

# Course Syllabus

NOTE: This syllabus is subject to change during the semester. Please check this syllabus on a

regular basis for any updates.

**Department** : Nursing- Vocational

**Course Title** : Fundamentals of Nursing Care: Concepts, Connections & Skills

**Section Name** : A9

**Start Date** : 8/26/13

**End Date** : 12/13/13

**Modality** : WEB-ENHANCED

**Credits** : 5

## Instructor Information

**Name** : Ann McCalister

**OC Email** : [amccalister@odessa.edu](mailto:amccalister@odessa.edu)

**OC Phone #** : 432-335-6393

## Course Description

VNSG 1502

Course Level: Introduction to and application of primary nursing skills. Emphasis on utilization of the nursing process and related scientific principles. The student will describe the underlying principles of selected nursing skills and their relationship to client health status; demonstrate satisfactory performance of selected nursing skills utilizing principles of safety; and identify the nursing process used to solve basic client care problems across the life span utilizing appropriate medical terminology. Historical aspects of nursing are examined along with legal implications pertinent to the profession. Communication skills and individual accountability are emphasized. Lab fee required.

**Prerequisite:** Program Admission.

**Co requisites:** VNSG

1260, VNSG 1327, VNSG 1500, and VNSG 1505.

**Scans** 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

## Course Objectives

Upon successful completion of this course students will be able to:

- ☐ Identify the components of the nursing process, their importance and application throughout nursing practice.
- ☐ Explain principles of homeostasis and its effect on health and illness.
- ☐ Distinguish between cultural and ethnic beliefs and describe their impact on nursing care and the nurse–client relationship.
- ☐ Describe the significance of client teaching throughout nursing practice.
- ☐ Demonstrate understanding of the laws and ethics of nursing and the importance of accurate, concise recording and reporting.
- ☐ Demonstrate mastery of physical assessment and measurement of vital signs.

- ☐ Identify the impact of nutrition and fluid/chemical balance on the well-being of clients.
- ☐ Display mastery of the principles of asepsis and infection control, explaining their significance within nursing.
- ☐ Consistently portray understanding of the principles of correct body mechanics and safety.
- ☐ Explain concepts of effective pain management and their significance within effective nursing care.
- ☐ Define perioperative care, its components and impact on clients involved.
- ☐ Identify guiding principles of proper medication administration, including appropriate routes.
- ☐ Identify urinary and bowel elimination processes and possible alterations due to illness, disease and aging.
- ☐ Explain principles of therapeutic exercise and the use of ambulatory aids and/or mechanical immobilization within the restorative process.
- ☐ Describe oxygenation and its effects on airway management, including resuscitation.
- ☐ Explain end-of-life care and its role in nursing.

### **Required Readings/Materials**

You must purchase the following **required** reading/ materials:

1. Fundamental Of Nursing Care: Concepts, Connections & Skills; Marti A. Burton, and Linda J. Mary Ludwig, 2011
2. Introductory Medical-Surgical Nursing, 10<sup>th</sup> Edition; Timby, Barbara K. and Smith, Nancy E.; Wolters Kluwer Health: Lippincott Williams & Wilkins, 2010.
3. Roach's Introductory Clinical Pharmacology, 9<sup>th</sup> Edition; Ford, Susan M, and Roach Sally, S.; Wolters Kluwer Health: Lippincott Williams & Wilkins, 2010
4. Dudek, Nutriton Essentials of Nursing Practice, 6<sup>th</sup> ed.

### **Description of Institutional Core Objectives (ICO's)**

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa

College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB).

### **Odessa College's Institutional Core Objectives (ICOs):**

- 1) *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- 2) *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- 3) *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- 4) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- 5) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
- 6) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

### **Course Objectives**

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- ☐ Explain principles of homeostasis and its effect on health and illness.
- ☐ Distinguish between cultural and ethnic beliefs and describe their impact on nursing care and the nurse–client relationship.
- ☐ Describe the significance of client teaching throughout nursing practice.
- ☐ Demonstrate understanding of the laws and ethics of nursing and the importance of accurate, concise recording and reporting.
- ☐ Demonstrate mastery of physical assessment and measurement of vital signs.
- ☐ Identify the impact of nutrition and fluid/chemical balance on the well-being of clients.
- ☐ Display mastery of the principles of asepsis and infection control, explaining their significance within nursing.
- ☐ Consistently portray understanding of the principles of correct body mechanics and safety.
- ☐ Explain concepts of effective pain management and their significance within effective nursing care.
- ☐ Define perioperative care, its components and impact on clients involved.

- ☐ Identify guiding principles of proper medication administration, including appropriate routes.
- ☐ Identify urinary and bowel elimination processes and possible alterations due to illness, disease and aging.
- ☐ Explain principles of therapeutic exercise and the use of ambulatory aids and/or mechanical immobilization within the restorative process.
- ☐ Describe oxygenation and its effects on airway management, including resuscitation.
- ☐ Explain end-of-life care and its role in nursing.

The student's competencies in these roles are evaluated by: Testing, discussion; care planning; clinical demonstration.

## **Odessa College Policies**

### **Academic Policies**

Note that the OC Student Handbook states (page 32) that “in cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

### **Scholastic Dishonesty**

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

#### **"Cheating on a test" shall include:**

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.

- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements

### **Special Populations/Disability Services/Learning Assistance**

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at [www.odessa.edu/dept/counseling/disabilities.htm](http://www.odessa.edu/dept/counseling/disabilities.htm). The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433.

### **Dropping a Course or Withdrawing from College**

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."**

## **Learning Resource Center (LRC; Library)**

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

## **Student Success Center (SCC)**

Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit [www.odessa.edu/dept/ssc/](http://www.odessa.edu/dept/ssc/)

## **Student E-mail**

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. **Correspondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.**

## **Technical Support**

For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at [https://www.odessa.edu/dept/ssc/helpdesk\\_form.htm](https://www.odessa.edu/dept/ssc/helpdesk_form.htm).

## **Expectations for Engagement – Face to Face Learning**

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

*Reasonable Expectations of Engagement for Instructors*

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - return classroom activities and homework within one week of the due date and
  - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

*Reasonable Expectations of Engagement for Students*

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
  - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
  - missing class when a major test is planned or a major assignment is due;
  - having trouble submitting assignments;
  - dealing with a traumatic personal event; and,
  - having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - attend class regularly to keep up with assignments and announcements.

## Fall 2013 (8/26/13-12/14/13)

NOTE: College business offices are closed from Wed., Nov 27 through Sun., Dec 1.

### FALL & SPRING BUSINESS HOURS :

Wrangler Express Center: M-Th: 7:30 am-7 pm; Fri: 7:30 am-5 pm; Sat: 9 am-noon

Other offices: M-Th: 8 am-5:30 pm; Fri: 8 am-1 pm

### SUMMER BUSINESS HOURS

Wrangler Express Center: (beginning May 20) M-Th: 7:30 am-7 pm; Fri: 8 am-5 pm; Closed Saturdays

(beginning Aug 3, Wrangler Express will also be open 9 am-noon on Saturdays)

Other offices: May 20-Aug 17 (M-Th: 7:30 am-5:30 pm; closed Fridays)

### Registration:

On the Web (5 am to Midnight, 7 days a

week)..... Apr 15-Aug 25

In Person (See Business Hours

Above)..... Apr 15-Aug 23

FOR TUITION AND FEE SCHEDULES & PAYMENT INFORMATION, PLEASE CHECK ONLINE AT [www.odessa.edu](http://www.odessa.edu)

### Classes

Begin.....

.....Aug 26 (Mon)

Late Registration & Schedule Changes (Add/Drop):

On the Web (5 am to Midnight, 7 days a

week).....Aug 26-27 (Mon-Tues)

In Person (See Business Hours

Above)..... Aug 26-27 (Mon-Tues)

Holiday (Labor Day – Offices closed except for Wrangler Express – No

Classes)..... Sep 2 (Mon)

### Census

Day.....

..... Sep 11 (Wed)

Last Day to Drop or Withdraw with a “W” (1st eight week

courses).....Oct 4 (Fri)

First Eight Weeks

End.....Oct

18 (Fri)

Second Eight Weeks

Begin.....Oct 21

(Mon)

Deadline for Fall Degree

Application.....Nov 1 (Fri)

Last Day to Drop or Withdraw with a “W” (full semester length

courses).....Nov 12 (Tues)

Last Day to Drop or Withdraw with a “W” (2nd eight week

courses).....Nov 26 (Tues)

Student Evaluation of Instruction Survey Available Online.....

..... Nov 18-22 (Mon-Fri)

Thanksgiving Holiday (begins 9 pm Tues, Nov

26).....Nov 27-30 (Thurs-Sat)

Last Class

Day.....

.....Dec 7 (Sat)

Final

Exams.....De

c 9-12 (Mon-Thurs)



End of  
Semester.....  
.....Dec 12 (Thurs)  
Fall  
Graduation.....  
..... Dec 14 (Sat)  
College Offices  
Closed..... Dec 21-Jan 5  
(Sat-Sun)

## **Course Requirements (Lectures, Assignments and Assessments)**

Acceptance of Late Assignments:

Projects or outside assignments are due at the beginning of class on the assigned due date.

Missing assignments will not be accepted. Missing an Exam: Exams are defined as formally scheduled examinations covering a major portion of the course content and make up a 70 percent of the overall grade for a course. Every effort should be made by the student to be present for all exams. If it is necessary for you to miss an exam, the instructor must be notified and the exam must be taken on the next class day the student is present. 10 points will be taken off of the grade as a penalty for taking the examination late. The instructor has the option to give the same exam or to make up another examination over the same content. If the exam is not made up within the first class day an additional 10 points will be taken off for each day the exam is not taken (including Saturday and Sunday).

Quizzes: Daily work will include quizzes. If the student misses a quiz due to being absent, the student will not have the option to make-up the quiz. Zeros will be recorded and averaged in the final grade.

## **Disclaimer**

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

## **Original Effort**

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

## **Digital Protocol**

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time**

**of assignment submission. Take necessary steps to ensure that your assignments are submitted on “Blackboard” time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the Computer lab (105) and LRC (301-303 ); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

### **Attendance policy**

Students are expected to attend class regularly. Attendance will be recorded using a “sign-in” sheet. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this can be count as an absence.

### **AVID**

This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

### **Grading Policy**

1. A minimum grade of C is required in all nursing and allied health courses. Each component within a course must be completed with a C or above or the student will receive a failing grade.  
A student who fails to attain 75% on a unit examination must provide documentation of remediation by an approved tutor or student mentor. Arrangements must be made in conjunction with an instructor in the program.
2. A minimum grade of C must be maintained in the clinical area. This grade will be derived from the averages on nursing care plans, case studies, and all other written clinical assignments.  
Written work will be factored into the clinical nursing grade which is either 'Pass' or 'Fail.'
3. Any grade below 75% will be considered failing.
4. A report of grades will be distributed to each student at the completion of each semester.
5. A minimum grade of 90% is required on the math competency examination which is administered each semester. The student will have 3 opportunities to pass this examination.

student who does not successfully pass the examination on the first and second attempts will be required to show evidence of remediation with either an instructor or a student who has attained 95% or above on the examination. A student who is unable to pass the competency examination on the third opportunity will be dismissed from the program.

#### Grading Scale:

A = 90 to 100 B = 80 to 89 C = 75 to 79 D = 60 to 74 F = Below 60

### Overview of assignments

Grading criteria are consistent throughout the nursing program. The following method of evaluation will be used in assigning course grades:

Tests and Quizzes.....	70%
Daily Work .....	10%
Final Exam exams.....	20%

### Grade Inquiry Policy

It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

### Communication Plan

The best way to communicate with the course instructor is via email through Blackboard. Also, check in Blackboard regularly for announcements, including any changes in the course schedule due to instructor illness or conference attendance. Appointments with the instructor may also be scheduled.

### General Course Requirements

- Attend class and participate.
- Contribute and cooperate with civility.
- **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

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## **Fundamentals of Nursing Care 2013 Timeline (Dates are subject to change)**

### **Week 1: August 26 – 30**

Chapters 1, 2, 3, and 10

#### **August 29**

Workbook Chapters 1, 2, 3, and 10

### **Week 2: September 2 – 6**

Chapters 4, 5, 6, and 11

#### **September 2**

Workbook Chapters 4, 5, 6, and 11

### **Week 3: September 9 – 13**

Chapters 12, 13, 14, and 15

#### **September 9**

Workbook CH12, 13, 14, 15

#### **September 9**

Exam 1(1, 2, 3, 4, 5, 6, 10)

#### **September 12 and 13**

**Skills Lab CH 12, 13, 14, 15**

### **Week4: September 16 – 20**

Chapters 16, 17, and 18

#### **September 16**

Workbook 16, 17, 18

#### **September 16**

Exam 2(11, 12, 13, 14, 15)

#### **September 19 and 20**

**Skills Lab CH 16, 17, 18**

**Week 5: September 23 – 27**

Chapters 19, 20, and 21

**September 23**

Workbook Ch. 19, 20, 21

**September 26 and 27**

**Skills Lab CH 19, 21**

**Week 6: September 30 Oct. 1 – 4**

Chapters 22, 24, 25, and 26

**September 30**

Workbook 22,24,25,26

**September 30**

Exam 3(16, 17, 18, 19, 20, 21)

**October 2**

**Skills Lab CH 22,24,26**

**Week 7: October 7 – 11**

Chapter 27, 28, 30, and 31

**October 7**

Workbook 27,28,30,31

**October 7**

Exam 4(22, 24, 25, 26)

**October 10**

**Skills Lab CH 28.30,31**

**Week 8: October 14 – 18**

Chapters 35, 36, and 37

**October 14**

**October 14**

Exam 5(27, 28, 30, 31)

Workbook Ch35, 36, 37

**October 16**

**Skills Lab CH 35, 36, 37**

**Week 9: October 21 – 25**

Chapter 34

**October 21**

**October 23**

Workbook 34

**Skills CH 34**

**Week 10: October 28 – 31 November 1**

Chapter 32

**October 28**

**October 28**

Workbook Ch 32

Exam 6 (35, 36, 37, 38)

**Week 11: November 4 – 8**

Chapter 33

**November 4**

Workbook Ch 33

**Week 12: November 11 – 15**

Chapter 38

**November 11**

**November 11**

Workbook Ch. 38

Exam 7 (32, 33, 34)

**November 13**

Ch 38

**Week 13: November 18**

**ATI**

**December 3 and 4**

Skill Competency Check Off

**Week 14: November 25**

Review

**December 11 Final 10AM-12PM**