Reese Campus

Course Syllabus

COURSE: VNSG 1219 Professional Development
SEMESTER: Summer 2024
CLASS TIMES: Thursday 1-4 pm
INSTRUCTOR: Audrey Trull, RN
OFFICE: Reese Center, Building 8, Office 813
OFFICE HOURS: Wednesday 9-12, Thurs. 9-12, Friday 9:00-11:00
OFFICE PHONE: 806-716-4680
E-MAIL: atrull@southplainscollege.edu

"South Plains College improves each student's life."

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

COURSE DESCRIPTION
This course is designed for a **Face to face/ hybrid format**. Many lectures will be provided online and will be the students responsibility to view and take notes. We will also have in class face to face time to answer questions, take exams, and participate in assigned projects. The student must have reliable internet and computer connections. If the student does not have a personal computer with reliable internet connection, the student may use the computer lab on campus to view all material. If there is an internet problem, please contact your provider. If there is an SPC computer system issue, please contact the Help Desk at 806-716-2600. If there is a system error that is acknowledged by the SPC IT department, adjustments will be made to due dates.

This course will study the importance of professional growth. The topics will include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

STUDENT LEARNING OUTCOMES

"The expectation of your knowledge of nursing process and critical thinking also equalize the significance of the role and that practical/vocational nurse plays as part of the health care team". (S.Hill & H. Howlett, 2009, pg. xiv)
At the completion of the semester students will:
1. Describe the role of the licensed vocational nurse in multidisciplinary settings inclusive of basic principles of leadership and management
2. Discuss the role of professional organizations and regulatory agencies.
3. Identify criteria and appropriate resources for continuing education.

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-8, F-1, F-2, F-5, F-6, F-8, F-9, F-12, F-16)

• Describe the expanded role of the LVN as described in your state's Nurse Practice Act. Identify the charge nurse position as an LVN and their scope of practice.
• Identify ways to attain competency in in which knowledge and skills are needed to be an effective first line leader.
• Using nursing process as a guide, discuss the method for assigning and delegating.
• List the requirements for continuing education; professional organizations and define the duties of the LVN.
• Describe the shift to long term care and home health nursing and identify the role of the LVN home setting.
• Discuss and prepare resumes', job applications and prepare for job interviews. Discuss requirements of state board of nursing eligibility and purpose for NCLEX exam.

- Be present and punctual for all classes.

EVALUATION METHODS
Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned. In addition, methods of instruction may include but are not limited to lecture, discussion, required reading assignments/nursing journals, charts/posters, Power Point and audio/video presentation.

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; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

VARIFICATION OF WORKPLACE COMPETENCIES
Vocational Nurses are expected to know how to function within the boundaries of the Nurse Practice Act as well as know how to navigate legal and ethical responsibilities.

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.

SCANS and FOUNDATION SKILLS
Refer also to Course Objectives. Scans and Foundation Skills attached

SPECIFIC COURSE INFORMATION		

TEXT AND MATERIALS

TEXTBOOK	Publisher	ISBN#
*Success in Practical/Vocational Nursing, From Student to Leader ;Carrol & Collier 10th Edition	Elsevier	9780323810173

*Flipgrid App
* ATI

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose.

Each student will need to download the following apps/programs for class participation: **FlipGrid App.**

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance
Students are expected to attend all classes in order to be successful in a course. Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class. Students must be in their seat ready for class at the scheduled time.

 Attendance is taken for each class by signature page or via a verbal roll call by the instructor; it may be taken several times during a class period. A student who is not present at any point when attendance is taken will be marked "absent." A student is not allowed to disrupt the class due to tardiness. A student who is late and arrives after the door is closed may come into the classroom quietly to hear the lecture, BUT the student will still be marked as "absent". Students who are late for an exam will not be allowed to take the exam and are counted as "absent". Students who do not return to class after an exam are counted as "absent." If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence. Students who "forget" to sign in are counted as absent.

Attendance will be recorded based on student's participation and response to discussion board assignments during each class period and their presence during face-to-face class time. Roll is taken for each class. A student who does not participate in discussion board assignments/responses or does not attend the face-to-face lecture days will be counted as absent. A student who exceeds 1 absence in this course does not meet the course objectives and will be withdrawn from the Vocational Nursing Program*

*If the student has a documented emergency that leads to exceeding 1 absence, the student will be responsible for notifying the instructor. The student must present evidence to the VESC regarding the reasons for all absences. The VESC will review and determine if a true emergency existed for each of the absences. Failure to plan (childcare, transportation, traffic, tardiness) is not an eligible emergency. There are absences available in each course in case one of these needs arises. However, exceeding absences is grounds for dismissal. Should you use an absence, please be aware that if you encounter a true emergency later in the semester and you have already used your absence for a non-emergency, the attendance policy will be upheld, and you may be dismissed from the VNP. The decision of the VESC committee is final.

As a matter of courtesy and professional behavior, a student who is going to be absent must email the course instructor and inform the instructor of the pending absence.

Breaks are given during the lecture time. Because we must closely monitor student movement in the building, you may only have a break when one is given. Coming in and out of the classroom during class/lab causes a distraction. If you leave the classroom or lab for any reason outside of the assigned break time, you may be counted absent per instructor discretion. Students should use break times wisely by going to the bathroom, getting refreshments, etc. rather than spending time on cell phones and then wanting to go to the bathroom when class starts. If you are not back at the designated time after a break, you are counted absent.

COVID policy: See VN Student Handbook

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.
- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376 for protocol. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of the test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

Should a student become ill (example of illness: fever; nausea/vomiting that is *not* due to pregnancy; diarrhea or any other communicable disease). A physician's release must be submitted when the student is treated by a physician. (per Handbook policy)

Tardiness is not accepted in the Vocational Nursing Program. Students are either present and on time or they are absent. Once the door to the classroom/lab is shut, that signals that class has started and the student will be counted absent. The student may still join the class to receive content but will still receive the absence. See Exam policy regarding expectations on tardiness for exams.

Discussion Board Assignments: Most weeks you will have a discussion board assignment due by **Thurs at 1:00 pm** Discussion board assignments will be posted either as written discussion board or through the FlipGrid app. Please see course schedule for details

Attendance will be verified through discussion questions and attendance in face to face class time. Students will receive specific instructions for each discussion. The student will be required to both respond to the assignment in a thoughtful, complete answer **and** to respond to at least **two** fellow students comments (You will be placed in groups for this) You may comment on as many as you'd like, but you **MUST** comment on the people in your assigned group. **Both the original response and comments toward fellow students' responses are required for attendance.**

The discussion assignment will open Friday of the week prior and will be due Thursday by 1:00 pm. (The Flipgrid must be done between these times. IF done prior to when it opens on blackboard on Friday or after Thurs at 1:00 pm, the student will be counted absent. It is a good idea to get your Flipgrid done early…. Like before Thursday, so that your fellow classmates have time to respond to your flip before 1 pm. If anyone is not accounted for, the entire group is absent!!! Please work together to ensure that everyone in your group has plenty of time to complete their Flipgrid.

<u>Attendance, timeliness and teamwork are all characteristics of professionals.</u>

ASSIGNMENT POLICY

It is the responsibility of the student to be informed of class progress and assignments <u>and to be prepared to participate in discussion</u>, to turn in any assignments due, and/or take the quiz or test scheduled for that day.

Assignments may include but are not limited to writing assignments, discussion boards, Vocabulary, Pop quizzes and projects/group projects, ATI assignments/modules/quizzes.

Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. <u>A student cannot expect to understand what is being said in class when she/he has had no previous contact with the ideas or terms related to the topic.</u>

Much of the work of this course is in projects and reading work. Students will record reflective notes through FlipGrid or will write reflective notes via a discussion board assignment. Other assignments will be turned in via BlackBoard or ATI.
Students should retain a photocopy or computer-accessible file of all assignments turned in. Always have a backup copy. All work is submitted the Blackboard classroom unless otherwise specified.

Assignments are NOT accepted by email. You must submit via Blackboard or ATI depending upon the assignment <u>and it is your responsibility</u> to make sure that you do not upload blank documents and that your document <u>can be opened on a PC,</u> because not all Mac files are able to convert. If you submit a blank document or a file that cannot be opened it could be possibly not be accepted. Again, it is your responsibility to make sure it is compatible and not blank.

A Personal Vision Board/Presentation will also be completed. More information about each assignment can be found at the end of this syllabus. Due dates will be noted on the course schedule. ***ALL WORK IS DUE on Thursday at 1300 ON THE SCHEDULED DATE, unless otherwise noted on your schedule. Some projects/ assignments will be done in a face-to-face classroom format. NO LATE projects or incomplete work will be accepted** for any reason**—a grade of "0" is recorded for any project not turned in by the deadline. Please note, however, that ALL work must be complete and turned in to exit the course, even if the grade recorded is a "0."**

Assignments, quizzes, exams, and skills that are missed due to an unexcused absence may not be made up.

***Course Assignment Packet attached at end of syllabus *** Course schedule posted to blackboard**

COMPUTER USAGE

Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College.
ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.

EXAMS

- See Lecture/Exam Schedule
- Presentation of material includes class lectures, discussion, handouts, videos, and power point.
- Exams may be essay, fill-in-the-blank, multiple choice, matching and/or true- false.
- Grades will be posted to Blackboard; Exams will be reviewed by appointment only. Grades will not be emailed or given out by phone.
- No exams will be given prior to originally scheduled exam.
- Students must earn a course average of 76 or better and meet all class criteria for progression to next course
- Students will have the opportunity to review all grades as they are recorded. Should the student have any questions about a specific grade or specific test question, the student must discuss this with the instructor within 48 hours of notification of grade. Once the 48 hours have passed without the student questioning the grade or question, the assigned grade is final and may not be challenged at the end of the course. The final exam that is taken in class may not be reviewed and will not be posted. The final letter grade the student earns will be posted at the end of the course.
- If the student fails the first exam in the course, the student is required to meet with Student Success Coach and/or Nursing Success Coordinator at least 3 days prior to the next exam. A First Exam Alert form will be sent by the instructor to the Student Success Coach (Mrs. Berryhill) and she will contact the student via email to set up an appointment to meet.

In order to pass and exit this course, the student must
- have a 76 average or better for the final course grade AND
- pass the Texas Board of Nursing Online Jurisprudence Examination * by the time designated on the schedule AND
- Complete program evaluation by time designated on schedule AND
- Complete **all** assignments (even if a student does not meet the deadline and receives a "0" on an assignment**, all** assignments must be complete and turned in order for the student to exit the class)
- AND have no more than 1 absence.

*   During the 2007 Legislative session, the Texas Legislature mandated that all candidates for licensure pass a jurisprudence examination prior to being licensed in Texas. Therefore, all students <u>are required to pass</u> the online Nursing Jurisprudence Examination (NJE) prior to completing this course. The student must answer 38 out of 50 questions correctly to pass. **The student can re-take the examination.**

AFTER YOU HAVE APPLIED FOR LICENSURE with the Texas Board of Nursing, please go to the BON website at www.bon.state.tx.us, scroll down to the online nursing jurisprudence examination, click on it and take the examination. Once you pass the examination, please print two copies. One copy will go to your permanent school record and one will be your copy for you to keep. You **must pass the exam** in order to pass the course and the program.   Please allow time to retake the exam in case you do not pass on your first attempt.

Missed Exams:

There will be two (2) examinations—a mid-term exam and a final examination. Exams will have a specified start date, start time and end time. There is **NOT** a make-up exam for either exam. <mark>**A student who misses either exam, receives a "0" for that exam.**</mark>

There will be No make-up exams.   <u>No</u> exams will be given prior to the originally scheduled date.

GRADING POLICY

Students must earn a "C" (76) or better in this class to pass.

Grade Scale
90-100 = A
80-89.9 = B
76-79.9 = C
70-75.9 = D
69.9 & below =F

Grades are not rounded up or down. Example a 79.9 shows a 79 which would be a C. The FINAL COURSE GRADE is a letter grade only and is the grade that will appear on the SPC transcript. Numeric final course grades will not be listed on Blackboard.

Some assignments will be completed in class (as noted on the course schedule).
Grade Breakdown:

Exams	60%
Projects/Assignments	40%
Jurisprudence Exam	required
Program Evaluation	required

COMMUNICATION POLICY

- 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. Students are encouraged to check SPC email on a daily 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 the Blackboard or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer and can obtain the needed class content that is located on the course website.

- Students are expected to read and, if needed, respond in a timely manner to college emails. It is suggested that students check college email daily to avoid missing time-sensitive or important college messages. Students may forward college emails to alternate email addresses; however, SPC will not be held responsible for emails forwarded to alternate addresses. A student's failure to receive or read official communications sent to the student's assigned email address in a timely manner does not absolve the student from knowing and complying with the content of the official communication. The official college email address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College email must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

- Mrs. Trull will answer all emails in a timely manner. If a student emails the instructor prior to 4:00pm Monday- Friday, the student can expect to receive a response via email the same day. If email is sent after 4:00 pm, the student can expect to receive a response the next business day. Emails will not be checked or answered on the weekend. Any email sent after 4:00 pm on Friday will be answered the following Monday.

- We may have an occasional Zoom meeting to make sure students are up to date, to answer any questions, and to clarify information from lecture material.

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.

ACCOMMODATIONS

For college policy statements related to Intellectual Exchange Statements, Disabilities Statements, Non-Discrimination Statements, Title IX Pregnancy Accommodations Statements, CARE, Campus Concealed Carry Statements, COVID-19, or the use of AI-Artificial Intelligence, visit: https://www.southplainscollege.edu/syllabusstatements/.

Be aware you must still hold a LTC to carry on our campus. Also, there is a NO Carry Policy at all within ANY clinical facility.

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.

***PROFESSIONAL DEVELOPMENT COURSE SCHEDULE POSTED ON BLACKBOARD

COURSE ASSIGNMENTS
Refer to the Course Schedule for Due Dates

Discussion Board Assignments: Most weeks you will have a discussion board assignment due by Thursday at 1:00 pm. Discussion board assignments will be posted either as written discussion board or through the FlipGrid app.

Attendance will be verified through discussion questions and or face to face attendance. Students will receive specific instructions for each discussion. The student will be required to both respond to the assignment ==in a thoughtful, complete answer== **and** to respond to at least two fellow students comments (groups are assigned for the responses) See blackboard for class groups. Both the original response and comments toward fellow students' responses are required for attendance.

The discussion assignment will be posted earlier in the week and will be due Thursday by 1:00 pm.

REQUIRED Information for all writing assignments:
1. Your name, title, class name, and date should go on the <u>top left corner of every page</u> (*exception: your resume and your letters—these should be formal*)
2. All work must be typed using Times New Roman, 12 point font (except resume), double spaced. Exception: Job Application may be neatly handwritten in black ink.
3. Scholarly references must be appropriately referenced and used if indicated
4. Work must be done in complete sentences, meaning there must be a subject and a verb.
5. In most cases, one or two sentences DOES NOT answer the question. You need to write in paragraphs.
6. You are expected to read the corresponding chapters PRIOR to completing the assignment because there is information you need in the chapters to correctly complete the assignment.
7. ANY work that requires a "signature" ==must actually be signed== . . . a typed name **is not** a signature. *Signatures must be legible.*
8. All work should be submitted with a cover page via Blackboard unless otherwise specified in individual assignment instructions.
9. Any work that is incomplete is a "0".

COURSE ASSIGNMENTS (PROJECTS):

➢ ==**RESUME**==: Prepare a professional resume for employment in nursing. For example, see figure 18-2B in Carrol & Collier pg. 282-283 Your resume should be

- Chronological
- Typed, 9-14 point Times New Roman or similar font
- One page
- Follows the rules of good resume writing
- Be free of grammar, punctuation or spelling errors
- Submitted via Turn It In on

SEE WRITING YOUR CHRONOLOGICAL RESUME AT THE END OF COURSE ASSIGNMENT INSTRUCTIONS.

➢ **COVER LETTER**: (please note: for all letters, personal pronouns may be used)

You are applying for this job:

LVNs WANTED!
SPC Acute Care and Assisted Living Center
Seeking LVNs for all shifts to staff facility!
New grads considered!
Excellent salary! Excellent benefits!
Contact Rod Smith, Human Resources Director for more information!
Send resume outlining qualifications to
Audrey Trull, Director of Nurses
SPC Acute Care & ALC
1233 Sunnydale Lane
Lubbock, Texas 79416

Write a Cover Letter for this job to send with your resume. See example Box 18-6 Carrol & Collier pg. 279.

Your letter must have the following elements:
- Date (use the date you are writing the letter)
- Addressed to an individual
- Statement of interest
- Statement of qualification
- Statement of availability to discuss the job
- 3-4 paragraphs in length
- No longer than 1 page
- Have students contact information
- Must be signed (please note: **a TYPED name is NOT a signature**)

➢ THANK YOU LETTER :
➢ Required elements include: See example Box 18-13 in Carrol & Collier pg. 292
- Dated
- Addressed
- Appreciation expressed
- Any additional thoughts
- Expression of continued/discontinued interest in position
- Have student contact information
- Signed

➢ <mark>RESIGNATION LETTER</mark>: (see example Box 18-14 in Carrol & Collier pg. 293

<mark>SCENARIO for Resignation LETTER</mark>: *You have worked at SPC Acute Care & Assisted Living Center for the last two years. The mission statement of the facility encourages staff to continue their education and you have decided to pursue your BSN. You have the financial resources which allow you to focus solely on school and so you are resigning your position. You began your career there as a staff LVN and have been the 2 pt.-10 pt. charge nurse over 45 residents for the last year. Write a letter of resignation (you may include any honors or committees with which you may have served).*

The Resignation Letter must:

1. Be typed
2. Be dated
3. Must have the name and address of the manager receiving the letter
4. Must include the date that the resignation is effective
5. Must be signed
6. Must be free of GSP errors
7. Must be signed (please note: a typed name is not a signature)

SEE HOW TO WRITE A LETTER LATER IN THIS SECTION FOR MORE INFORMATION

➢ <mark>REFERENCE LIST</mark>

Determine a Reference Hierarchy for yourself of a minimum of six (6) professional references for a job in nursing. Professional references are people who can attest to your professional work as a nurse, nursing student or employee—**not friends, family, classmates or pastors**. Prior to using someone as a reference, you must ask each reference if indeed that reference will be a *positive* reference for you. Explain to each reference what you are doing and ask them if it is okay to be contacted. Make a table of your references, listing the most important reference (by title or position) first and so on. Since this is a job in nursing, you must have at least 1 nursing reference.

The Reference List Must:

1. Be typed
2. Must show the hierarchy of references (highest titles or credentials first)
3. Must include the following:
   a. reference's name,
   b. credential (RN, BSN, MSN, LVN) [in writing credentials, always give the highest educational credential first]
   c. title of position (faculty, CN, staff nurse, etc),
   d. complete address (be sure you ask for their complete address, including zip code)
   e. email address
   f. complete telephone number (includes area code),
   g. best days and times for contact by someone checking your references
4. The list should also include the date and time the reference agreed to become your *positive* reference (in other words, the day and time you asked them to be your reference)
5. You must indicate the reference's preferred method of contact for the employer.

➢ <mark>JOB APPLICATION</mark>

Complete the job application found on Black Board. Some places still require an application and this is used to begin the employment process. Be sure to be thorough; answer every question. Write N/A (not applicable) if a question does not apply to you. Be sure you sign and date the application.
SEE COMPLETING YOUR JOB APPLICATION AT THE END OF THIS INSTRUCTION.

- ➢ **CEU:** Continuing education is a part of maintaining your license. Search online or through your clinical facilities for a Continuing Education Workshop that is of interest of you. Write a **FORMAL letter to Mrs. Trull** requesting to attend the workshop.
  The letter should include the following:
    - o What the workshop is and why it is of interest to you
    - o The cost of the workshop
        - o hotel cost (if applicable)
        - o transportation cost (if applicable)
        - o how much you are asking them to pay
        - o how much you are willing to pay
    - o What you plan to do with the knowledge you obtain from this workshop to enhance your nursing practice and that of those you work with
    - o include the names of anyone else you plan to take with you (like if your family will be accompanying you or another co-worker)
    - o Attach a copy of the flyer or the website advertising the event.

- ➢ **PROFESSIONAL PORTFOLIO:** Create a Professional Portfolio which you could take with you on job interviews. You should be able to pull information from your portfolio when asked by the interviewer. The Portfolio should be in a 1" notebook or similar device. You should have divided sections [with dividers for each section] which should include (but not limited to)
    - o **Your resume** (corrected from initial turn in)
    - o **Your immunizations** (you were told to keep a copy or to keep the original when you submitted this to the program; we cannot release the records we have on file)
    - o **Your CPR card**
    - o **Transcript** (you may submit an unofficial transcript from Colleague)
    - o **Place for nursing license**
    - o **Awards/accomplishments**
    - o **Reference List** (corrected from initial turn in)
    - o **2-3 Reference letters**—these should be actual letters that you have obtained from a few of your references—people who can attest to your WORK abilities etc and not friendships. See the reference notes above. If you ask an instructor to be a reference, please give them at least a week's notice (instructors will only be able to provide reference letters to five (5) students each to avoid over-using a single instructor and to avoid a "cookie-cutter" reference appearance).
    - o **Professional Goal statement:** A written statement of what you want to accomplish in your professional life, answering why you want the job
    - o **Professional future statement:** A written statement of your professional goals for one year, five years, ten years out.

OTHER PROJECTS MAY BE DEVELOPED AND ASSIGNED OVER THE COURSE OF THE PROGRAM.

WRITING YOUR CHRONOLOGICAL RESUME

A resume is "a brief account of one's professional or work experience and qualifications"
(http://www.thefreedictionary.com/r%C3%A9sum%C3%A9).

In your resume, you are giving a potential employer a snapshot of your education, your employment and other experiences that would be valuable in the job for which you are applying. This is the first step in getting an interview. Your resume should be "user-centered," meaning that your resume is specific to the job for which you are applying. It must be brief—research suggests that employers spend no more than 20-30 seconds looking at your resume before deciding to put in the "pile" or to mark it for interest.

In most cases, your resume should be limited to one page, should be neat and clean, and free of grammar, spelling or punctuation errors. A <u>Chronological</u> resume puts the most recent event FIRST. Your resume must be accurate and correct—don't pad your resume to make it look better. Your resume should make an impression—therefore, use quality paper, not just plain typing paper.

What should your resume include?
1. Contact Information: This tells employers who you are and how to get in touch with you. Don't label this section as "contact information," just put the information under your name. It should include:
   - Name and credential
   - Address
   - Phone number (be sure your voicemail doesn't have something offensive)
   - Email (email is increasingly becoming a more popular way of contact).

   Your name is usually at the very top of your resume and usually is the largest item. It can be in a different font, but don't get carried away with fancy or elaborate styles—it needs to be easily readable.
2. Professional Goal or Objective—the objective should be a short, concise statement that is written specifically for the job you want. The objective statement should tell the potential employer how you will help the organization achieve its goals, rather than focus on what you want from the job.
   Bad Example: I am looking for a position that will give me medical surgical experience.

   Better example: To obtain an LVN position that will expand my nursing education, skills and knowledge and utilize it to reinforce nursing care of XYZ Hospital.

   Better example: As a graduate vocational nurse, with my good interpersonal and communication skills, I will bring enthusiasm and dedication to enhance the nursing on the medical surgical unit.

3. Education: in the education section, state your most recent educational experiences or highest degree provide the following:
   - Institution name and address where degree granted
   - Date of graduation or expected graduation
   - Degree or certificate.
   - GPA is optional; however, if you do not list it, the employer may assume it was "bad" so most experts recommend listing it UNLESS it is less than a 3.0

The Vocational Nursing Program is a CERTIFICATE program, so you graduate from here with a Certificate in Proficiency in Vocational Nursing, not a degree.

If you have another college degree or certificate, be sure to include it. If this is the only educational experience, be sure to include your high school. Listing high school education is not encouraged for those with college degrees or certificates. The GED may be substituted for the high school education.

FORMAT: Most often this section is in a column format to make it easier to read and to cut down on the space needed. If you are going to use columns for other sections of your resume, you must make them match so that your resume looks nice and is easy to read.

Most often, the institution and address are placed in the left column, the degree or certificate in the center, and the graduation date on the right. Usually, no more than 3 columns are used in a resume—the page just is not big enough for more than that.

4. Work Experience: Work is usually listed by company or position with the most recent experience listed *first.* It should include:
   - Name and address of the organization
   - Dates of employment
   - Position title
   - Responsibilities

If you have no work experience or if your work experience cannot demonstrate skills that are applicable to the job, you may want to entitle this "Relevant Experience" or "Volunteer Experience"—a title that may more accurately describe this section. As a new graduate, you may want to entitle this as "Student Clinical Experiences" and bullet some of the different rotations that you have had, especially if you have not had relevant (nursing) work experience.

"Homemaker" is a relevant job and if this describes your work experience, you should include it. Try to list details of what you accomplished as a homemaker.

Regardless of your work experience, you want to try and highlight anything that can be applicable to this job—skills or experiences that the employer can see as being relevant. Most people find it easier to bullet this section, rather than write a full paragraph (also it helps on the space). Each bulleted item should be written in active voice and grammatically formatted the same.

FORMAT: Most often this is formatted in columns for ease of reading and conservation of space. Usually, the company name and address go in the left column, the job title in the center column (with bullets underneath) and the dates of employment in the right.

If you use columns in any other section, they must be complimentary to this section.
You can also write this section with the company listed in the left column, and then bullets underneath.

5. Accomplishments: You can add other sections if space allows that tells the employer a bit more about you, especially if you hold special skills and achievements, or if you have volunteer hours—things that tell the employer you are valuable. Things you might want to highlight would be if you were bilingual (and in what languages—don't just assume English/Spanish), special certifications (CPR is not a special certification, it is an expected certification), honors and awards (Perfect Attendance is a good thing to mention).

Do not mention skills that go along with the job description—things like "administer medications" "practice sterile technique" "do dressing changes" "insert foley catheters" are all a part of the LVN's job—these are *expectations,* not "special."

6. Most of the time there is not space available to list your references. Instead, most people who wish to list references write at the bottom "References Available on Request" rather than include references.

7. Design of your resume: the most important thing to remember is that you want to have an easy to read resume that attracts the employer's attention! Keep in mind that we read from left to right, so the most important information will need to be on the left—the resume writing should smoothly flow from left to right. We also read from top to bottom, so you want to remember that and not put the most important information at the bottom—what is most important? How to contact you!
    a. Font—font styles can provide emphasis or interest to your resume, but remember to limit it two (2) different types or styles and make sure that both are easily readable. Basically, fonts are in two styles: serif –those with short stems on the ends of the letters, and sans-serif—those without stems (sans means without).

    The most common styles are serif styles—that is what we use (this is a serif style) and it makes the reading flow. San Serif styles make the reading stop. So most of your work should be in a serif style but your headings and titles could be in a sans serif style.

    Be consistent in whatever you choose to use. Don't use Arial (a sans serif) for some titles, but not all, while using some Times New Roman (a serif) for one title and most of the body.
    b. Emphasis—can also be done by the use of bold face, CAPITALS, *italics,* or underline. However, these can become visually unappealing to the reader, so do not mix styles or use them too often—they can cause the reader to skip over that information. Also, be sure that you have the right information highlighted.
    c. Remember the rule of thirds and most important information (first, left)

COMPLETING YOUR JOB APPLICATION

Most Health Care organizations will still require you to complete a job application, even if you have submitted a resume and cover letter. Your application must be complete and accurate. It should not contain errors. Many applications are online, so you need to have all of your information gathered before you apply.

Most job applications will require the following information:
1. Personal information:
    - Full name (may ask for all married names, etc)
    - Address—includes street, mailing, city, state, zip code
    - Telephone number—include area code, may also ask for cell
    - Criminal Background—indicate that you have a DO

2. Title of the job you are applying for

    - Hours/days available to work
    - When you can start work

3. Education:

    - Schools/Colleges Attended
    - Major
    - Degree/Diploma
    - Graduation Dates(s)

4. Employment Information:

- Names, addresses, phone numbers of previous employers
- Supervisor's name
- Dates of employment
- Salary
- Reason for Leaving

5. List of three to five references - names, job title or relationship, addresses, phone number

<mark>TIPS for Completing the Job application</mark>

1. Complete all requested information—take the time to gather addresses and phone numbers so that you have the information. *Blanks draw the eye and raise questions*. Don't leave anything blank.
2. Write clearly and neatly, using black or dark blue ink.
3. Check for grammar and spelling errors! Proof-read your job application form before turning it in.
4. List your most recent job *first* when completing employment information.
5. List your most recent education *first*. Include vocational schools and training programs as well as college and high school.
6. References: choose people from your list. ALL information required on the form must be included.
7. Don't forget to sign your application! Often potential employers will throw away an unsigned application without ever talking to you!

<mark>EXAMPLE OF HOW TO WRITE A SHORT PAPER/SUMMARY FOR YOUR BLUE BOOK OR OTHER REQUIRED WRITING WORK</mark>

Nancy Nurse, SVN
4/4/14
Class 77

The QSEN competencies and the theory of transpersonal caring relate in several ways. The caring theory means that nurses care for the whole patient, body, soul, and mind. The theory incorporates that that the nurse accept the uniqueness of each person and includes caring for everything important to the patient. The QSEN competency of patient centered care focuses on the patient, the patient's preferences and the patient's needs. This is basically the same idea as the caring theory.

In my clinical rotations, I have seen examples of transpersonal caring. One instance occurred in the labor and delivery room with a still born infant. The nurses immediately embraced the mother AND the father. The patient's nurse pulled a chair up for the father right next to his wife as the other staff nurses cleaned the baby. They wrapped the child in a beautiful blanket and gave it to the father to hold. The nurse also went out and brought the grandparents in so that they could all have this moment together.

Another good example of transpersonal caring occurred on a med surg unit after a code. The nurse who lost the patient was visibly upset because the death was completely unexpected. The other staff members took over providing post-mortem care and allowed the TPCN to get off the floor for a time. The nurse returned to the floor about 20 minutes later and looked more composed. Her team had completed all care for the deceased patient, have called the appropriate authorities, and had cared for the family.

HOW TO WRITE FORMAL LETTERS

Letters of business are more formal than friendly letters and much more formal than emails and texts. For a medical professional, a formal letter is indicated when responding to prospective employers. Terminology in these letters are formal—do not use any email or texting terminology. Be sure that you check spelling, punctuation and grammar. These letters say something about you and your professionalism!

One of the first things you need to decide is the format of the letter. There are usually two styles: block format and indented format.

BLOCK: When you use block format, all information is typed flush left with one (1) inch margins all around.

(1) Unless you have letterhead stationary with your name and address already on it, begin your letter with your own address (<u>flush left</u>), single spaced. [If you have letter head, just start at #2]. SKIP A LINE
(2) Provide the date, flush left. SKIP A LINE
(3) Provide the name and address of the party to whom you are writing the letter, flush left. Avoid abbreviations whenever possible except in cases of titles. The typing should be single-spaced. SKIP A LINE
(4) Write the Salutation followed by a colon (:). The Salutation is a greeting. It should be formally addressed as either Mr., Mrs. Ms. or by title (Dr., etc). —even if you are personally acquainted with the person. Example : Dear Mrs. Smith: If you do not have the name of the person, address it by title: Dear Human Resources Director:
   SKIP A LINE
(5) Write the body of the letter, beginning each paragraph flushed left, single spaced. SKIP A LINE between each paragraph. SKIP A LINE after the last paragraph
(6) Type the formal closing, followed by a comma. Appropriate closings include "Sincerely" "Regards" . LEAVE THREE (3) BLANK LINES.
(7) Sign the letter in the blank space
(8) Type your name and title, all flush left below your signature.

INDENTED: When you use indented format, you will have some items to the right and will indent the start of your formal information.

(1) Unless you have letterhead stationary with your name and address already on it, begin your letter with your own address with the <u>left edge aligned with the center</u> of the page, single spaced. SKIP A LINE.
(2) Type the date so that it lines up underneath your address, left edge aligned with the center of the page. SKIP A LINE.
(3) Provide the name and address of the party to who you are writing the letter, flush left, single spaced. Avoid abbreviations whenever possible except in cases of titles. SKIP A LINE
(4) Write the Salutation flush left, followed by a colon (:). See notes above for more information on a salutation. SKIP A LINE
(5) Write the body of your letter. Begin each paragraph indented five (5) spaces. SKIP A LINE BETWEEN EACH PARAGRAPH. SKIP A LINE after the last paragraph.
(6) Instead of placing the closing and signature lines flush left as in BLOCK, indent the closing in the center in line with the date above. See more about the closing above. LEAVE THREE (3) BLANK LINES
(7) Keeping in line with your closing, sign the letter
(8) Type your name and title line in line with the closing.

WRITING A COVER LETTER

A cover letter, also known as an application letter, introduces you to your potential employer. It explains your purpose for writing and submitting a resume, highlights a few of your experiences and skills, and requests an opportunity for an interview. IT IS THE FIRST IMPRESSION you make on a potential employer! It is important to write an impressive and effective letter!

A cover letter should:
- ❖ Be limited to one page
- ❖ Match your skills with those needed by the employer (means you need to know something about the job for which you are applying)
- ❖ Write in a mature, clear style; avoid long and intricate sentences and paragraphs, avoid jargon and texting language. Use action verbs and active voice.
- ❖ It's okay to show some personality but don't brag or use gimmicky language.
- ❖ Arrange the points in a logical manner; each paragraph should be around a main point.

(1) Your opening paragraph should state why you are writing and briefly say you are. Did you see an ad? Did a friend tell you about the job? Are you graduating? Licensed? Working?
(2) In the next paragraph or two, highlight a few points from your resume that match what you know about the job position. This is your opportunity to tell the potential employer why you are right for the job. State how your education and experience will enhance the position you are seeking. Don't state everything from your resume.
(3) Your closing paragraph should be seeking action: an interview. Politely request a meeting and give suggestions as to your availability. State what is attached to the letter (like your resume, application, etc). Be sure and thank the reader for the reader's time and consideration, indicating that you are looking forward to hearing from them.

WRITING A THANK YOU LETTER

A prompt thank you is appropriate following an interview! A recent "Career Builder survey showed that 22% of employers are less likely to hire a candidate who does not send a thank you, and 91% like being thanked" (http://www.job-hunt.org/job_interviews/job-interview-thank-you.shtml)

Thank You letters demonstrate the following:
- ❖ Your appreciation –for the interviewers time and consideration
- ❖ Keeps you in the interviewers mind
- ❖ You have the ability to follow-through
- ❖ You understand professional courtesy
- ❖ Says that you are interested in the position
- ❖ Offers you the opportunity to say something you didn't in the interview and/or lets you clarify information
- ❖ Demonstrates your writing skill
- ❖ Meets your competition (in case the competition also sent a thank you) or beats your competition if they didn't!

Thank You letters can be hand-written on specific "thank you" cards, formally typed or emailed—if you are seeking a job that is a computer position. For most nursing jobs, either a handwritten or formally typed letter is most appropriate. (For the student assignment, either a hand written or a typed letter is required).

[Sometimes an email thank you is sent immediately after the interview, followed up by a formal Thank You letter. This is acceptable. If you do send an email thank you, do NOT send a group email if you were interviewed by a group. This makes you look lazy; send an individual email to each person!]

If you were in a group interview, you need to send each member of the group a thank you—you never know how much influence each member has on the hiring process, so thank each one!

(1) Write the Thank you within 24 hours of the interview! A quick decision might be made and you need to have your name uppermost in the interviewer's mind!
(2) Highlight what the potential employer liked about you from the interview.
(3) State any positive information you wish you had said in the interview
(4) Express your skill in any area of expressed concern, detailing how you would learn or prepare for that area
(5) Keep the letter short; not more than one page and just a few paragraphs
(6) Proof read it carefully!

DO NOT:
- Send a "canned" or generic thank you letter
- Claim experience or education you don't have
- Hand a thank you letter to the interviewer at the end of the interview

WRITING A RESIGNATION LETTER

There are many reasons nurses leave positions, but whatever the reason, the nurse should always leave as a professional! This means that the nurse always submits a letter of resignation and always gives an appropriate notice. (A good way to gage notice is to determine how many weeks of vacation the position earns: if the position has two weeks of vacation, two weeks-notice should be given; if the position has four weeks-vacation, four weeks-notice should be given). Most standard nursing jobs expect a two weeks-notice.

A Resignation Letter should
- ❖ Be simple, brief and focused
- ❖ Be positive
- ❖ Include information on when you are leaving
- ❖ Should show appreciation for opportunities you have had in the position

Resignation emails or text messages are inappropriate! So is airing your grievances about the facility or your co-workers. This letter will be part of your permanent file, so you always want a professional representation in your file.

(1) Keep the letter to one page
(2) Address the letter to your immediate supervision (even if you don't like the immediate supervisor—remember the chain of command. Some management positions may require that all people in the chain above you receive a letter)
(3) Use an appropriate salutation
(4) In the first paragraph, state that you are resigning and give the date your resignation is effective. It should be at least two weeks from the date of the letter if you are required to give two weeks-notice.
(5) In the second paragraph, you can state why you are leaving, as long as you are not complaining or whining. Be positive.
(6) In the third paragraph, thank the manager/facility for opportunities you have had in the position, pointing out positive experiences or people—what you liked about the job.
(7) Offer your help in the transition time if possible.
(8) If you need a letter of recommendation or reference, request it in another paragraph.
(9) Formally close the letter and be sure that you sign the document.

PROFESSIONAL DEVELOPMENT CONTRACT

Print Name:

I have read the syllabus for VNSG 1219 Professional Development.

I understand the course requirements, grading and student behavior. I understand that to exit the course, I must do the following:

- Achieve a 76 or better grade average
- Adhere to the examination policy
- Complete ALL required work, even if I have missed the deadline and receive a grade of "0" for the late work
- Submit certificate that I have passed the Texas Jurisprudence Exam
- Abide by the attendance and tardy policy and understand the consequences of my choices

I understand that as a senior vocational nursing student, I am responsible and accountable for my own actions and decisions. I agree that if I attend class, I will be fully prepared and fully engaged in the course.

I have had the opportunity to have my questions answered and I agree to the terms of the course as found in the syllabus.

Student Signature: _____ Date:_____