



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

NUR 167 Syllabus
Organizational Strategies for the Practical Nurse
Summer 2018

Technical College of the Lowcountry
921 Ribaut Rd. PO Box 1288
Beaufort, SC 29901-1288

Division Of Health Sciences Administrative Support
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COURSE COORDINATOR

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CLINICAL INSTRUCTOR

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COURSE DESCRIPTION

NUR 167 Organizational Strategies for the Practical Nurse
Building 4, Room 125
Hybrid

Credits: 4 (Lecture 20 hours; Lab/Clinical

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.

TEXTBOOKS AND REFERENCES

Required

Anderson, M.A. (2009). Nursing leadership management and professional practice for the LPN/LVN (5th ed.). Philadelphia: F.A. Davis.

DATE OF DEVELOPMENT: May 2003 REVISION DATE: April 2014; May 2015; May 2017; May 2018
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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

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

COURE 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

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.

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.

CLINICAL

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.

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. 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 (mid-term exam and final exam), a medication quiz, 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.

Mid-term	30 %
Medication Quiz	20 %
Case Study	10 %
Final exam	<u>40 %</u>
	100%

COURSE SCHEDULE

Lecture: Hybrid. In class lectures are Mondays, 9:00 am to 12:00 pm. Refer to course calendar for scheduled web lessons.

Clinical: (9) 10 hour clinical days in addition to orientation; Clinical days may vary. Refer to the clinical schedule. Clinical hours will vary based on the clinical facility's census, requirements, and designated clinical outcomes within the course. Clinical dates are subject to change and the student may be required to attend during alternate days, nights, and/or weekends as assigned.

Labs: Refer to course calendar for scheduled lab days.

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) 525-8219 or (843) 525-8242 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.

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. 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. 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 once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.
3. 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. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
 - 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.
4. A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
5. 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. Class, clinical, and lab times are measured by the clock in these teaching areas. Three tardies and/or early departures are considered as one

absence unless stated otherwise. Students must notify the clinical unit and leave a message on the administrative assistant's voice mail **PRIOR** to their clinical start time and follow proper steps outlined in syllabus addendum and Nursing Student Handbook depending upon student's tardiness or being absent from the clinical setting. Failure to do so **WILL RESULT IN DISMISSAL FROM THE PROGRAM.**

6. 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.

7. 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 clinical facility must be notified via phone message no later than 30 minutes prior to your clinical start time along with Division of Health Sciences Administrative Assistant also being 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).

8. Absences from the clinical area are strongly discouraged. The attendance policy applies to clinical activities. **"NO CALL, NO SHOW"** for clinical is unprofessional conduct and **THE STUDENT WILL BE WITHDRAWN FROM THE PROGRAM.** Please refer to the Division Handbook for clarification of the No Call/No Show process. 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, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOG 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

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

Grading scale	
90% - 100% A	W withdraw
82% - 89% B	WP withdraw with passing grade
75% - 81% C	WF withdraw with failing grade
70% - 74% D	I Incomplete
Below 70% F	

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.

Testing Environment

During examinations, **students must remove watches, smart watches and hats** and place in the front of the classroom, along with all personal belongings and electronic devices.

There is a **10 point penalty** on any examination and/or quiz for any noise emitting from an electronic device.

Grades are posted on Blackboard within one week of administration of tests and examinations. Students with concerns or questions regarding grades should contact the course coordinator within one week of the grade being posted.

Honorlock

TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment in order to take your online proctored tests:

1. A computer with access to a high speed internet connection
2. A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
3. *Microsoft Office*. *Microsoft Office* can be downloaded for free by accessing the Office 365 link in your TCL email account.

COMPUTER REQUIREMENTS

To ensure successful completion of an online course, a student should have an appropriately equipped computer. Use the guidelines included on the TCL website.

USER RESPONSIBILITY ON USE AND DUPLICATION OF COMPUTER SOFTWARE (TCL PROCEDURE 7-1-702.5).

Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.

COURSE POLICIES AND PROCEDURES

It is clearly to the advantage of the student to attend class regularly. Test materials are weighted heavily in favor of lecture materials. **All cell phones and pagers must be turned off during class (lecture and laboratory periods)**. No pagers or phones are allowed in the clinical facility. No exceptions are made to this rule. Students are held accountable for content in the nursing student handbook.

Instructors will excuse a student from class who disrupts the class.

No course grades are posted in public areas. Grades are available through Web Advisor. The student must go to the college's website www.tcl.edu Select current student then select TCL Web Advisor and find: (1) the directions and a demonstration on how to log in to Web Advisor, and (2) how to access grades. For questions, contact the TCL Help Desk at 525-8344 or the Registrar's office at 525-8210.

Communication

Instructors will generally respond to voice mail messages and e-mail messages as soon as possible. If there is a problem, the student should remember that a face-to-face meeting with the instructor is best. Student should contact instructor to make an appointment.

Student should check TCL email at least once each day.

Contact information for instructors is listed on the course syllabus.

The student is responsible for making sure that the instructor and College has his/her current contact information, including telephone number(s) and e-mail address.

All students are expected to establish a TCL email account. The student is responsible for checking the course Blackboard site and TCL email account regularly (at least 2-3 times a week) for course announcements and email.

Voice Messages

Instructors' telephone numbers and the Division Administrative Assistant's telephone number are listed at *VII Class Information* on the course syllabus.

When leaving a voice mail message for the instructor, the student should speak slowly and clearly. He/she should leave accurate information including accurate telephone number(s) where he/she may be reached. It is helpful to repeat the telephone number at the very end of the voice message.

The Division Administrative Assistant is available on class days from 8:00-5:30 pm. A message left with the Administrative Assistant will be received by the instructor when he/she checks the mailbox. The most efficient way to get a voice mail message to an instructor is to leave a voicemail at the instructor's contact number listed at *VII Class Information* on the course syllabus.

If there is a need to call an adjunct instructor, call the Division Office 843-525-8267 from 8:00-5:30 pm Monday – Thursday and 8:00 – 11:30am on Friday. The Administrative Assistant will place a note in the instructor's mailbox. A message left with the Administrative Assistant will be received by the instructor when he/she checks the mailbox.

E-mail Messages

The instructor's e-mail address is listed on the course syllabus.

When e-mailing the instructor, the student should identify herself/himself in the body of the message. Identifying information should include name, course, and section in which the student is enrolled, and a

telephone number where he/she may be reached. With the tools provided by the browser, it might be helpful to create a "signature" with this information for all e-mails.

E-mails to adjunct instructors may be addressed to the instructor and sent to the Division Administrative Assistant at 525-8267. A copy will be made and placed in the adjunct instructor's mailbox. Students may also email selected adjunct instructors in course websites.

COURSE COORDINATOR

Patricia A. Miller MSN, RN

Building 2, Room 240

Office Hours: by appointment

Office Phone; 843-470-8256

Email: pmiller@tcl.edu