Technical College of the Lowcountry
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NUR167
Organizational Strategies for the Practical Nurse
Summer 2014

Course Description
NUR 167 Organizational Strategies for the Practical Nurse
Lec. 1.5 Lab. 7.5 Cr. 4
This course assists the student in development of organizational skills and strategies of delegation in structured care settings.
Prerequisite: BIO 211, PSY 203, NUR 158, NUR 155.
Corequisite: NUR 166, ENG 101.

Course Focus
This course assists the student in development of organizational skills and strategies of delegation in structured care settings.
Text and References
Required


*OR*


Wissmann, J. (Ed.) (2010). Pharmacology for nursing: 5.0. Assessment Technologies Institute, LLC.

LEARNING OUTCOMES
Course Outcomes. Upon successful completion of the course a student will be able to:

1. Demonstrate acceptance of the guiding principles of the nursing profession. (1)
2. Use effective interpersonal communication with individuals, families, and members of the health care team. (2)
3. Teach individuals basic health care related to commonly occurring health problems with predictable outcomes. (3)
4. Provide compassionate care, nurturing care. (4)
5. Provide care with consideration of basic physical, psychosocial, cultural, spiritual developmental dimensions of the individual. (5)
6. Use accepted standards of clinical practice to assist individuals to meet health needs. (6)

Clinical Outcomes. Upon successful completion of the course a student will be able to:

1. Demonstrate professional behavior. (1)
2. Use interpersonal communication with individuals, families, and members of the healthcare team. (2)
3. Teach based on established plans of care. (3)
4. Demonstrate holistic nursing interventions in the care of various health needs. (5)
5. Utilize standards of care to meet basic health needs of patients. (4, 6)

Identify curriculum concepts related to program outcomes
Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. address common conflict causes
2. administer safe medications*
3. apply holism concepts
4. apply integrated knowledge*
5. arrive on time and prepared for work
6. collect holistic data
7. critique critical thinking
8. establish nursing care priorities*
9. list personal priorities
10. plan patient care
11. practice the LPN role
12. summarize staff motivation
13. Utilize Maslow's hierarchy of needs for setting priorities.
14. demonstrate organizational skills*
15. grasp decision making principles
16. make sound decisions
17. address informal leadership
18. clarify LPN leadership and management roles
19. compare management and leadership concepts
20. critique LPN charge nurse responsibilities
21. define nurse manager role
22. describe effective delegation
23. describe the nurse leader role
24. diagram leadership styles
25. discern leadership development
26. discuss delegation aspects
27. examine performance evaluation
28. identify leadership styles
29. list healthcare funding sources
30. present delegation rules*
31. record the importance of an informal leader.
32. utilize appropriate resources
33. compare communication styles
34. critique classroom communication
35. document clinical communication
36. examine interpersonal communication
37. illustrate effective communication
38. generate written correspondence
39. discuss staff motivation
40. assess health care teamwork
41. discuss team performance characteristics
42. Discuss the LPN's role in motivating staff.
43. express personal motivation concepts
44. outline team development stages
45. use team building behaviors
46. consider personal culture*
47. define cultural competence
48. explain cultural competency development
49. identify one's personal cultural framework.
50. relate patient culture
51. relate process of cultural competence
52. anticipate employer expectations
53. collect job interview questions
54. list LPN employment sites
55. participate in the interview process
56. practice interview skills
57. write professional resume
58. conduct effective negotiation
59. describe change theory
60. describe conflict management
61. examine conflict
62. List and describe the three stages of Kurt Lewin's change theory.
63. outline conflict resolution
64. promote planned change

Course Topic Outline/Purpose. See course website for detailed outline and learning activities.

Theories
• Leadership styles
• Management styles
• Group Process
• Mental Health Concepts

Organizational strategies

Communications
• Documentation
• Shift report
• HIPPA patient privacy
• Additional documentation
  o Incident reports
  o MDS

Delegating/scheduling/evaluating
• Patient care assignments
• Evaluating care given

Time Management
• Organizing your work
• Setting priorities
• Team work

Enforcement of policies and procedures
• Dress Code
• Safety concerns
  o Occupational safety
Infection control
Violence in the workplace

**Charge role in different care settings**
- Organizational chart
- Job performance responsibilities
- LPN Nursing Process
- Medication administration
  - Lawful prescriptive order
  - Medication error prevention
  - Polypharmacy
- Patient conferences
- Making referrals

**Fiscal responsibilities**
- Patient care cost containment
- Facility charges for care given
- Medicare and Medicaid charges

**Things don’t always go right – Chaos**
- Code situations

**Caring for yourself**
**Behaviors**
- Aggressive
- Assertive
- Violence in the workplace

**Feeling good about yourself/work**
- Preventing burnout
- Stress management
- Job change

**Student Contributions**
Classes are designed to employ a variety of teaching techniques. In order to maximize learning, required readings and Web enhanced sections should be done prior to class. If a student is falling behind in clinical performance and/or academic achievement, it is imperative to seek immediate assistance from the instructor. To successfully complete this course, a student must have an appropriately equipped computer with Windows Media Player or equivalent software to download screencasts and podcasts. Student should check TCL email at least once each day.

In order to perform at a satisfactory level in the clinical area, students must be prepared, on a daily basis, to do the following:

1. demonstrate a thorough knowledge of patient's condition and related nursing care;
2. complete clinical assignments (e.g. written assignments, care planning, patient care), on time and in the prescribed manner;
3. arrive on time and in proper uniform;
4. give a complete report on all assigned patients to the assigned nurse or charge nurse before leaving the clinical unit each day;
5. utilize the nursing process in the delivery of safe and competent patient care;
6. accurately perform nursing skills and procedures learned in campus lab;
7. correctly apply all previously mastered knowledge, skills, and abilities.

Students not prepared to care for his/her assigned patient(s) will be given an unsatisfactory for the day.

Achievement assessments are given to assist in the evaluation of individual student progress and to support student success. The dates for completion of these tests are posted on the course calendar. Students who do not achieve the required scores are encouraged to meet with the course coordinator and complete the prescribed remediation. The date for completion of remediation, when required, is due prior designated date as determined by the course coordinator. Failure to complete the testing or required remediation by the dates indicated will result in a grade of **Incomplete** ("I") for the course and non-progression in the nursing program. Students having difficulty with either the tests or remediation components of this course must speak personally with the course coordinator three (3) business days or more in advance of the published due dates.

Students must receive satisfactory on clinical and laboratory evaluations to pass the course.

**Nursing laboratory.** Learning experiences in the nursing laboratory provide an opportunity for the student to become familiar with equipment and techniques. The student utilizes the nursing laboratory to practice new skills. Skills must be practiced in the laboratory before utilization in the clinical setting. Competence must be demonstrated in the nursing laboratory and clinical setting. Students are responsible for material covered in campus laboratory. In order to progress in the course and program, by the end of the course each student **MUST** achieve a satisfactory skill criterion and demonstrate competence in laboratory skills.

At the conclusion of each laboratory experience, the student’s performance is evaluated. The student is awarded 1 point for each satisfactory performance and 0 points if performance is unsatisfactory. The student’s performance is evaluated based on environmental contribution, attendance, and preparedness. Expectations include but are not limited to:

1. Contributing to a productive learning environment for self and others by
   a. being prepared for lab activities by reading and watching DVD’s if applicable.
   b. answering questions and identifying steps or processes regarding skills.
   c. demonstrating mastery of skills.
   d. remaining attentive.

2. Arriving and departing on time. Attendance is expected for each scheduled laboratory experience.
Course Evaluation
There will be two (2) cumulative exams scheduled, a mid-term and a final, as well as a medication quiz, four (4) medical surgical quizzes, and two case studies. Students will be expected to participate in web enhanced instruction and complete required homework assignments. A final score of 75% and a Clinical Performance of Satisfactory are required to successfully complete this course.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Mid-term</td>
<td>30%</td>
</tr>
<tr>
<td>ATI Examinations</td>
<td>12%</td>
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<tr>
<td>Medication Quiz</td>
<td>13%</td>
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<tr>
<td>Case Studies</td>
<td>10%</td>
</tr>
<tr>
<td>Final exam</td>
<td>35%</td>
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</tbody>
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Clinical evaluations **must** be satisfactory to pass the course.
Laboratory evaluations must be satisfactory to pass the course. At the end of the semester, each student **must** earn a minimum of 3 points in laboratory experiences for successful completion of the course.

Course Schedule
Lecture: Every Tuesday, 9:00 am to 11:30 am with one (1/2) hour of web instruction/assignments each week
Clinical: Wednesday and/or Thursdays; (8) 12 hour clinical days in addition to orientation; Clinical hours may vary. Refer to the clinical schedule.
Labs: As assigned; Refer to course calendar

Course website: [http://tclbb.vmc3.com](http://tclbb.vmc3.com)    [www.tcl.edu](http://www.tcl.edu)

ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ATTENDANCE
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

1. Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

2. Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
3. For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

4. Instructors will withdraw students from class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least twice a week. Additional access is encouraged and may be necessary for successful completion of classes.

5. Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of “W,” “WP,” or “WF” based upon the student’s academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal.

6. Reinstatement requires the signature of the division dean.
   a. In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
   b. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or
   c. under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
   d. Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

7. A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

8. Students are expected to be in class on time. Arrival to class after the scheduled start time or leaving class prior to dismissal counts as a tardy. Three tardies and/or early departures are considered as one absence unless stated otherwise. Arrival to class, clinical, and lab by the published time is an expectation for all students. Class, clinical, and lab times are measured by the clock in these teaching areas. Failure to attend class, clinical, and lab on time as measured by the clock in these areas may result in point reductions.

9. It is the student’s responsibility to sign the roll/verify attendance with instructor upon entering the classroom. Failure to sign the roll/verify attendance results in a recorded absence. In the event of tardiness, it is the student’s responsibility to insure that attendance is marked. The student is responsible for all material/ announcements presented, whether present or absent.

10. Continuity of classroom and laboratory (which includes clinical experiences) is essential to the student’s progress in providing safe and competent patient care. Students are expected to use
appropriate judgment for participating in clinical activities. To evaluate the student’s knowledge and skills, it is necessary for the student to be present for all clinical experiences. If absence does occur, the designated clinical site, in addition to the Division of Health Sciences Administrative Assistant, must be notified by telephone no later than 30 minutes prior to the start of the clinical experience. The Division of Health Sciences telephone number is 843-525-8267. Students must meet with the course coordinator and program director after clinical absences.

11. Absences from the clinical area are strongly discouraged. The TCL attendance policy applies to classes (Lectures) only. Students are expected to attend all laboratory and clinical experiences. A student who has not arrived or contacted the clinical agency 30 minutes after the start of clinical will be considered a No Call NO Show and will be withdrawn from the nursing program with a WF.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLHV 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

Health care professionals hold the public trust. Academic misconduct by health science students’ calls that trust into question and academic integrity is expected.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

1. copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.
3. viewing another student’s computer screen during a quiz or examinations.
4. talking or communicating with another student during a test.
5. violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
7. knowingly aiding a person involved in academic misconduct.
8. providing false information to staff and/or faculty.
9. entering an office unaccompanied by faculty or staff.
10. misuse of electronic devices.

**GRADING POLICY**

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<tr>
<th>Grading scale</th>
<th>W</th>
<th>withdraw</th>
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</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>WP</td>
<td>withdraw with passing grade</td>
</tr>
<tr>
<td>82% - 89%</td>
<td>WF</td>
<td>withdraw with failing grade</td>
</tr>
<tr>
<td>75% - 81%</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>70% - 74%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Below 70%</td>
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**Grading Methodology.** The final grade must be 75.000 or more in order to pass the course and progress in the program. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor for the reason of the absence. Students who are tardy for an examination will take the examination in the remaining allotted time.

Make up quizzes and/or examinations may be offered, at the instructor’s discretion, during the final examination period. Additional options for make-up testing include reweighting the final examination. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. The instructor will decide the method of examination. Grades are posted on Blackboard within one week of administration of tests and examinations.

*There is a 10 point penalty on the test for any noise emitting from an electronic device.*
COURSE COORDINATOR: Sharon F. Beasley, MSN, RN, CNE  
OFFICE LOCATION: Building 4, Room 201  
TELEPHONE NUMBER: 843-525-8263  
E-MAIL: sbeasley@tcl.edu

INSTRUCTOR: Amanda Simmons, MSN, RN  
OFFICE LOCATION: Building 4, Room 111  
TELEPHONE NUMBER: 843-470-8420  
E-MAIL: asimmons@tcl.edu

INSTRUCTOR: Hal Brown, MSN, RN  
OFFICE LOCATION: Building 4, Room 110  
TELEPHONE NUMBER: 843-525-8335  
E-MAIL: hbrown@tcl.edu

ADDITIONAL COURSE POLICIES/PROCEDURES

Course Structure. Classes are designed to employ a variety of teaching/learning strategies. In order to maximize learning, required readings should be done prior to a unit. If a student is falling behind in clinical performance or academic achievement, it is imperative to seek immediate assistance from the instructors. All students are required to login twice weekly and complete all discussion assignments.

Assessment Testing. Assessment tests are given to assist in the evaluation of individual student progress and to support student success. The ATI assessment tests required in this course are posted on the course calendar along with due dates. Students who do not achieve the required scores must meet with the course coordinator and/or clinical instructor and complete the prescribed remediation. The due date for completion of remediation, when required, is due prior to the final exam.

Failure to complete the testing or required remediation by the dates indicated above will result in a grade of Incomplete (“I”) for the course and non-progression in the nursing curriculum. Students having difficulty with either the tests or remediation components of this course must speak personally with the course coordinator three (3) business days or more in advance of the published due dates.

Nursing Lab. Learning experiences in the nursing lab provide an opportunity for the student to become familiar with equipment and techniques. The student utilizes the nursing lab to practice new skills. Skills must be practiced in the lab before being used in the clinical setting. Competence must be demonstrated in the nursing lab and clinical setting. Students will be responsible for material provided in the lab setting. All labs will start promptly; therefore, any student late for lab will be counted as absent.

The nursing laboratory will be completed as a Web Based Learning online computer format with onsite laboratory sessions on various weeks. Refer to the course calendar for onsite laboratories. All students are expected to participate. Appropriate participation will be
considered as a log in at least once a week, discussions posted to the discussion board and submission of required written work.

Clinical Experience.
In order to perform at a satisfactory level in the clinical area, students must be prepared, on a daily basis, to do the following:

- demonstrate a thorough knowledge of patient's condition and related nursing care;
- complete clinical assignments (e.g. written assignments, care planning, patient care), on time and in the prescribed manner;
- arrive on time and in proper uniform;
- give a complete report on all assigned patients to the assigned nurse or charge nurse before leaving the clinical unit each day;
- utilize the nursing process in the delivery of safe and competent patient care;
- accurately perform nursing skills and procedures learned in campus lab;
- correctly apply all previously mastered knowledge, skills, and abilities.

A clinical evaluation tool will be used, to evaluate the student's knowledge and application of the nursing process at mid term and again at the final clinical experience. Absences from the clinical area are strongly discouraged. The attendance policy in the TCL handbook applies to clinical activities.

Students not prepared to care for his/her assigned patient(s) will be given an unsatisfactory for the day.

Other Required Materials
TCL student nurse uniforms, name pin, & college picture student ID
White lab coat
Stethoscope
Watch with second hand
Black Ball point pen (No gel pens)
Clinical Forms and Paperwork

DATE OF DEVELOPMENT: May 2003 REVISION DATE: April 2014

EXPECTATIONS FOR STUDENT FOR FULFILLMENT OF COURSE REQUIREMENTS.
See course website.