please allow instructors a response time of 24 hours during the week and 48 hours on the weekends. Response time may be longer during holidays and breaks when instructors are out of the office. Students are encouraged to check SPC email/Blackboard email on a regular basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing Blackboard or their email should immediately contact the IT Support desk at 806-716-2600 for assistance.

DRESS CODE

- a. Classroom attire professional scrubs. South Plains College or TNSA T-shirts **only** are allowed with scrub pants.
- b. **Full SPC Uniform** is required for recording sessions, demo/skills check offs, Simulation, and any remediation.
- c. Students are required to meet all uniform criteria prior to entering the clinical site or building.
- d. Periodic uniform compliance checks will be conducted.
- e. Students are not allowed to have cell phones on their person during exams, skills practice, recording or live skill check off.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. An iPad will be checked out for student use for all Exams. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password. ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME, PASSWORD, AND SPC STUDENT ID.

COMPUTER LAB USAGE

The computer lab(s) on any campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

IPAD

This iPad is the property of the college and should not assign a personal passcode for access or have any personal information stored on it. The iPad may be requested to be produced by the student and is subject to review to ensure no personal information is on the iPad and that the iPad is being used as intended. The request may come at any time by any ADN faculty, Nursing director or IT personnel. The student assumes responsibility for loss or damage to issued IPAD.

CELLPHONES

Cell phones are to be turned OFF or silenced during scheduled class periods. Text messaging is **not** allowed during scheduled class/lab times, this is distracting to your peers and your instructors. **Cell phones are not allowed on your person in clinical settings, skills lab or computer lab.** Cell phones are to be used outside of the classroom/lab only and on designated breaks. You will be asked to leave if you are on your cell phone during class. Students are not allowed to have cell phones on their person during exams or in the clinical setting. See Cell Phone Use in the Classroom and in the Clinical Setting in ADN Student handbook for reference.

ASSIGNMENT POLICY

All assignments must be completed and submission uploaded by the assigned due date/time (CST) as listed in Blackboard and course calendar. In the event of an emergency students should contact faculty prior to the due date/time if they anticipate submission will be late. Please note that contacting faculty does not guarantee the receipt of an extension for the submission. **Submissions received within 24 hours of due date/time will receive a 50% and after 24 hours will receive a 0 (zero).** Due to the time constraints within this course, there are no allowances for extra credit assignments or resubmissions of assignments. Please allow enough time for preparation and submission of each assignment prior to the scheduled due date. Make sure you have an alternate plan for Wi-Fi issues, we will not give extensions for Wi-Fi issues. Student must scan required documents before uploading into Blackboard, scans should be clear and the correct orientation for grading. Students may scan by using the notes section on iPad or by an app of choice (I-scan, etc.). Assignments must be uploaded as a PDF with correct orientation or will be considered late and you will receive a 50%. A digital upload is considered your digital signature.

STUDENT PRESENTATIONS/PROJECTS

Students may be assigned to work individually or in collaborative groups to developing presentation(s) on assigned topics to present to classmates and faculty. Presentations/projects will be graded by a rubric. Students must upload presentations/project to the assignment link in Blackboard. All students must participate in all parts of the project. The group presentations will be worth 3% of the course final grade.

CLASS ASSIGNMENTS/LAB ACTIVITIES

Periodically the student will have class activities and course assignments to complement lecture material to complete and upload into Blackboard. There may also be assigned class activities, assignments as part of class time or to be completed prior to or following lecture. Please see course assignment document, Blackboard and/or calendar for due dates. The average of all lab activities, class assignments, discussion boards, etc will account for a portion of 10% of the final course grade. See Late Assignment Policy.

ATI MODULES AND/OR TEST

The student will also be required to complete ATI Assignments and/or test as assigned to complement the course. Modules are to be completed to prepare for lecture and are to be completed before class. ATI Test are due the evening following class lecture. Reading and comprehending the material will be crucial to

your success in this course. Please see course assignment document, Blackboard and/or calendar for due dates. The average of all ATI Exams will account for a portion of 10% of the final course grade. See Late Assignment Policy.

DISCUSSION BOARDS

Students may be assigned discussion board activities/assignments to complement lecture material. The student will be required to complete all portions of the discussion board assignment to earn credit. The average of all Pre/post lecture assignments, class assignments, discussion boards, etc will account for a portion of 10% of the final course grade. See Late Assignment Policy.

CLINICAL MATH COMPETENCY EXAM

Clinical math will be taught by Alma Lopez (Math instructor) and students will be expected to be in class Tuesday and Thursday of week 6, 7, & 8, from 0800-0850. Students must pass a clinical math competency exam with a 90% by the scheduled due date and prior to the student's first hospital clinical. To earn a passing score, students are allowed to miss 2 questions to receive a passing score of 90%. Students unsuccessful on the first math exam will be required to remediate. Students will be given up to three attempts to receive 90% score. If a scheduled clinical math exam is missed it cannot be made up. The missed attempt will count as a failure. Failure to successfully pass the math test on the third attempt will result in failure of RNSG 1201. See Calendar for dates.

MEDICATION CARDS

Students will prepare to review medications as assigned in the course, see course schedule. Students will complete handwritten medication cards for the medications on the assigned list and upload in Blackboard under the assignment link. Students must use medication card template provided. Copy and pasting will not be tolerated and may result in failure of the program. Students must bring completed medication cards to all clinical/simulation experiences. Medication Card submissions will be worth 2% of the course final grade.

RECORDED SKILL(S) POLICY

There will be one recorded skill, Medication Administration, in this course. The student will have two opportunities to record the skill per attempt in the Skills Lab and three attempts to pass the skill. For each recording attempt the student will have 45 minutes in the tape room. It is recommendation for the student to tape 1st opportunity, review the video using the rubric to identify weak areas. Then the student should tape 2nd opportunity, review video and then compare the two videos and submit the best video to be graded. The student will have no more than two recording opportunities per attempt for grading. If the student misses a scheduled recording time for any reason without notifying the Lab Director, the student will forfeit that recording opportunity.

The student will submit the first recorded skill attempt to be graded, if the student passes the first attempt, the student will receive **100%** for that skill. In the event the student is unsuccessful, a remediation plan (see Skills Remediation Policy) will be given to the student and after remediation is completed a second attempt will be allowed. The student will follow the same process for recording as outlined above. Student will have no more than two recording sessions prior to submitting the skill for the second attempt grading. If the student passes the second attempt, the student will receive **85%** for that skill. If the student is unsuccessful on the second attempt, a new remediation plan will be given to the student and

after remediation is completed a third and final attempt will be awarded. The same process will be rewarded for the third submission. If the student passes on the third attempt, the student will receive **77%** for that skill. **If the student is unsuccessful in the skill competency by the assigned date or on third attempt, it will result in a failure of RNSG 1201.** See calendar for recorded skills due dates. All combined Skills Rubrics account for **15%** of the RNSG 1201 final grade.

RECORDED SKILLS REMEDIATION POLICY

Students who are not successful in their skills recording will receive a Skill Enhancement Sheet which may include the following: 1) additional lab practice hours for each failed rubric/skill, 2) additional assignment(s) on failed skill(s), along with the student's signature acknowledging their understanding of the plan. Students **MUST** complete the assigned remediation plan according to Skill Enhancement Sheet prior to recording skill for the second/third attempt. Once the student has received the Skills Enhancement Form, the student may then sign up for a tape time per Nursing Learning Lab guidelines. The Skills Enhancement Form **must be uploaded** with the next rubric attempts, failure to upload will cause a delay in grading process. Skills uploaded after the due date and time will not be watched and student will progress to next attempt. The student will receive a remediation form without feedback to be completed prior to recording for the second/third attempt. The student is responsible for keeping up with the Skills Enhancement Form and if the student loses the form, it is at the discretion of the instructor if the instructor prints an additional copy for the student. **Failure to complete remediation or pass the skill before the assigned due date per calendar will result in failure of the skill and may result in failure for RNSG 1201.**

ADDITIONAL PRACTICE

At any time, a faculty member can require a student to complete additional practice in the simulation lab or assignments to ensure student and client safety in clinical.

EXAMS

There will be three (3) unit exams and one (1) comprehensive exam in this course. Students will take 1 practice/mock exam prior to the first scheduled exam.

- Students will take 1 practice/mock exam prior to the first scheduled exam.
- Exams will consist of **40%** of the final course grade. The unit exams will be administered throughout the course, refer to class calendar for the date and time.
- Exams may include previously taught course content.
- Comprehensive final will consist of **30%** of the final grade. The final exam will be administered at the end of the course, refer to class calendar for the date and time. The final exam is comprehensive of all didactic.
- There is no Final exemption.

See course calendar and Blackboard for exam schedule. **Students must be on time for Exams. Once doors are closed and instructions have started in the designated testing environment (computer lab or classroom) no one will be admitted. The student will not be able to take the scheduled exam and student will receive a zero.** Students will have one (1) opportunity to replace the zero (0) exam grade with the Final Exam Grade. In the event of an emergency or school sponsored event and with proper instructor notification prior to exam/class, an exception may be reviewed on a case by case basis.

Exams will be administered on either an iPad or computer in the computer lab, on occasion there may be an exam given in the classroom. Cell phones, smart watches, athletic Fitbits, student badges, personal calculators, or any electronic learning device of any kind are not allowed in the classroom or computer lab at any time during testing, unless specified by instructor. Ball caps, hoodies, and large heavy jackets are to be left either in the classroom/hallway during testing. Backpacks, handbags, food or drink not allowed in the computer lab at any time.

Unit Exam and Final Exam scores will not be rounded.

EXAM REMEDIATION

All students earning less than 80% on any exam will need to complete mandatory exam remediation and follow course syllabus regarding test remediation. The steps for exam remediation are as follows:

- Students will have 7 days from date of scheduled exam from exam date to complete and upload remediation.
- Students will use the ATI Focused Review to review their test topics and to complete the remediation.
- Students will download the Test Remediation Packet from Blackboard for remediation.
- Students will need to complete Prelim Review Questionnaire and the ATI focused review to submit a complete remediation.
- Students may request an appointment with course instructor(s) to review exam within 2 weeks of exam date. Student may meet with instructor only after student has completed and submitted exam remediation packet and student attended exam review.
- Group exam review may be offered within 2 weeks of exam.
- If the student scores below 80% and refuses to complete exam remediation student must sign and upload the Student Remediation Refusal Statement.

The instructor will continue to document students' progress and exam grades by using the Letter of Success. The instructor may refer any student who is unsuccessful to the Retention Specialist for guidance on test taking skills, learning style, study skills, and study routine. Retention Specialist is not responsible for course subject matter. Students who do not follow this policy may not be considered for re-admission to the program.

LETTER OF SUCCESS

Students who have less than an **80%** course average may be given a letter of success during certain times of the semester as designated by the instructor to highlight students' needs, areas for improvement and address any concerns. Students who are unsuccessful on exams and assignments will be at risk for failure of the course. The student may also be referred to the retention specialist as per the instructor's discretion.

GRADING POLICY

The grade for this course will be determined upon completion of the following components:

Clinical Math Competency Exam	Must achieve minimum of 90% competency by the 3rd attempt	Pass/Fail
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Exams (3)		40%
Comprehensive Exam		30%
ATI Test, Assignments, Discussion Boards, etc.		10%
Pharmacology Rubric		15%
Project/Presentations		3%
Medication Cards		2%

Course grades are based on the following scale:

A	90-100%
B	80-89.99%
C	77-79.99%
D	60-76.99%
F	Below 60%

Grades are not rounded

The student must pass the clinical math competency exam with 90% to pass RNSG 1201.

Failure of RNSG 1201, 1205, 1160, or 1413 will necessitate repeating all Level I Semester I courses. When repeating any course, the student is required to complete all aspects of the course including the required written work. If a student fails didactically or fails a skill, the student may not just drop the course, the student will be assigned the grade earned in this course.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college

may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students. Any student who fails to perform according to expected standards may be asked to withdraw. Rules and regulations regarding student conduct appear in the current Student Guide.

SPECIAL REQUIREMENTS (Read Carefully)

Students must complete quizzes in Blackboard acknowledging that the student has read and understands the content of the ADN Student handbook and course syllabus to include; attendance, grievance policy, drug testing policy, student conduct, cell phone use in the classroom and clinical setting, dress code, and appeals process.

COURSE DISCLAIMER

Working within the healthcare field can be stressful and requires a mentally tough individual to provide medical care in the hospital environment. In order to better prepare students for a career in the healthcare profession, there will be times during this course where students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course. Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the nursing curriculum, or NCLEX- RN examination.

GRIEVANCE POLICY

The student is responsible for scheduling an appointment with the instructor/course leader to discuss the final grade or discipline action. If the student is not satisfied, he/she should schedule an appointment with the Level I, Semester I Course Leader. The next chain of command is to make an appointment with the Director of the Associate Degree Nursing Program, following that would be the Health Sciences Dean. The procedure will follow the same as found in the student handbook.

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-2391 or (806)716-2193. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

2023-2024 COURSE SYLLABI STATEMENTS

The following statement must be placed on each syllabus and will replace all other statements effective August 1, 2023: For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>

FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills. F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 MATERIALS AND FACILITIES - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 HUMAN RESOURCES - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL–Works with Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers–works to satisfy customer’s expectations.

C-12 Exercises Leadership–communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates–works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works with Diversity–works well with men and women from diverse backgrounds.

SYSTEMS–Understands Complex Interrelationships

C-15 Understands Systems–knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance–distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems–suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY–Works with a Variety of Technologies

C-18 Selects Technology–chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task–understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment–prevents, identifies, or solves problems with equipment, including computers and other technologies.