

RNSG 1360

COURSE NAME: Clinical Registered Nurse- Foundations

Fall 2015

Faculty Information

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Office Hours	
Campus Office Hours:	Monday noon-5pm Thursdays 7am-1pm (clinical)
Online Office Hours	

About Your Instructor:

I have been a registered nurse since 1979 and have worked primarily in medical-surgical nursing. I am a graduate of a diploma program, my BSN is from West Texas A & M , my MSN is from UTEP, my post master's is from University of North Carolina-Chapel Hill. I am a Red cross disaster nurse for the state of New Mexico

Preferred Method of Communication:

Please use email or you may call or text me using my cell phone information above.If you do not reach me you can e-mail me at the above address.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Saturdays. I am not online Sundays;

- 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 during the time I am unavailable.

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.

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

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for assignments within 2 weeks of the due date.

Textbook Information and Required Hardware/Software

Textbook(s):

Doenges, M. E., Moorhouse, M. F., & Murr, A. C. (2013). Nurse's pocket guide: Diagnoses, prioritized interventions, and rationales (13th ed.). Philadelphia, PA: F.A. Davis.

[ISBN-13: 978-0803627826]

Ignatavicius, D. D. & Workman, M. L. (2016). Medical-surgical nursing: Patient-centered collaborative care, single volume (8th Ed.). St. Louis, MO: Saunders/Elsevier.

[ISBN TBA]

Pagana, K. D., & Pagana, T. J. (2014). Mosby's manual of diagnostic and laboratory tests (5th ed.). St Louis, MO: Mosby/Elsevier.

[ISBN-13: 978-0323089494]

Treas, Leslie S. & Wilkinson, Judith M. (2014) Basic Nursing: Concepts, Skills & Reasoning. F. A.

Davis: Philadelphia,

|ISBN 978-0-8036-4134-1|[ISBN-13: 978-0803627789]

Vallerand, A. H., & Sanoski, C. A. (2014). Davis's drug guide for nurses (14th ed.). Philadelphia, PA: F.A. Davis.

[ISBN-13: 978-0803639768]

Hardware:

Speakers are needed for podcasts. Ear buds are needed for computer lab.

Software:

Firefox is recommended for Blackboard

Adobe Reader is needed for viewing PDF articles in the course.

Computer Browsers:

- Mac users should use Firefox
- PC users may use any browser except IE10

Websites:

You will access course materials for this course by logging into **Blackboard** at <https://blackboard.odessa.edu/webapps/login/>.

[https://www.atitesting.com](https://www.atitesting.com;);

<http://qsen.org>;

<http://davisplus.fadavis.com/Index.aspx>

ATI www.atitesting.com

<http://www.techsmith.com>/Tech Smith

Shadow Health

Students, if you have problems logging onto Blackboard, please call the Student Success Center at 335-6673 for assistance.

Campus Computer Labs

Information About the Course

Course Description:

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A variety of health care settings are utilized to assist in the development of beginning physical assessment and psychomotor skills. This course provides hand-on application of skills necessary to deliver basic adult patient care and comfort and administration of non-parenteral medications during each clinical experience

Course Prerequisites:

Traditional: Required general education courses, Admission to program

Co-requisite Courses:

Traditional: RNSG 1513, 1193, 1301

Course Topics:

(From corequisite theory course):

Advocacy Role, Introduction to Health Care Team, Client Rights, HIPAA, Therapeutic and Professional Communication with Staff, Introduction to Electronic Health Record/ Documentation, Code of Ethics, Legal/ Nurse Practice Act, .Accident/Errors/Injury/ Prevention, Health Assessment, Vital Signs Monitoring for Adults and Geriatrics, Ergonomics Principles, Handling Hazardous and Infectious Materials (PPE)(Transmission Based Precautions, Restraints, Geriatric (Growth & Development/ Abuse & Neglect/Behavioral Interventions/Grief & Loss, Cultural Awareness/Influence Health, Religious and Spiritual Influences on Health, Sensory/Perceptual Alterations, Assistive Devices/ Mobility/Immobility, Basic Elimination, Pain Assessment/Basic Comfort Measures, ADL's Assessment/ Hygiene, Basic Nutrition/Hydration/ Fluid Balance, Rest and Sleep, .Non-parenteral medication administration, .Basic psychomotor skills/ Pulse Ox, Potential Skin Breakdown/ Poor circulation/Basic Needs, Nursing Process, Sensory Alterations.

Grading

EVALUATION AND GRADING:

All course work is required. All aspect of course work must be submitted in order to successfully pass this course. Course grades are based on **successfully** meeting all clinical objectives and obtaining a 75 or better average on written and simulated work.

Proficiency of skills must be met by Mid-Term Evaluation in order to progress to the clinical component. Medication competency will be demonstrated in Simulations.

RNSG 1360 receives a final grade of PASS/FAIL.

Concept Map Grading	Weighted Value
Concept Map #1	20 %
Concept Map #2	20 %
Total Value	40%

There will be two practice concept maps prior to the graded concept maps.

Grading Criteria	Weighted Value
Concept Maps	40%
Mid Rotation Simulation	25%
Comprehensive Simulation Experience	35%
Total Value	100%

The Medication Competency Assessment Exam must be passed **prior** to giving medication in the clinical setting. Successfully administering medication in the

clinical course of RNSG 1360 in simulation is necessary in order to pass RNSG 1360.

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free Wi-Fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

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

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

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
- access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

Course Policies

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.

For ALL CURRENT NURSING POLICIES please refer to the CURRENT nursing student handbook loaded on course information section. ALL policies and standards are in effect for RNSG 1263.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

Digital Protocol (See ADN Student Handbook)

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 learning.

For online submissions, 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 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 students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor.

Attendance Policy

Attendance Policy Clinical

Students are expected to attend all scheduled theory, laboratory, and clinical classes. Because of the large volume of material covered each day, and because clinical laboratory experiences validate learning objectives, it is extremely important that absences and tardies be kept at a minimum. Good attendance helps ensure success in nursing school. Attendance and punctuality are also considered important professional responsibilities.

Tardiness is disruptive to the learning of others and is not acceptable for professional nurses. Repeated tardiness will be addressed by the instructor and may impact the student's standing in the program.

In the event of illness or family crisis, the instructor should be notified as soon as possible. Students should refer to the individual instructor's course packet for instructions regarding reporting of absences. Upon return to school, the student must see the instructor whose class or clinical was missed to discuss the event and make plans for make-up of time lost. The instructor whose class/laboratory (on-site or external) was missed is responsible for reporting the absence in the attendance record.

Absence from Clinical

If the absence is clinical, the clinical instructor and/or clinical site must be notified according to the specific instructions given at the beginning of the clinical rotation. The student may expect to find these instructions in the course packet for the clinical course or syllabus. Failure to notify the clinical instructor and/or clinical site of an absence will result in a grade of Unsatisfactory for the clinical day and a written reprimand by the instructor. A second infraction of this policy will result in a clinical failure.

Clinical absences will be made up to meet course objectives. The type of make-up assignment will be determined at the discretion of the instructor whose clinical was missed. Initial plans for make-up work must be made with the instructor within one week after the absence and is the responsibility of the student. Make up must be completed prior to final examinations or the student will receive a grade of incomplete (I) and will not be allowed to progress to the next course until the incomplete is resolved. Contact the Program Director for guidance. Make up assignments will not remove the absence from the student's attendance record. Make up clinical days cannot be made up if missed. The student will receive a clinical failure if a make-up day is missed.

Absence from Theory or On-Site Lab: If the absence is in a theory class or lab, the lecturing instructor should be notified as soon as reasonably possible. If the instructor cannot be reached, a message may be left on the instructor's voice mail or in the Nursing Office. Follow the guidelines set by each instructor.

Classroom/on-site laboratory attendance policy for nursing students will follow the same guidelines as listed in the college catalog. This policy states that any student who misses as much as 20 percent of scheduled class time in any semester should review his or her standing in the class with the instructor and determine whether to continue in class or withdraw. Note that since nursing students may be enrolled in more than one nursing course in a given semester, the faculty interprets the college policy as 20 percent of scheduled class time in any nursing course in any semester. The ability to meet course objectives may be seriously jeopardized for students missing 2-3 days in a 16week course or less in an 8 week course of classroom/laboratory instruction in any course.

Note: Lab is considered clinical time, and therefore all hours must be accounted for. Please check with your instructor regarding making up any missed time.

If a student decides to withdraw from a class, he or she must comply with the deadlines published in the college calendar. Withdrawal from the course will be the responsibility of the student. The student should talk to the Program Director regarding readmission to the Nursing Program.

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 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: See student nursing handbook

Students are expected to attend class regularly. Students are expected to notify the course instructor of absences prior to the beginning of class.

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 this course, 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.

Grade Inquiry Policy

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments on time.**

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

LEGAL AND ETHICAL REQUIREMENTS

The nursing student is expected to abide by the following legal and ethical requirements:

Be prepared for clinical assignments.

Consider all information obtained regarding the patient's status as strictly confidential, and not to be discussed with anyone except instructors and peers within the learning environment, and with authorized hospital personnel. (Learning experiences in the clinical area are to be shared during pre and post conferences and other related professional sessions).

Students must comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The law protects patient confidentiality and the security of patient data. Significant fines, civil and even criminal penalties, can be levied if there is wrongful disclosure of medical data. The general rule affecting nursing is that patient authorization is required for any use or disclosure of protected information that is not directly related to treatment or payment. These rules cover all types of communication including patient charts, computerized information, patient room identification systems, faxes, lab slips or specimens, nursing care plans, medication records, dietary trays, and communication boards, faxes, and phones. The law provides even more stringent protection for clients in psychiatric and chemical dependency units. Selected applications of HIPAA to your role as a student nurse:

- Clinical sites may orient students to the agency's guidelines for HIPAA implementation.
- Patient names will NOT be posted on assignment sheets.
- Patient information must never be left visible to the public.
- Do not leave clinical paperwork in a place, even in one's own home, that is visible to others.
- When using computers in the clinical setting, or at home, never leave information on the screen for unauthorized person to gain access - log off.
- Faxes are to be placed in a secure area, face down.
- NEVER photocopy portions of the patient's chart, medication record, or lab/diagnostic findings.
- Even when the discussion concerning a patient is authorized, take care that it is not in a public area or where conversation could be overheard by others.
- As a student, do not answer any questions about a patient over the phone. Do not state the patient is in the facility unless there is certainty that the patient has approved release of the information. The safest action for a student to take is to refer calls to the charge nurse or primary nurse caring for the patient.
- Submit reports of patients to instructors using patient room numbers and birth date only, never the patient's full name.
- Remove the name of the patient if any information is obtained from the patient's chart and used away from the nursing unit.
- Consult with the instructor if the student feels that circumstances regarding the patient will hamper him/her from giving effective care or would potentially present sensitive issues regarding confidentiality (e.g., person known to the student).
- The student must conduct himself/herself in a professional manner when caring for patients/families and interacting with staff, instructors, and peers.
- Channel any criticism of an agency, an individual, or an instructor through the Director of the Nursing Program. In order to instill confidence and trust in our program, students should refrain from critical discussion outside the school or with other students.
- Be honest at all times. A student who would cheat on a test ultimately is cheating patients. A student who is less than completely honest in the clinical area jeopardizes patient safety and is subject to termination from the nursing program.
- Be responsible for one's own learning, and help promote an atmosphere which facilitates maximum learning for his/her classmates. A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing instructor's time.
- Be respectful of instructors and peers. Help maintain an atmosphere where you and others can learn and grow.

- Be responsible for reading and familiarizing self with printed college and nursing department policies and procedures, as well as policies and procedures in clinical agencies that impact the role and function of the student nurse.
- Failure to abide by these regulations present grounds for disciplinary actions up to and including dismissal from the nursing program.

SCOPE OF PRACTICE

Noncompliance in any of the areas listed below may result in dismissal from the Nursing Program.

THE STUDENT NURSE MAY NOT:

- Assume responsibility for patient valuables.
- Sign/witness patient or client signature for consents for any type of procedure or sign AMA forms.
- Implement teaching plans/discharge plans without the primary nurse/preceptor or nursing instructor present.
- Fill out incident reports without instructor present.
- Take verbal or telephone orders from physicians.
- Administer blood or blood products or chemotherapy.
- Perform post-mortem care without presence and permission of instructor and/or preceptor.
- Scan, photograph, photocopy, or tape record content of patient documents.
- Have unauthorized patient contact.
- Use profanity or vulgarity while in the clinical setting.
- Further details regarding the scope of practice for a particular course will be found in clinical course materials.

CLINICAL EVALUATION

During each clinical experience, students are evaluated on their ability to meet predetermined course competencies. As part of the formative evaluation process, students receive daily clinical feedback from the instructor. Any areas needing improvement as determined by the daily progress feedback form are addressed. A student success plan will be developed to address patterns of behavior that indicate the inability to meet any competency. If the student is placed on a success plan and continues to demonstrate the behavior after the initial success plan is completed, the student may receive a clinical failure.

Summative evaluation resulting in a course grade of pass or fail occurs at the end of each clinical course. An evaluation conference with the clinical instructor(s) is scheduled at the end of each course to discuss the summary evaluation of clinical performance using the clinical evaluation tool. Students are encouraged to speak with instructors at any time regarding clinical performance.

At the end of a clinical course, a rating of MET for all clinical outcomes delineates that the student has successfully achieved the end of course outcomes and will receive a PA or Pass for the clinical course. This is determined on the final clinical evaluation. Students must also achieve a 75% average on clinical concept maps in order to pass the clinical course.

A rating of NOT MET signifies unacceptable performance in one or more areas and the student receives an F or Fail for the clinical course. The student displays one or more of the following and did not improve after completion of student success plan(s):

1. unsafe practice by the lack of application of principles of safety and asepsis;
2. failure to accomplish task(s);
3. disregard for the client and /or family in administering care;
4. inability to identify or correct errors;
5. inability to transfer theory knowledge to clinical practice; and/or
6. inconsistent clinical behavior in the performance of nursing responsibilities.
Example: not prepared for clinical day.

Dismissal from the Nursing Program MAY occur with serious violations of safe clinical practice.

Physical Hazard:

A physical hazard is any action performed by the student which could endanger the patient's life. Examples of a physical hazard include (but not limited to) medication error, leaving the side rails down, leaving patient unattended while in bath, bed in high position, removing oxygen from a patient over a period of time, non-report of symptoms that could endanger patient, attempting to practice beyond scope, attempting skills that have not been checked off by instructor, performing a skill without proper or approved supervision.

Emotional Hazard:

An emotional hazard is any verbal or non-verbal behavior by the student which puts the patient in danger, or is inappropriate, or unprofessional. Examples of an emotional hazard include (but not limited to) displaying emotional outbursts, cursing, obscene facial or hand gestures, yelling at faculty, staff or patient, racial slurs/comments, talking about patient in an inappropriate setting, making unfavorable statements regarding patients or their significant others to other students in an inappropriate setting or to the public.

RESPONSIBILITY TO REPORT UNUSUAL OCCURANCES

Any unusual occurrence or medication report made in the clinical area will be reported in the manner given in the procedure manual of the specific hospital. A report must also be filed on campus since photocopying of agency documents is not allowed. The report must be signed by the instructor and presented to Director within 24 hours of incident. The report will be reviewed by the Program

Director or designee, the Level Coordinator, and involved instructor. The student may be interviewed by any of these individuals. Appropriate remediation shall be required.

VISITING HOSPITAL PATIENTS

The student may not visit hospitalized friends or family when in the student role or while wearing the OC uniform. Students shall not visit patients who have been assigned to them before or after any clinical experience. One of the indications of high level nursing professionalism and competency is the provision for proper care and termination of the nurse/patient relationship.

CLINICAL HYGIENE POLICY

1. Hair must be worn off the collar.
2. Nails are to be clean and short with rounded edges.
3. Only clear, unchipped/uncracked nail polish may be worn. No acrylic nails may be worn.
4. Personal hygiene must be maintained. Effective deodorant must be worn. Offensive breath must be avoided. Offensive odors of all kinds must be avoided including cologne, perfume, and tobacco odors.

CLINICAL CONCEPT MAP POLICY

In order to pass a clinical course, students must obtain an average of at least 75% or above on the total number of concept maps assigned in each clinical course. The total number of concept maps assigned in each course must be submitted to the instructor in order to pass each clinical course.

Example 1: If 4 concept maps are assigned in a clinical course and the student obtains an average grade of below 75% on the 4 concept maps, the student will receive a grade of "F" in the clinical course and will not be eligible to progress to the next level of clinical (until the clinical course failed has been successfully completed), since class and clinical are co requisites both class and clinical must be repeated.

Example 2: If the number of concept maps assigned in a clinical course is 4 and the student obtains a grade of 100 on 3 concept maps, the 4th concept map must be submitted to the instructor (unless the instructor gives different instructions which must be in writing) in order to pass the clinical course.

Concept maps will be graded on the rubric designated for concept maps in each semester.

Clinical courses are graded as Pass or Fail.

COURSE POLICIES

Medication Math Competency Testing in First Semester (See Nursing student handbook for current policy).

<p>Medication Math Competency Exam 1</p> <p>Pass with 85% = Requirement Complete for First Semester.</p> <p>Score below 85% = Complete documented remediation approved by course instructor AND must take Medication Math Competency Exam 2</p>
<p>Medication Math Competency Exam 2</p> <p>Pass with 85% = Requirement Complete for First Semester.</p> <p>Score below 85% = Complete documented remediation approved by course instructor AND must take Medication Math Competency Exam 3</p>
<p>Medication Math Competency Exam 3</p> <p>Pass with 85% = Requirement Complete for First Semester. Score below 85% = Student must withdraw from RNSG 1513 & RNSG 1360.</p>

Tobacco Free Policy

In accordance with Tobacco-Free Policies of area health care facilities, students are **NOT** allowed to consume tobacco during clinical experiences. Students are not allowed to leave the grounds of the health care facility to consume tobacco (or for any other reason).

Cell Phone Use at Clinical Agencies

In an effort to protect client confidentiality, students are not allowed to talk on cell phones or text in any patient care area. Students may use cell phones to access medical information related to patient care in the privacy of non-patient care areas, such as break rooms. Patients should not be discussed on cell phones or via text under any circumstances. Violation of this policy may be cause for dismissal from the nursing program. Pictures of any kind may **NOT** be taken in any health care facility by any device. Violation of this policy **WILL** result in dismissal from the program.

Digital Protocols

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only unless instructed by instructor. The use of laptops or any other digital device is permitted in order to facilitate learning.

For online submissions, 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 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 students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor.

Attendance Policies

Repeated tardiness and absence has a negative effect on your ability to successfully complete all of the course requirements and could result in progressive discipline beginning with warning status and potentially ending in dismissal from the ADN program.

ADN Core Objectives:

By the end of the program, the new graduate will:

1. Demonstrate professionalism and leadership skills reflective of the associate degree nurse.
2. Utilize clinical judgment based on best current evidence to provide safe and effective quality patient care.
3. Demonstrate nursing teamwork and inter-professional collaboration while managing care for patients across the lifespan in a variety of healthcare settings.
4. Effectively utilize informatics and technology in a variety of healthcare settings.
5. Appropriately incorporate knowledge of cultural diversity in the practice of patient centered care.

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 a timely manner.

Course Schedule

(Tentative and Subject to Change)

Please see student calendar, below see example

Date	Avid/objective	SLO	Topic	Assignment	Submission date	Clinical date and assignment	Clinical Objective	Clinical SLO
8/24	Intro to class	-	Syllabus review Math review	Syllabus quiz ATI tutorial under "skills" do infection control. Review after taking.	8/24 Complete by Midnight Aug. 27.			
8/26	1) Describe the stages of a typical infectious process. 2) Discuss factors that place the patient at increased risk for infection. 3) Summarize the primary, secondary and tertiary defenses of the body against infection. 4) Evaluate common lab	2, 3, 6	Infection control & safety Review for math	Before class: read pages: 252-254; 255; 259-262; 606-608; 610-611; 613-616		8/27 Intro to syllabus 0700-1900- handwashing and PPE Shadow Health assignment: Orientation from 8/23 midnite-8/30 11pm.	1) Use standard precautions to prevent transmission of infection through blood and body fluids. 2) Identify proper PPE for various isolations. 3) Perform medical handwashing.	3,5

<p>tests for infection.</p> <p>5)Use standard precautions to prevent transmission of infection through blood and body fluids.</p> <p>6)Explain other interventions used by collaborative health care team for diseases spread through contact, droplet or airborne transmission.</p> <p>7)Discuss how the immune system of the body functions.</p> <p>8)Identify four interventions to prevent falls in the healthcare agency.</p> <p>9)Discuss the appropriate use of siderails.</p> <p>10)Identify physical hazards that are found in the community and at home and interventions to prevent injury.</p>							
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	<p>11) Describe the general adaptation syndrome during stress.</p> <p>12) Identify stressors throughout the life span.</p> <p>13) Identify psychological responses to stressors using cognitive, emotional, and behavioral responses.</p> <p>14) Discuss how a crisis develops and interventions used to assist with coping.</p>							
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Core Objectives (COs)

Description of Core Objectives (CO'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). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

Odessa College's Core Objectives (COs):

1. *Critical Thinking Skills (CT)* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

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

Course Objectives :

WECM End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

LEARNING OUTCOMES:

1. Administer non-parenteral medications to adult patients utilizing the five rights in a safe manner.
2. Accurately perform a complete head to toe assessment to differentiate normal findings from health deviations.
3. Implement measures to promote quality and safe environments for patients, self and others.
4. Exhibit behaviors identified in the role and scope of the professional nurse by maintaining confidentiality, integrity and effective communication.
5. Provide basic care and comfort to adult patients as assigned, utilizing identified cultural differences among diverse populations including age, religion, ethnicity, economics and gender.
6. Report data as a partner with the nursing team to identify problems and formulate outcomes and patient-centered plans of care.

Learning Outcomes

Student learning outcomes

Outcome	ICO
Provide basic care and comfort to adult patients as assigned, utilizing identified cultural differences among diverse populations including age, religion, ethnicity, economics and gender	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
Exhibit behaviors identified in the role and scope of the professional nurse by maintaining confidentiality, integrity and effective communication.	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Administer non-parenteral medications to adult patients utilizing the five rights in a safe manner.	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Report data as a partner with the nursing team to identify problems and formulate outcomes and patient-centered plans of care.	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
Accurately perform a complete head to toe assessment to differentiate normal findings from health deviations.	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
Implement measures to promote quality and safe environments for patients, self and others.	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

The ***“First Course is Free”*** discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The ***“Academic Progress Discount”*** provides a 10% tuition discount upon completion of 30 credit hours

until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that "[i]n 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. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

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 <http://www.odessa.edu/dept/counseling/disabilities/index.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. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

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."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.

Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online Click here.

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

MURRY H. FLY LIBRARY

Main Number	432-335-6640
Email	library@odessa.edu
Campus Location	1 st floor of the Learning Resources Center (LRC)

Website with Additional Help and Information

<http://www.odessa.edu/dept/library>
Ask A Librarian: <https://www.odessa.edu/dept/library/askalibrarian.htm>

Equipment and Services Provided:

The Murry H. Fly Library, located in the Learning Resources Center, is a full-service academic library whose mission is to provide research and other educational resources to the Odessa College community.

Super Search, the library's centralized search engine, offers easy access locating materials in the library's collection. The following resources are available through the library.

- **Books, Videos, CDs** – 30,000+ books and 4,000+ media holdings
- **Ebooks** – 50,000+
- **Specialized databases** for current students – 60+
*Remote access requires OC login
- **Magazines, newspapers, & scholarly journals**
- **Interlibrary loan services** of material from participating Texas libraries
- **Online Tutorials**
*Tips for research strategies
- **Computers for online research, homework, and printing**
- **Selected textbooks** for short-term use in the library only
- **Photocopier and FAX service** – There is a charge associated with these services
- **VHS/DVDs** – in library use only
- **Quiet study rooms** for individual and group study
*Must check in at the main desk
- **Larger meeting rooms** – for events, educational workshops, and group computer use.
Reservations required

TUTORING SERVICES

Odessa College provides tutoring services to assist students in meeting their academic and career goals. The College strives to provide new and updated resources and services at no charge to OC students. Computers provide Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing, and mathematical skills.

Appointments are preferred, but walk-ins are accepted as availability allows. Tutoring services are offered in a number of locations on and off campus. For more information or to make an appointment:

- **Student Success Center**, located in the Learning Resources Center, provides support for a variety of academic subjects as well as TSI test prep, AVID, study skills training, workshops, assistance with Blackboard, student email, OC portal, student orientation tours, and more.

Main Number	432-335-6878
Email	studentsuccesscenter@odessa.edu
Campus Location	1st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/

Live Online Chat Assistance

[Click Here](#) Subject to availability. (If no one is currently available, call or email)

- **Math Lab**, located on the second floor of the Wood Math and Science building, provides support for all math-related tutoring

Math Lab Main Number	432-335-6537
Email	mymathlab@odessa.edu
Campus Location	Wood Math and Science building, Room 201
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/math_lab.htm Provides support for all math related tutoring

- **Synapse Lab**, located on the third floor of the Wood Math and Science building, provides support for all science-related tutoring

Synapse Lab Main Number	Coming soon
Email	SynapseLab@odessa.edu
Campus Location	Wood Math and Science building, Room 308
Website with Additional Help and Information	http://www.odessa.edu/dept/biology/tutoring.htm Provides support for all science related tutoring

- **Writing Center**, located on the first floor of Wilkerson Hall, provides support for all writing-related tutoring

Writing Center Main Number	Coming soon
Email	writingcenter@odessa.edu
Campus Location	Wilkerson Hall, 106
Website with Additional Help and Information	Coming soon Provides support for writing related tutoring

- **Offsite tutoring services** are available in the Rodeo and Agriculture Graham Center located in Gardendale
- **Online tutoring** is available 24/7 through Upswing, which will start Fall II, a web-based, student-friendly service

Student Success Center (SSC) / AVID Center**How do I contact the Student Success Center?**

Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number

432-335-6673

Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here (If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.

Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.
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Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm