

**Learning Material Packet  
RNSG 2121—Management of Client Care  
Spring 2011  
Odessa College  
Associate Degree in Nursing Program**

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## RNSG 2121 –MANAGEMENT CLASS ACTIVITIES

- Assignments are due no later than the end of class on the assigned due date. **Assignments turned in late will be deducted ten points for each calendar day unless prior permission granted by Ms. Cates. Alternatively, students may turn in assignment via e-mail to [mkipple@odessa.edu](mailto:mkipple@odessa.edu). Assignments sent via e-mail must be timed and dated by the server before the end of class or they will be considered late. Assignments submitted by e-mail must be in the form of an attachment in Microsoft Word format as a .doc or.docx file. Attachments sent in any other format will not be accepted, and late penalties will apply until the assignment is submitted in the correct format.**
- Assignments must be typed, printed, and submitted in a folder (unless emailed). No loose papers accepted. If not typed or in a folder, the assignment will be returned to the student to correct, and any late penalties will apply. Since assignments may be emailed, lack of a printer is not an excuse for handwritten work.
- **All sources used (including any lecture materials, textbook, journal article, or internet source given by the instructor) must be referenced on reference page. Failure to reference sources will be considered plagiarism and will result in a ten (10) point deduction from the assignment grade.**
- Class assignments may be turned in early. If a student wishes to change an assignment that has been turned in early, he/she may request for the assignment to be returned without penalty, but the assignment must be re-submitted before the end of the class period on the due date or it will be considered late. Any work turned in early will not be graded until the due date.

**Prioritization Questions**  
*Part A due Week 3*  
*Part B due Week 4*  
*10% of course grade-total*

For Part A assignment, choose any 3 chapters from Part II and answer these NCLEX style questions. For Part B assignment, choose any 3 chapters from Part III and answer these NCLEX style questions. If you do not wish to remove the exercises from the workbook, you may turn in the entire book, however, your name must be on the book and each of the selected chapters and case studies clearly marked. **Prioritization and delegation questions have been heavily emphasized in recent NCLEX examinations.**

Change Project  
*Due Week 5*  
*Counts 10% Course Grade*

The student will identify one problem or assignment they wish to change. This problem/assignment must have occurred during the two year tenure in the nursing program. To meet this objective the student will need to:

1) Identify the problem. Must be realistic and non-condescending to instructor or institution. If assignment does not have merit or is condescending, will accrue **zero** points.

2) Using the Care Plan model. List how you would realistically change the problem.

EXAMPLE:

Assessment: Give subjective and objective data that identifies the problem (10 points)

Diagnosis: State the problem to be addressed (10 points)

Goal: What do you want to change it to (10 points)

Implementation: 5 implementations to help you meet the change and give rationale for each (50 points)

Evaluation: Do you think you will meet the goal. Give rationale for yes or no. (20 points)

3) Must give typed or e-mailed.

## Resume and Cover Letter

*Due Week 6*

*25% of course grade*

**General Requirements:** Resume and cover letter must be typed and printed on high quality white, ivory, beige, or pale grey paper. Do not staple or attach pages together in any fashion. Papers that do not meet these requirements will be returned to the student and the appropriate late penalties will be added. Each spelling and/or grammatical error will cost 2 points. **While you may want to purchase matching envelopes for your resume paper, DO NOT turn in envelopes with the assignment.**

### Specific Requirements:

Cover letter: The cover letter is worth 10% of the assignment grade. This document must not exceed one page or be less than one-half page in length. While you can use "I" in a sentence, be sure not to start each sentence with "I" in the cover letter. Starting every sentence with 'I' will cost 5 points. In the letter, include where you obtained the information about the job. (This is obtained by surfing the internet or nursing magazine or local newspaper). ***Include a copy of the job listing with your assignment. Failure to include a copy of the job listing will cost 5 points.*** Include your contact information and your availability for interview and start date. Cover letter should address the strengths in your resume that directly apply to the job listing. A zero will be given for the cover letter if it is copied from another source, even with permission—cover letters must be original work. Failure to address your letter to a specific person from the job description will cost 5 points—**DO NOT address the letter to your instructor**—it must be a specific person at the organization from your job listing.

Resume: The resume is worth 15% of the assignment grade. Use of Microsoft Word resume templates or similar word processing resume templates is acceptable. The resume must include 3 references with addresses and phone numbers on the bottom of the resume, failure to include references will cost 5 points each. Email addresses are encouraged but not required. **Resume must include at least one nursing instructor as a reference—you must receive permission from that instructor to use them as a reference.** If you do not include an instructor, and/or do not have that instructor's permission to use them as a reference, 10 points will be deducted from your grade. (Reference letters are encouraged but not required). Fellow students and/or family members are not acceptable as references. ***Again, you must have an instructor's permission to use them as a reference. Please, remember this permission is for this assignment only. If you would like to use an instructor as a reference for actual employment, you must receive additional permission to do so.*** Please limit length of resume to one page. Longer than one page will be penalized 10 points. Experience listed in resume should only be health or leadership related (Examples of leadership experience: military experience, president of Student Nurses Association, President of Key Club, on Student Senate, shift manager at McDonald's, office manager at lawyer's office. Participation in clubs or teams unless you were in a leadership role does not count as leadership experience). Experience not related to health or leadership will be deducted 3

points each. Please remember your clinical experiences are part of your education and are NOT considered to be nursing experience. Do NOT include any experiences where you acted as a student, not as an employee of the facility in your experience. Body of resume must minimally include: Objective, education, work experience and references.

### **Group Oral Presentation**

*Due Week 7*

*15% of course grade*

This assignment is a team presentation. Each team is comprised of 3-4 members. Each team must select a topic from subjects covered during RNSG 2121 to present to the class (see topical outline in RNSG 2121 syllabus for course topics). Topics must be submitted for approval on a single sheet of paper with all team member names to instructor by the end of class week 3.

#### **General requirements:**

1) Each group must have a visual aid for their presentation to the class (20 points). Visual aids include, but are not limited to, power point presentations, posters or brochures. If using power point presentations please make sure you use a background that is compatible with Microsoft 97-2003 and save as a Microsoft 97-2003 file. It is recommended that more than one team member carry a back-up of the presentation. If presentations are “lost” or not saved in the correct format, zero points will be awarded for the visual aid portion of this assignment.

2) Each group must provide their classmates with some sort of documentation for review (20 points). Documentation includes, but is not limited to, copies of power point slides, the topic outline, or brochures.

3) Each group must furnish a presentation outline to the instructor, including the name of the presenter for each section and a reference page for each presenter (20 points).

4) Each student on the team will present one portion of the presentation. Each person must speak **at least** three minutes, but no more than 5 minutes (20 points). For each minute over 5 minutes the presenter will be deducted 1 point.

5) While this is a team presentation, each student will be graded separately. However, 5 points will be deducted from the grade if the presentation is not a group effort. Evidence of such lack of group effort includes outline sections and/or visual aid or handouts in different formats or duplication of materials.

6) Must provide at least two references as sources. The course texts, and lecture materials may be used if referenced, however, those sources DO NOT count towards the two references needed for this project. In addition, if slides or speakers notes are cut/pasted from lecture materials directly into handouts, visual aids or any other parts

of the presentation, **20 points will be deducted** from the assignment. This assignment is intended to be an ORIGINAL group project, and supply additional material on course content.

**ATI Proctored Exam**

*Due Week 7*

*10% of course grade-total*

An ATI proctored exam will be given. If the student scores an 80 or higher on the exam, 10% will be added to the course grade. No remediation will be necessary. If a student scores a 75-79 on the exam 8% will be added to grade. The other 2% will be added if remediation is completed and correct. If a student scores 70-74 on the exam 6% will be added to grade. If remediation is completed and correct 2% more will be added to grade. If a student makes below 70 on the ATI exam no remediation is required and the student will not receive any percent for the activity.

**Final Exam and Proctored ATI**

*Due week 8*

*30% of course grade for final*

Final exam will count 30% of overall grade. The test will encompass all content presented in course.

If remediation for the ATI exam is required, the student must turn in the remediation forms by 1:00pm on this last class day and before the final is taken.