



Technical College of the Lowcountry  
921 Ribaut Rd.  
Beaufort, SC 29901

A. Simmons  
2/215  
843-470-8410  
[asimmons@tcl.edu](mailto:asimmons@tcl.edu)

**NUR 102**  
**Basic Nursing Care Skills**  
**Spring 2019**

**Course Description**

NUR 102 Basic Nursing Care Skills.

Lec. 2 Lab. 6 Cr. 4

This course introduces basic nursing care skills which are applied in long term care.

Prerequisite: Acceptance into the nursing program, completion of MAT 101 & 102 or COMPASS placement for MAT 120. Co-requisites: PSY 201, BIO 210, NUR 105

4 Cr (2 lect/pres, 2 labs, clinical as assigned)

**Course Focus**

This course introduces basic nursing care skills which are applied in long term care.

**Text and References**

Treas, L. & Wilkinson, J. (2018). Basic Nursing. FA Davis. 2<sup>nd</sup> Edition.

Laboratory pack available at the bookstore. You also need one box of gloves.

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

1. Outline the professional responsibilities of the beginning nursing student.
2. Describe principles of basic effective communication with staff, patients and family.
3. Outline selected legal and ethical responsibilities of the health care worker.
4. Identify selected physiological and psychosocial changes associated with aging.
5. Identify strategies to assist patients with activities of daily living.
6. Identify elements of the teaching-learning process.
7. Identify nursing behaviors that reduce patient risk for skin breakdown, falls, malnutrition, and injury.
8. Identify selected cultural differences in health-seeking/health-promoting behaviors.
9. Identify components of a caring relationship.

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

1. Demonstrate professional behavior
2. Use effective fundamental communication with individuals, families and staff.
3. Document findings accurately and in a timely manner.
4. Report data to appropriate health care team member and/or instructor.
5. Assist individuals with activities of daily living.
6. Maintain patient safety.
7. Reinforce selected learning needs identified in the plan of care.
8. Demonstrate cultural sensitivity.
9. Protect patients' rights.

### **Course Goals**

The following list of course goals will be addressed in the course. (\*designates a CRUCIAL goal)

1. exhibit professional behavior\*
2. follow HIPPA guidelines\*
3. identify daily living strategies
4. maintain patient confidentiality\*
5. identify physiological aging changes\*
6. identify psychosocial aging changes\*
7. illustrate effective communication skills\*
8. use effective communication skills\*
9. maintain patient safety\*
10. integrate team concepts
11. weigh evidence-based benefits
12. assist fellow students
13. assist individuals\*
14. consider nursing implications\*
15. reduce patient risk\*
16. outline health care worker ethical responsibilities\*
17. outline health care worker legal responsibilities\*
18. protect patient's rights\*
19. state risk factors
20. define key words and terms
21. demonstrate cultural sensitivity\*
22. demonstrate nursing interventions
23. describe teaching learning process elements\*
24. differentiate key terms and concepts
25. discuss key concepts and terms
26. document findings accurately\*
27. document findings timely\*
28. deliver resident report\*
29. communicate caring relationship components\*
30. contrast and compare caring theories
31. describe quality improvement program components
32. illustrate cultural competence steps\*
33. interpret family health promotion factors
34. introduce care plan learning needs

35. list and discuss major life events
36. outline professional responsibilities\*
37. plan culturally appropriate health promotion activities
38. respect religious beliefs
39. use cultural assessment skills
40. weigh cultural differences
41. characterize vulnerable client populations
42. analyze problematic situations
43. apply developmental theories
44. apply research findings
45. demonstrate research process
46. determine performance improvement methods
47. analyze culturally congruent outcomes
48. describe nursing roles
49. discuss nursing role
50. support findings and conclusions
51. consider nursing roles and career opportunities
52. discuss health care services settings
53. examine American family trends
54. compare health care financing methods
55. illustrate nursing theories
56. list community based and institutional health care services
57. explain managed health care advantages and disadvantages
58. weigh nursing practices social and economic changes

### **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.

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.

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 being used 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, professional appearance and preparedness. Expectations include:

1. Contributing to a productive learning environment for self and others by
  - a. being prepared for the lab activities by reading and watching DVD if applicable
  - b. answering questions and identifying steps or processes about skill
  - c. demonstrating mastery of skills
  - d. remaining attentive
2. Arriving and departing on time. Failure to attend lab on time as measured by the clock in the lab will result in point reductions. Attendance is expected for each scheduled laboratory experience.
3. Students must be dressed in their TCL nursing uniform.

See **Course Evaluation** for point requirements in this course.

See **Lab Skills Checklist** for point requirements.

### **Course Evaluation**

Quiz	10%
Exam	40%
Final Exam	50%
Laboratory	Must earn at least 5 points to be Satisfactory
Clinical experience	Satisfactory
Kaplan Assignments	Completed by assigned date
3 journals, 2 concept maps, 7 assessment forms, article review, life review	Satisfactory

**Please note, all items must be completed/be satisfactory or you do not fulfill the course requirements and do not pass the course.**

### **Honorlock Online Proctoring and Technology Requirements**

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:

- A computer with access to a high-speed Internet connection
- A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.

- Microsoft Office. Microsoft Office can be downloaded for free by accessing the Office 365 link in your TCL email account.

### Course Schedule

Lecture: Tuesday and Wednesday, 2 hour lecture in class or on line with additional web lessons weekly

Clinical: 9 clinical days, as assigned

Labs: Tuesday or Wednesday- As per the schedule.

Course website: <http://elearning.tcl.edu> [www.tcl.edu](http://www.tcl.edu)

**Clinical:** Various clinical days and hours. \*\*\*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. \*\*\*

**No recording-taping of any lectures, clinical, and/or laboratory material is allowed.**

### 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. 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. 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 withdrawal 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. Three tardies and/or early departures are considered as one absence unless stated otherwise.
  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 ensure 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.**

**Attendance in an online course is defined by; at least once weekly 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.**

**\*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**

---

Developed: August 12, 2010

Revised 4/26/17;7/26/17, 12/4/17, 12/6/18 Approved: GMLevicki 1/9/2019

Page 6

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, WL VH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV.

With TCL's Text Alerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just fill out the simple form on the TCL website (<https://tcl.regroup.com/signup>).

## **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. ***During examinations, students must remove 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 the test for any noise***

***During on campus examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.***

Make up quizzes and/or examinations *may* be offered, at the instructor’s discretion, during the final examination period. 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.

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, completion of Kaplan tutorials, focused reviews, and practice assessments when required, are due prior to designated dates as determined by the course coordinator. Failure to complete Kaplan testing, tutorials, focused reviews, 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, tutorials, focused reviews, 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.

Honorlock Online Proctoring and Technology Requirements:

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:

- A computer with access to a high-speed Internet connection



· A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.

· Microsoft Office.

Microsoft Office can be downloaded for free by accessing the Office 365 link in you TCL email account.

- The ability to install the Honorlock extension on Google Chrome

**Course Coordinator:** Amanda Simmons, MSN, RN  
**OFFICE LOCATION:** Building 2, Room 215  
**TELEPHONE NUMBER:** (843) 470-8410  
**E-MAIL:** [asimmons@tcl.edu](mailto:asimmons@tcl.edu)  
**Office Hours:** Vary and will be posted or email for an appointment

**Course Instructor:** Vandy Amason, MSN, RN  
**OFFICE LOCATION:** Building 2, Room 216  
**TELEPHONE NUMBER:** (843) 525-8327  
**Email:** [vamason@tcl.edu](mailto:vamason@tcl.edu)  
**Office Hours:** By appointment

TECHNICAL COLLEGE OF THE LOWCOUNTRY

Division of Health Sciences

Nursing Programs

NUR 102 Clinical Evaluation

Name: \_\_\_\_\_ Term \_\_\_\_\_ Academic Year: \_\_\_\_\_

Clinical Unit(s): \_\_\_\_\_ Instructor: \_\_\_\_\_

Conferences on clinical performance will be held in the middle of the clinical rotation and at the completion of the course. Additional conferences are held as necessary. The midterm formative evaluation which addresses progress toward the completion of clinical outcomes identifies clinical strengths and basic skills needing further development. The final evaluation is summative and will address the successful completion of clinical outcomes. All clinical outcomes must be rated as satisfactory in order to successfully fulfill the clinical component of the course.

Formative evaluation will be rated:

S = Satisfactory

ND = Needs development

U = Unsatisfactory

NO = Not observed

Summative Evaluation will be rated:

S = Satisfactory

U = Unsatisfactory

Clinical Outcomes: *Italics identify examples of behaviors to meet the outcome*

The student will:	Formative	Summative
1. Demonstrate professional behaviors <i>Minimum expectations</i> a. Assisting fellow students and staff as appropriate b. Present and on time c. Has professional appearance		
2. Use effective fundamental communication with individuals, families and staff. <i>Minimum expectations</i> a. Appropriate and effective communication with team members & with instructor b. Collaborates with other members of the health care team		

c. Delivers appropriate resident report to staff members		
<p>3. Document findings accurately and in a timely manner.</p> <p><u>Minimum expectations</u></p> <p>a. Vital signs</p> <p>b. I&amp;O</p> <p>c. Bowel movements</p> <p>d. % meal consumed</p> <p>e. flowsheets utilized by facility</p>		
<p>4. Report data to appropriate health care team member and/or instructor.</p> <p><u>Minimum expectations</u></p> <p>a. Changes in resident's condition</p> <p>b. Vital signs</p> <p>c. Blood glucose levels</p> <p>d. I &amp; Os</p> <p>e. flowsheets utilized by facility</p>		
<p>5. Assist individuals with activities of daily living.</p> <p><u>Minimum expectations</u></p> <p>a. Uses proper body mechanics</p> <p>b. Completes oral &amp; hygiene care in a timely manner</p> <p>c. Positions at least Q2 hrs.</p> <p>d. Maintains a clean environment</p>		
<p>6. Maintain patient safety.</p> <p><u>Minimum expectations</u></p> <p>a. Bed rails in proper position</p> <p>b. Bed in lowest position when not performing care</p> <p>c. Beds and wheelchairs locked for transfers</p>		

<p>d. Applies footwear before transfers</p> <p>e. Fall precautions implemented if applicable</p> <p>f. Uses VS equip, assistive devices, shower &amp; Geri chairs safely</p> <p>g. Requests assistance as needed</p> <p>h. Takes nursing actions that reduce risk of infection</p>		
<p>7. Reinforce learning identified in the plan of care</p> <p><u>Minimum expectations</u></p> <p>Importance of shifting body weight, eating, drinking adequate fluids, active ROM &amp; activity</p>		
<p>8. Demonstrate cultural sensitivity.</p> <p><u>Minimum expectations</u></p> <p>a. Nonjudgmental</p> <p>b. Respects the individual as a person</p> <p>c. Respects religious beliefs</p> <p>d. Understands own beliefs</p>		
<p>9. Protect patients' rights.</p> <p><u>Minimum expectations</u></p> <p>a. Maintains patient confidentiality</p> <p>b. Follows HIPPA guidelines</p> <p>c. Explains actions before proceeding with activities or procedures</p> <p>d. Closes doors, pulls curtains around bed.</p>		

**Formative Evaluation**

Times tardy: \_\_ Clinical Absences: \_\_\_\_\_ Total time not available for clinical experience \_\_\_\_\_

Instructor comments:

Student comments:

Student \_\_\_\_\_ Date \_\_\_\_\_ Instructor \_\_\_\_\_ Date : \_\_\_\_\_

**Summative Evaluation**

Total times tardy: \_\_\_\_ Clinical Absences: \_\_\_\_ Total time not available for clinical experience \_\_\_\_

Instructor comments:

Student comments:

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date : \_\_\_\_ **Final Grade** \_\_\_\_\_