

Course Syllabus

COURSE: VNSG 1160.500 Clinical Practical Nursing Level 1
 SEMESTER: Fall 2023
 CLASS DAYS: Thursday
 CLASS TIMES: May Vary-See Fall Semester Schedule

Name	Phone Numbers	Email	Office	Office Hours
STACEY KOELDER, LVN	806.716.4408 (o)	skoelder@southplainscollege.edu	104 E	M 9-11am, 3-4pm T 9-11am, 3-4pm W 1-2pm Th. -By Appt. F- 8-9am

*Please note office hours above. If you need to meet with me, you may stop by my office during office hours and if I am available at that time, I will be happy to meet with you. The best way to meet with me is to email me for an appointment that will be verified/accepted via email.

**** Some Fridays will be scheduled for skills checkoffs. These are required as part of this course. Please see course schedule for details.**

Please Note: The COVID 19 crisis may change the lecture format / lab demonstration and this syllabus. Please refer to the 2023 Student Handbook for the complete COVID POLICY.

“South Plains College improves each student’s life.”

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

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 / instructor. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. ATI will also be utilized to enhance the student’s ability to critically think and provide safe and competent care.

STUDENT LEARNING OUTCOMES

As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business / industry; and demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.

EVALUATION METHODS

Weekly clinical performance evaluations, care maps, Case Studies, Care Plans, and other lab assignments with a final Summative Evaluation at the end of the semester.

ACADEMIC INTEGRITY

It is the aim of the faculty of SPC to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his own any work which he has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possible suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

Plagiarism Violations:

A student found guilty of plagiarism may be dismissed from the program.

VERIFICATION OF WORKPLACE COMPETENCIES

NCLEX-PN Licensure Exam eligibility following successful completion of the one-year vocational nursing program.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives attached

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

*All current vocational nursing program textbooks. Outside resources may be utilized, yet must be appropriate to the nursing profession and current (within 5 years)

*Blackboard

*ATI

ADDITIONAL CLINICAL ITEMS

Students should come to clinicals prepared to care for patients. The ISBAR and Narrative/Chart Pack are required for each patient. The student must be in full clinical uniform which includes the student badge, stethoscope, blood pressure cuff, penlight, bandage scissors, black ink pen and analog watch. Refer to the Student Handbook for the full-dress code

EMERGENCY MESSAGES

No one will be called from the class to receive a telephone call, except in an emergency. A message will be taken by the office and given to the student following class. If an emergency arises, the student will be given the message immediately. **Cellular phones, both calls and texts, as well as use of the phone for videos are not permitted during classes or in the clinical setting. If correspondence is expected, please notify instructor before the beginning of class or clinical day. Students will be given a verbal warning on first offense and thereafter will receive an absence for the class period or dismissed and receive an absence for the clinical day should cell phones be used without permission.**

Students may be reached by calling the nursing office at 806-716-4406.

Phones should be turned to the OFF or SILENT position and left in a safe area. Missed calls may be returned during breaks. The use of electronic devices (cellphone/PC apps) are to be used for training purposes and may be used in classroom and clinical settings only with instructor approval. The student is to follow signed agreement guidelines as presented in the Vocational Nursing Contract in the student handbook.

DROPPING A CLASS

Students should submit a **Student Initiated Drop Form** online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

WITHDRAWING FROM ALL CLASSES

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting <http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php> or by calling 806-716-2366.

SCHEDULE CHANGE (after late registration and before census date)

To make a schedule change after late registration August 28 – 31, 2023 and before the census date September 13, 2023, students should submit a **Schedule Change Form.**

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

ATTENDANCE POLICY (*READ CAREFULLY)

Clinical experiences allow the student to apply the theory of nursing to practice. Students are expected to attend all assigned clinical experiences, including Simulation, Thursday and Friday Lab. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus. Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea, or some other communicable disease). A physician's release should be submitted when the student is treated by a physician.

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

Students who exceed the allowable absence no longer meet the course criteria and must withdraw.

During scheduled campus classes, students should notify the office of Vocational Nursing **before 0800** (296-9611 Ext 4406). During clinical rotations, the student will be responsible for notifying the **assigned nursing unit** at the hospital or facility where she/he is scheduled to work, **and the assigned clinical instructor**. Student should call at least **30 minutes prior** to the assigned time for reporting to the scheduled unit. **If a student does not call prior to 0630**, patient assignments will be relinquished, and the student will be counted absent. In the case of an extenuating circumstance, if the student has notified the clinical instructor before 0615, they will be late, patient assignments will be held until **0700** after which time the assignment is relinquished and the student will be sent home absent. The student will only be allowed one extenuating circumstance per semester.

Each student will be required to provide their initials along with the time they report and leave duty in a provided attendance record at “in-house” clinical affiliate sites. Attendance verification will be provided by the student in all clinical rotations identified as “external” sites. Attendance verification forms should be obtained through the nursing office and returned completed by clinical assignment due date. Failure to do so may result in a clinical absence for those days without verification.

Policies for Clinical Assignments:

- **Failure to call the assigned clinical area when absence is unavoidable is considered an infraction of program policies.**
- **Tardies in the clinical area are not tolerated. A student is considered absent if he/she does not report for duty at the scheduled time for that clinical area.**
- **A student who is absent any portion of a clinical shift will be given an absence for that day.**
- **Students may not leave the assigned clinical area without permission of the clinical instructor or charge nurse of the unit. Student is to notify the clinical instructor prior to leaving the assigned area.**
- **The clinical instructor should be notified if learning opportunities at the assigned location are not available.**
- **Attendance at scheduled clinical rotations is considered a critical ethical responsibility of the health care professional, and will be seen as reflective of the integrity of the student.**

CLINICAL AFFILIATE PHONE NUMBERS:

Calvert Home Health (2101 W. 24 th St).....	296-2767
Cogdell Clinic (320 N. Main, Lockney)	652-3130
Covenant Children’s Hospital (4015 22 nd Pl.).....	725-0000
Covenant Health Plainview (2601 Dimmitt Road)	296-5531
Covenant Urgent Care (1806 Quincy).....	288-7891
Covenant Healthcare Center (2222 W. 24 th St.	291-5100
FMC Dialysis Medical Facility (3304 Olton Rd).....	296-6661
Freedom Behavioral Center (CHP – 4 th Floor)	296-9191
Hale County Health Dept. (111 East 10 th)	293-1359
Mangold Memorial Hospital (320 N. Main, Lockney).....	652-3373
Regence Health Network, Inc.....	293-8561

COVID policy:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
 - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
 - b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
 - c. A student is clear to return to class without further assessment if they have completed:
The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.
3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.
4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

Please immediately notify your instructor and program director, and DeEtte Edens (Associate Director of Health and Wellness) any time you test positive for COVID-19.

ASSIGNMENT POLICY—CLINICAL PREPARATION

All assignments must be completed by the assigned due date. Late and/or incomplete work will not be accepted and a grade of zero will be recorded. It is the responsibility of the student to be informed of class progress and assignments and to come to clinical prepared to participate in patient care, to turn in any assignments due, and/or take the quiz or test scheduled for that day in Friday lab.

4.1-B Tardy: Tardiness is not accepted in the Vocational Nursing Program. Students are either present on time or they are absent.

NURSING PROGRAM - TARDIES:

- Tardiness is not accepted in the Vocational Nursing Program. Students are either present on time or they are absent. A student is not allowed to disrupt the class for tardiness. A student who is late may come into the classroom after a break to hear the lecture, BUT the student will still be marked as “absent.”
- **Level I Clinical – 2 absence (16 hours)**
Student will be counseled after the first absence
Student will be dismissed from the course if 3rd absence occurs.
- **Level II Clinical – 2 absences (16 hours)**
Student will be counseled after the first absence
Student will be dismissed from the course if third 3rd absence occurs.
- **Level III Clinical – 2 absences (16 hours)**
Student will be counseled after the first absence
Student will be dismissed from the course if third 3rd absence occurs.

4.1-C. ATTENDANCE RECORDS: Because the student is an adult learner, each student should keep his/her own record of absence. Faculty is under NO obligation to inform a student of absences; the student will be notified when he/she no longer meets program objectives because of excessive absences and the student is being withdrawn. Should the student believe a discrepancy exists, the student should submit the notice in writing to the Program Director within 24 hours of notification.

4.1-D. RELIGIOUS HOLY DAYS ABSENCES: In accordance with Section 51.911, Texas Education Code, SPC will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven calendar days after the absence.

Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the beginning of the semester in which the absence will occur. Forms for this purpose are available in the office of the Director of Special Services along with instructions and procedures. “Religious holy days” means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will **not** be accepted and a grade of zero will be recorded.

Students should retain a photocopy or computer-accessible file of all assignments turned in. Always have a backup copy.

Assignments are not accepted by email. You must submit via Blackboard or Instructor’s box located in the Nursing office depending upon the assignment **and it is your responsibility** to make sure that you do not upload blank documents and that your document **can be opened on a PC, because not all Mac files are able to convert.** If you submit a blank document or a file that cannot be opened it could possibly not be accepted. Again, it is your responsibility to make sure it is compatible and not blank. The handbooks that accompany the textbooks offer the students different learning styles or ways of comprehending information. Students struggling to understand the text should refer to these additional books. Students may also access the published website for additional help.

COMPUTER LAB USAGE

The computer lab may be used by students during scheduled open hours or as assigned by an instructor. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class and clinicals.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

CLINICAL PAPERWORK

Students will be required to turn in written paperwork as assigned on the Expectations and Objectives page. All assignments are due at 0900 on the scheduled date. Late work is not accepted for grading; HOWEVER, all assignments must be turned in and turned in complete in order to exit the course. Students who do not turn in all work will fail the course, regardless of other grades.

GRADING POLICY

The grade for this course will be determined upon completion of the following components:

Weekly Clinical Evaluations/Assignments	90%
Post Conference Activities	10%
	100%

Course grades are based on the following scale:

A = 90-100%

B = 80-89%

C = 76*-79% * Passing

D = 70-75%

F = 69% and below

Grades will not be rounded up or down i.e., 79.4 = 79

The final letter grade will be posted to Blackboard and Campus Connect.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. Students are encouraged to check SPC email on a daily basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing Blackboard or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

Email Policy:

- Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, SPC will not be held responsible for e-mails forwarded to alternate addresses.

- A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
- The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law
- Instructors make every attempt to respond to student emails *during regular college business hours* when faculty are on campus. Instructors *are not* required to answer emails after hours or on weekends.
- Students who use email inappropriately to faculty, students, staff or others will adhere to the following disciplinary action:
 1. First occurrence - will be counseled by the instructor and a disciplinary warning will be written.
 2. Second occurrence - will be counseled by the lead faculty member, and disciplinary action will be taken. (Initiation of Student Learning Contract.)
 3. Third occurrence - disciplinary action resulting in dismissal from the nursing program.

Mrs. Koelder will answer all emails in a timely manner. If a student emails the instructor prior to 4:00 pm Monday- Friday, the student can expect to receive a response via email the same day. If email is sent after 4:00 pm, the student can expect to receive a response the next business day. Emails will not be checked or answered on the weekend. Any email sent after 4:00 pm on Friday will be answered the following Monday.

Texting Faculty: Students should *not* text faculty via the faculty cell phone. Written communication should be by email or the student may call the office phone. The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside the clinical experience.

Contacting the Clinical Instructor

Instructors often rotate between floors for student instruction. The clinical instructor is the student's BEST clinical resource and should be contacted by the student ANY TIME the student has a clinical question or concern. Should the instructor be on another floor, the student should do the following to contact the instructor:

1. Obtain instructor's contact number from the clinical schedule.
2. Using a phone at the nurse's station (auxiliary stations do not have an outside return number), dial the instructor contact number.
3. The instructor may be with another student or assisting another student with a procedure; please leave a brief but detailed message and your contact number. The instructor will call you back as soon as possible.
4. STAY BY THE PHONE!!! If you must leave, be sure that you have a classmate that can wait for your return call; the staff are not responsible for making sure your message is delivered.
5. If you do not receive a return phone call within 10 minutes, please call again. The instructor may be supervising a procedure and may not be able to call right away.

When Students Should Contact the Clinical Instructor:

The clinical instructor should be contacted:

1. When there is a personnel issue on the clinical unit.
2. When there is a patient care issue on the clinical unit.
3. Any time a patient refuses an essential element of care, such as a bed bath or assessment.
4. When there is any patient or student-related incident.

CLINICAL EXPECTATIONS OF PREPARATION:

The student is expected to be prepared for clinical experience on a daily basis. The student will :

1. Attend report & get information from report

2. Check patient, obtain VS, perform comfort measures
3. Assess patient
4. Complete chart review: physician's orders, progress notes, history & physical, lab, diagnostics, MAR, nurse's notes (ISBAR and morning paperwork should be complete prior to accessing the computer)
5. Meet with instructor to discuss patient care
6. Answer call lights
7. Assist TPC nurses
8. Perform procedures when successfully checked-off
9. Report off any time leaving the unit, including lunch and end of shift
10. Maintain documentation

STUDENT CONDUCT:

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

CLINICAL POLICIES

Students will be graded daily in clinical (daily grades are averaged into weekly grades, which are averaged into semester course grades). Student daily assignments shall be made in accordance with the clinical objectives and learning needs of the students. The total number of daily assignments shall not exceed five patients. (Texas Board of Nursing).

For Skills Practice, Performance Preps and Required Performances in the practice laboratory, white lab coats must be worn. Lab coats must be laundered and pressed, (must cover buttocks), and fully buttoned. Hair must also be contained, out of face and off the collar. Closed shoes must also be worn. Students may utilize the garment rack located in the skill lab for lab coats. Lab coats should be appropriately labelled and covered. This appropriate attire includes the covering of body tattoos and removal of body piercing jewelry.

ACCIDENT AND/OR INCIDENT REPORTS

- *See Student Handbook*

WITNESSING DOCUMENTS

Students are not permitted to affix their signatures to any permits or other legal documents thereby verifying informed consent and signature of patient or patient's designate.

UNIFORMS AND GROOMING

All students are to wear the South Plains College-Plainview approved scrubs during clinical rotations. Exceptions to this are those areas where street dress code is the norm such as in the child-care centers. The approved dress standards for SPC-Plainview are:

1. Scrubs and undergarments should be clean each day. Scrubs are to be **clean, neat, well-pressed, appropriately fitted, and in good repair**. Approved attire will be announced at the beginning of fall class.
2. During class and CCE, the student will wear royal blue scrub pants and program approved t-shirt that will be assigned. The student is to follow all other clinical rotational guidelines for class time and CCE. The student may wear a royal blue colored crew-neck T-shirt under the scrub top. Only approved long-sleeved apparel may be worn with the scrub uniform. A coordinating (same color as scrubs) solid color scrub jacket or white lab jacket may be worn. Student is expected to wear the white lab jacket while in the skills lab.
 - Scrub tops must have adequate room to hold supplies and not allow exposure of undergarments or inappropriate skin exposure. Pants must be at least ankle length and may not cover the shoes or touch the floor. If scrubs become too tight or loose during the program, the student must obtain appropriate fitting uniform prior to attending clinicals.
 - Maternity scrubs must be made in the basic style and colors of the approved program policies.
 - The SPC nursing ID badge is to be **worn and visible at all times, located on the left upper corner of the shirt or jacket**, when a student is in the classroom, nursing lab, computer lab, CCE, or clinical areas. If a badge is lost, the student will be required to replace it. **A student who reports to a clinical area without an ID badge will be sent home with a absence for the day.**
 - No sweaters or other knit attire, coats or jackets may be worn with the scrub uniform while on duty.
 - White crew socks or white knee-high socks or hosiery are to be worn. NO colored socks or decorative socks are permitted.
 - White leather shoes with composition soles and heels are to be worn with the uniform. (Shoes should be predominantly white – any colored areas must be approved by the lead faculty member).
 - Shoes are to be **polished and clean at all times. Shoestrings should be clean and white**, and replaced as necessary to maintain the clean appearance.
 - Students are to be prepared for the clinical assignment with the appropriate tools necessary for assessment and care of the client. These include resources, Student Handbook/ Syllabi, a watch with second-hand, bandage scissors, pen-light, stethoscope, pens (black ink), approved gait belt, impervious tape measure (retractable), and note pad. Students are encouraged to have available extra pen light batteries and additional pens including a black sharpie.

- Jewelry other than a solid band and watch is inappropriate in the clinical setting. Rings that contain stone settings or jagged edges are a potential hazard to the safety of the client, both for injury and through the spread of microorganisms. Earrings are to be small studs or rings only. **Tongue rings, nose rings or other body piercings are not permitted during any clinical rotation, CCE, classroom, or during lab.** No decorated or jeweled teeth, “jeweled or gold grill”, or tooth jewelry is allowed. A student will be asked to remove any jewelry other than the approved standard.
 - Hair must be clean and neatly arranged. Long hair must be worn in a bun, braid, or in a contained manner with no loosely swinging hair. Items such as clamps, combs, barrettes, etc. must be modest and for the containment of hair only. The clamps or barrettes should not be decorative (no flowers, bows, etc.). The student will be asked to remove any item other than the approved standard. **Hair must be modest contained styles and basic natural hair color.**
 - No pins or other decorative items may be worn with the student uniform including retractable name badge clips unless approved by the lead faculty member.
3. Fingernails are to be clean and filed to approximately finger-tip length to reduce danger of injury to a client. **NO artificial or acrylic nails, nail polish (clear or colored), gel or shellac are permitted during clinical rotations.**
 4. Chewing gum while on duty is not permitted.
 5. Strongly scented body powder, cologne, or shaving lotion should not be worn by the student when on clinical duty. Personal and oral hygiene must be a priority for the professional. Deodorant and anti-perspirants should be used daily and must be sufficient to control personal body odors. Students who demonstrate problems with either halitosis or body odor will be counseled by the clinical instructor. Action by the student is expected if a problem exists. Smoking is not allowed on any affiliating property. Please ensure tobacco odors are not present on clothing, hair, or other attire prior to arrival.
 6. The student should not wear false lashes/lash extensions, heavy or dark makeup while in class, nursing lab, CCE, or clinical setting.
 7. Acceptance of monetary gifts from clients is not permitted. This is an infraction of professional nursing ethics.
 8. During day-care rotations, students are permitted to wear jeans, Capri pants, or walking shorts. No halter tops or brief attire are permitted.
 9. **Red or bluish colored bruises (hickies) on the neck or other visible area are NOT ALLOWED.** Any student who presents in the **clinical area** with any such visible marks **will be sent home with an absence** (also enforced by most hospitals and physician’s clinics).
 10. **Tattoos** that are visible must be covered in compliance with policies of SPC-VNP and the clinical agencies. Tattoos on hands do not have to be covered with a bandaid unless they are offensive (if considered offensive by faculty, clinical setting, fellow students, tattoo must remain covered at all times). Student with hand tattoos should apply gloves as hand hygiene is performed upon entering the room.
 11. In addition to the General Rules and Regulations, the Vocational Nursing Program reserves the right to request an immediate drug screen for any student. Any suspicion of drug or alcohol use during any portion of the nursing program is in violation of program and institutional policies. The student will

incur and is responsible for the costs of any testing related to suspected drug use. SPC will adhere to all affiliate's substance abuse and testing policies during any tenure at their facility.

12. While in the VN Program, the student is required to act in a manner of professionalism and be prudent in decision making both in and out of uniform. Any reports of behavior which identify a breach of the Texas Board of Nursing Rules and Regulations will result in dismissal from the VN program with no readmission.

ENFORCEMENT OF CLINICAL/CLASSROOM POLICIES

Accrued documentation of non-compliance with program policies is included in the student evaluation. A student found guilty of plagiarism may be dismissed from the program. A student who requires disciplinary action will first be counseled by the clinical instructor. A follow-up counseling session will be done by the lead faculty member and the Director of South Plains College Vocational Nursing Programs will be notified. The student will be required to develop a plan of action toward improvement. Progress on the student "LEARNING" contract will be monitored by the Program Instructors and Director. Professionalism is not automatic – it must be a conscious effort and practiced!! Habitual infraction of program policies with no demonstrated progress toward improvement may result in termination from the nursing program.

Policy Violations that will result in disciplinary action include, but not limited to:

- Unprofessional conduct or character
- Reporting to classroom, skills lab, or computer without your Student ID badge- (Policies applies to all courses)
- Failure to call assigned clinical area prior to absence
- Reporting for duty without ID badge – student will be sent home with a absence for the day
- Classroom Dress Code violation (scrubs, shoes, shoelaces, jewelry, hair, nails, makeup, body marks)
- Body hygiene
- Chewing gum during clinical
- Unprepared with necessary equipment for clinical tour of duty including Stethoscope, secondhand watch, penlight, student ID badge, scissors, username and passwords for each facility.
- Violation of standard precautions
- Inappropriate communication with clients, families, or co-workers
- Lack of preparation for clinical assignment (care-mapping, clinical objectives, or requested research)
- Safety issue in clinical skill preparation
- Medication administration procedural error- First offense Probation, Second will result in termination
- Interpreting for the health care provider/providers for non-English speaking patients
- Other patient safety issue

DISMISSAL

A high standard of conduct is expected of all students. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense will guide the actions of each member of the college community both in and out of the classroom. Any student who fails to perform according to expected standards may be asked to withdraw. A student is required to withdraw from the current semester upon receiving a failing course grade.

The student may be requested to leave the classroom or clinical setting whenever, in the instructor's/supervisor's opinion, the circumstances warrants such action. Failure to comply with academic, ethics, or personal integrity will result in disciplinary action.

Disciplinary action for unprofessional conduct includes any single or combination of the following:

- Probation
- Being sent home, accruing absence, from the clinical experience.
- Writing research papers regarding the unprofessional behavior.
- Writing letters of apology.
- Other actions as deemed appropriate by the nursing faculty.
- Dismissal from the program when it is obvious the student does not intend to follow rules of good conduct.
- Turned over to the Dean of Students for a formal hearing. Refer to the SPC Student Guide.

The following student conduct problems may result in immediate dismissal:

- UNSAFE nursing practice
- Falsification of any record, including clocking in/out for another student. All students involved in this situation will be dismissed. Falsifying a hospital record puts the patient at risk.
- Patient Abandonment.
- Misrepresentation of the truth (lying)
- Failure to report – a student who fails to report his/her own or another student's error or potentially dangerous patient care situation.
- Sleeping while in clinical practice.
- Threats of violence/violation of Campus Carry Law
- Alcohol or drug use – any student who is reported to have behaviors indicating alcohol or drug use will:
 - be removed from the clinical setting.
 - have to call a family member or friend to take them for testing. **THE TESTING WILL BE PAID FOR BY THE STUDENT. Students should have money set aside should this be required. Students who cannot be tested because of finances will be considered as “positive” and will be withdrawn.**
 - be dismissed from clinicals pending the results.
 - Once results are known:
 - If results are positive, the student is dismissed from the VNP.
 - If results are negative, the student will return to the clinical setting the next day, unless denied rotation by the clinical facility.
 - The student under suspicion who refuses testing will be dismissed.
- Plagiarism

SOUTH PLAINS COLLEGE
HEALTH SCIENCES
EXPOSURE POLICY

The following policy is to be followed exactly in the event a person experiences an exposure (needlestick, blood, body fluids or respiratory) while participating in any clinical or lab activity.

1. Report incident to instructor.
2. Treat immediately using the following CDC guidelines
 - a. Wash needlesticks and cuts with soap and water
 - b. Flush splashes to the nose, mouth, or skin with water
 - c. Irrigate eyes with clean water, saline, or sterile irrigates.
3. Notify the appropriate facility representative and complete the appropriate work.
4. Each person is encouraged to initiate testing for blood borne disease within 1 hour of exposure.
 - This may be done with a health care provider of choice. If the individual has no designated health care provider, an appropriate referral will be made.
5. When an event occurs in the lab the source person will be asked to voluntarily and confidentially share blood borne disease status with instructor and exposed person.
6. The exposed person will initiate follow up care with Health Care Provider of choice as soon as possible. Recommended time is within 1 hour of exposure for initiation of prophylactic treatment.
7. Each person is responsible for all costs associated with his/her testing and follow up.
8. Because of each person's right to privacy, one may decide whether to be tested and whether to disclose test results to faculty or other students.
9. If the source person decides not to be tested or does not disclose test results, the Center for Disease Control guidelines recommend
 - a. HIV and Hepatitis testing be done on the exposed person immediately post-exposure and three, six, and twelve months post-exposure.
 - b. Beginning prophylactic treatment within one hour, or as soon as possible.
10. Each individual is encouraged to follow the advice given by the health care provider.
11. South Plains College reserves the right to deny laboratory or clinical privileges to any individual whose health status poses a risk to others.
12. Complete the Exposure Report.

CONFIDENTIALITY STATEMENTS

In the Florence Nightingale Pledge, we pledge:

I solemnly pledge myself before God and in the presence of this assembly:

To pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my profession.

With loyalty will I endeavor to aid the physician in his work, and will devote myself to the welfare of those committed to my care.

This statement makes it clear that any information gained by the nurse during examination, treatment, observation, or conversation with the client or his/her family is confidential. Unless the nurse is authorized by the client to disclose this information or is ordered by the court to do so, she/he has a clear moral obligation to keep this information confidential.

The nurse may use the knowledge to improve the quality of client care, but she/he never shares information about the client with anyone not involved with his/her care. Even when sharing with care givers, the nurse must be extremely cautious. The information is not discussed with or around persons not involved in the client's care. This information is not to be shared verbally, in writing, or by any electronic means. Students need to be very aware of confidentiality and be extremely careful with whom and where they discuss their assignments. This includes electronic medical records. When not in use, the student must completely log out of the patient's record. The student is responsible for following affiliate policies regarding all electronic medical record access.

Students will be issued **log-ins** and **passwords** for agencies using electronic medical records. This information must be kept **confidential**. No downloading or printing of any patient information is permitted. There will be **NO** sharing of log-in information or passwords with your peers. Students must document only the information they have assessed and **CANNOT** "copy and paste" documentation from anyone else or from their own previous documentation. Failure to follow these policies will be grounds for disciplinary action, including dismissal from the program.

POLICY FOR SOCIAL NETWORKING

Students in the Vocational Nursing Program at South Plains College Plainview are expected to adhere to the highest standards of the nursing profession with regard to maintaining confidentiality. This not only includes guarding patient confidentiality at a clinical site, SPC simulation lab, but also in the classroom, at home and on-line.

The following are guidelines for behavior involved with cell phone use, FACEBOOK, Twitter, Snapchat, Instagram and any other social networking site. Many of you already have such sites established and are eager to use them to convey what you are learning and doing while in the program. You may continue to use those sites but with these **cautions**:

- It is your responsibility to keep your site appropriate and your profile clean.
- Do not post threats or derogatory remarks about anyone associated with the Vocational Nursing Program. This includes fellow students, faculty, staff, college administrators, clinical affiliates, and, above all, patients. This is a violation of the South Plains College Nursing Policy and you will be

reported to the police and disciplinary action, such as dismissal, is likely.

- Any photos of yourself must be made out of uniform, make no reference to South Plains College, the Vocational Nursing Program or our clinical affiliates, and will not include any illegal activity. Posting photos of other students, faculty, and staff without their permission is forbidden.
- Cell phone use in the classroom and at the clinical site is forbidden. If cell phones are discovered they will be confiscated for the remainder of the class or clinical day.

COURSE REQUIREMENTS:

Student must successfully meet all clinical competencies for Level I by the completion of this course with a grade of 76% or above.

Student is to review the Policies and Procedures along with the Confidentiality Agreement for the Center for Clinical Excellence – Reese Center at the following link: www.SIMSPC.org

Confidentiality Agreements should be printed and signed and presented to the nursing office no later than October 1st.

Confidentiality Agreements from each clinical affiliate site will be presented to the student during clinical orientation and the student will provide their signature indicating that they have read and understand the policy set forth by the institution/s. This documentation will also become part of the student file.

2023 SCHEDULE OF CLINICAL EXPERIENCES:

10/26	(Campus) Clinical Orientation, Affiliate Presentations Virtual Simulation Introduction & Review
11/02	(CHP) Clinical Site
11/03	Clinical Post Conference
11/9	(CHP) Clinical Site
11/10	Clinical Post Conference
11/16	CCE Reese Health Assessments
11/17	CCE Reese Health Assessments
11/22-11/24	<i>Thanksgiving Holiday</i>
11/30	(CHP) Clinical Site
12/1	Post Conference
12/7	(Campus) Skill Review & Performance
12/15	Clinical Summative Evaluations

**** SUBJECT TO CHANGE ****

*****ALL CLINICAL PAPERWORK IS LOCATED ON BLACKBOARD UNDER 2023FA CLINICAL -LPN/VOC TRAIN (VNSG-1160-500)*****

ACCOMMODATIONS

4.1.1.1. Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

4.1.1.2. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a [Title IX pregnancy accommodations request](#), along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange

accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a [CARE Team referral](#). You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

4.1.1.5 OPTIONAL STATEMENT - Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

CAMPUS CARRY

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LEVEL I CLINICAL OBJECTIVES VNSG 1160.501

LEVEL I CLINICAL PRACTICUM: The student should be able to demonstrate satisfactory progress in the following levels of performance toward competency of skills for entry into Level II of clinical application. (C – 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 / F – 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17)

Clinical practice standards for student performance are based on the SPC Graduate Outcomes. For each graduate outcome, a level of achievement is indicated in the table below. Students are expected to complete the semester at the level indicated, showing progress and increasing competency throughout the semester. Student performance standards are defined as follows (adapted from Krichbaum et al, 1994):

- (1) *Provisional*: performs safely under supervision; requires continuous supportive and directive cues; performance often uncoordinated and slow; focus is entirely on task or own behavior; beginning to identify principles but application of principles are sometimes lacking.
- (2) *Assisted*: performs safely and accurately each time observed but requires frequent supportive and occasional directive cues; time management skills still developing; skill accuracy still developing; focus is primarily on task or own behavior with more attention to patient; identifies principles but still may need direction in application of principles.
- (3) *Supervised*: performs safely and accurately each time behavior is observed; requires occasional supportive and directive cues; spends reasonable time on task and appears generally relaxed and confident; applies theoretical knowledge accurately with occasional cues; focuses on patients initially but as complexity increases, still may focus more on task.
- (4) *Independent*: performs safely and accurately each time behavior is observed and without need of supportive cues; demonstrates dexterity in skills; spends minimum time on task; applies theoretical knowledge accurately; focuses on patient while giving care.

GRADUATE OUTCOMES	LEVEL 1	LEVEL 2	LEVEL 3
Member of the Profession	1	2-3	4
Provider of Patient-Centered Care	2	3	4
Patient Safety Advocate	2	3	4
Member of the Health Care Team	1	2-3	4

The student is evaluated on a weekly basis at the end of the level indicated. In order to exit the clinical course, the student must have a 76% average or above and must be at the Level indicated on the Summative Clinical Evaluation Tool.

Upon satisfactory completion of the course, the student will be progressing toward meeting the SPC Graduate Outcomes and the Texas BON *Differentiated Essential Competencies (DECs)*. The DECs are listed by numbers and letters on the clinical evaluation tool:

- I. Member of the Profession
- II. Provider of Patient-Centered Care
- III. Patient Safety Advocate
- IV. Member of the health Care Team

Krichbaum, K., Rowan, M., Duckett, L., Ryden, M. & Savik, K. (1994). The Clinical evaluation tool: a measure of the quality of clinical performance of baccalaureate students. *Journal of Nursing Education*, 33 (9), 395-404

I. Graduate Outcome: Member of the Profession

A licensed nurse (LVN or RN) who exhibits behaviors that reflect commitment to the growth and development of the role and function of nursing consistent with state and national regulations and with ethical and professional standards; aspires to improve the discipline of nursing and its contribution to society; and values self-assessment, self-care, and the need for lifelong learning. ELA: 1

- A. Functions within the nurse's legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.**
1. Function within a directed scope of practice of the vocational nurse with appropriate supervision.
 2. Assist in determination of predictable health care needs of patients to provide individualized, goal-directed nursing care.
 3. a. Practice according to facility policies and procedures and provide input in the development of facility policies and procedures.

b. Question orders, policies, and procedures that may not be in the patient's best interest.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.**
1. Practice according to the Texas laws and regulations.
 2. a. Provide nursing care within the parameters of vocational nursing knowledge, scope of practice, education, experience, and ethical/ legal standards of care.

b. Participate in evaluation of care administered by the interdisciplinary health care team.
 3. a. Practice nursing in a caring, nonjudgmental, nondiscriminatory manner.

b. Provide culturally sensitive health care to patients and their families.

c. Provide holistic care that addresses the needs of diverse individuals across the lifespan.
 4. a. Use performance and self-evaluation processes to improve individual nursing practice and professional growth.

b. Evaluate the learning needs of self, peers, and others and intervene to assure quality of care.
 5. a. Assume accountability for individual nursing practice.
b. Follow established evidence-based clinical practice guidelines.
 6. a. Follow established policies and procedures.

b. Question orders, policies, and procedures that may not be in the patient's best interest.

c. Use nursing judgment to anticipate and prevent patient harm, including implementing Nursing Peer Review.
 7. Demonstrate professional characteristics that display a commitment to nursing care and to recognizing and meeting patient needs.
 8. Use communication techniques to maintain professional boundaries in the nurse/patient relationship.
 9. Uphold professional behavior in nursing comportment and in following organizational standards and policies.
 10. Implement principles of quality improvement in collaboration with the

health care team.

C. Contribute to activities that promote the development and practice of vocational nursing.

1. Identify historical evolution of nursing practice and issues affecting the development and practice of vocational nursing.
2. Work collegially with members of the interdisciplinary health care team.
3. Participate in activities individually or in groups through organizations that promote a positive image of the vocational nursing role.
4. Recognize roles of vocational nursing organizations, regulatory agencies, and organizational committees.
5. Practice within the vocational nursing role and Scope of Practice.
6. Serve as a positive role model for students, peers, and members of the interdisciplinary health care team.

D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

1. Participate in educational activities to maintain/ improve competency, knowledge, and skills.
2. ** Participate in nursing continuing competency activities to maintain licensure.*
3. Use self-evaluation, reflection, peer evaluation, and feedback to modify and improve practice.
4. Demonstrate accountability to reassess and establish new competency when changing practice areas.
5. Demonstrate commitment to the value of lifelong learning.
6. Engage in self-care practices that promote work-life balance.

II. Graduate Outcome: Provider of Patient-Centered Care:

A licensed nurse (LVN or RN) who, based on educational preparation and scope of practice, accepts responsibility for the quality of nursing care and provides safe, compassionate nursing care using a systematic process of assessment, analysis, planning, intervention, and evaluation that focuses on the needs and preferences of patients and their families. The nurse incorporates professional values and ethical principles into nursing practice. The patients for LVNs and for Diploma and ADN educated RNs include individual patients and their families; the BSN-educated RN is also prepared to provide care to populations and communities. ELA: 2

A. Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidence-based practice as the basis for decision-making in nursing practice.

1. Use problem-solving approach and nursing knowledge to make decisions regarding care of assigned patients.
2.
 - a. Organize care for assigned patients based upon problem-solving and Identified priorities.
 - b. Proactively manage priorities in patient care and follow-up on clinical problems that warrant investigation with consideration of anticipated risks.

- c. Recognize potential care needs of vulnerable patients.
 - 3. Identify and communicate patient physical and mental health care problems encountered in practice.
 - 4. Apply relevant, current nursing practice journal articles to practice and clinical decisions.
- B. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and in interpreting health-related data based on knowledge from the vocational nursing program of study.**
- 1. Use structured assessment tool to obtain patient history.
 - 2. Perform focused assessment to assist in identifying health status and monitoring change in patients.
 - 3. Report and document focused patient assessment data.
 - 4. Identify predictable and multiple health needs of patients and recognize signs of decompensation.
 - 5. Share observations that assist members of the health care team in meeting patient needs.
 - 6. Assist with health screening.
 - 7. Differentiate abnormal from normal health data of patients.
 - 8. Recognize healthcare outcomes and report patient status.
 - 9.
 - a. Recognize that economic and family processes affect the health of patients.
 - b. Identify health risks related to social determinants of health.
 - 10. N/A
- C. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.**
- 1. Integrate concepts from basic sciences and humanities to deliver safe and compassionate care in delivery of patient care.
 - 2. Identify short-term goals and outcomes, select interventions considering cultural aspects, and establish priorities for care in collaboration with patients, their families, and the interdisciplinary team.
 - 3. Participate in the development and modification of the nursing plan of care across the lifespan, including end-of-life care.
 - 4. Contribute to the plan of care by collaborating with interdisciplinary team members.
 - 5. Assist in the discharge planning of selected patients.
 - 6. Demonstrate fiscal accountability in providing patient care.
 - 7. Demonstrate basic knowledge of disease prevention and health promotion in delivery of care to patients and their families.

D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.

1. Assume accountability and responsibility for nursing care through a directed scope of practice under the supervision of a registered nurse, advanced practice registered nurse, physician assistant, physician, podiatrist, or dentist using standards of care and aspects of professional character.
2.
 - a. Identify priorities and make judgments concerning basic needs of multiple patients with predictable health care needs in order to organize care.
 - b. Manage multiple responsibilities.
 - c. Recognize changes in patient status.
 - d. Communicate changes in patient status to other providers.
3.
 - a. Implement plans of care for multiple patients.
 - b. Collaborate with others to ensure that healthcare needs are met.
4. Participate in management activities.

E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.

1. Implement individualized plan of care to assist patient to meet basic physical and psychosocial needs.
2. Implement nursing interventions to promote health, rehabilitation, and implement nursing care for clients with chronic physical and mental health problems and disabilities.
3. Initiate interventions in rapidly-changing and emergency patient situations.
4. Communicate accurately and completely and document responses of patients to prescription and nonprescription medications, treatments, and procedures to other health care professionals clearly and in a timely manner.
5. Foster coping mechanisms of patients and their families during alterations in health status and end of life.
6.
 - a. Assist interdisciplinary health care team members with examinations and procedures.
 - b. Seek clarification as needed.
 - c. Provide accurate and pertinent communication when transferring patient care to another provider.
7.
 - a. Inform patient of Patient Bill of Rights.
 - b. Encourage active engagement of patients and their families in care.
8. Communicate ethical and legal concerns through established channels of communication.
10. Use basic therapeutic communication skills when interacting with patients, their families, and other professionals.

11. Apply current technology and informatics to enhance direct patient care while maintaining patient confidentiality and promoting safety.
12. Facilitate maintenance of patient confidentiality.
13. a. Demonstrate accountability by providing nursing interventions safely and effectively using a directed scope of practice.
b. Provide nursing interventions safely and effectively using established evidence-based practice guidelines.
14. Provide direct patient care in disease prevention and health promotion and/or restoration.

F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.

1. Report changes in assessment data.
2. Use standard references to compare expected and achieved outcomes of nursing care.
3. Communicate reasons for deviations from plan of care to supervisory health care team member.
4. Assist in modifying plan of care.
5. Report and document patient's responses to nursing interventions.
6. Assist in evaluating patient care delivery based on expected outcomes in plan of care and participate in revision of plan of care.

G. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.

1. Identify health-related learning needs of patients and their families.
2. Contribute to the development of an individualized teaching plan.
3. Implement aspects of an established teaching plan for patients and their families.
4. Assist in evaluation of learning outcomes using structured evaluation tools.
5. Teach health promotion and maintenance and self-care to individuals from a designated teaching plan.
6. Provide the patient with the information needed to make choices regarding health.
7. Provide patients and families with basic sources of health information.

H. Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

1. Participate in implementing changes that lead to improvement in the work setting.
2. a. Report unsafe patient care environment and equipment.
b. Report threatening or violent behavior in the workplace.

3. Implement established cost containment measures in direct patient care.
4. Assign patient care activities taking patient safety into consideration according to Texas Board of Nursing rules (217.11).
5. Use management skills to assign to licensed and unlicensed personnel.
6. Assist with maintenance of standards of care.

III. Graduate Outcome: Patient Safety Advocate:

A licensed nurse (LVN or RN) who promotes safety in the patient and family environment by: following scope and standards of nursing practice; practicing within the parameters of individual knowledge, skills, and abilities; identifying and reporting actual and potential unsafe practices; and implementing measures to prevent harm. The BSN-educated RN is also prepared to be a patient safety advocate for populations and communities. ELA: 2

A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.

1. Attain and maintain nursing licensure.
2. Practice according to Texas Nursing Practice Act and Texas Board of Nursing rules.
3. Seek assistance if practice requires behaviors or judgments outside of individual knowledge and expertise.
4. Use standards of nursing practice to provide and evaluate patient care.
5. Recognize and report unsafe practices and contribute to quality improvement processes.
6. Participate in nursing peer review.

B. Implement measures to promote quality and a safe environment for patients, self, and others.

1. Promote a safe, effective, caring environment conducive to the optimal health, safety, and dignity of the patients, their families, the health care team, and others consistent with the principles of just culture.
2. Accurately identify patients.
3.
 - a. Safely perform preventive and therapeutic procedures and nursing measures including safe patient handling.
 - b. Safely administer medications and treatments.
4. Clarify any order or treatment regimen believed to be inaccurate, non-efficacious, contraindicated, or otherwise harmful to the patient.
5. Document and report reactions and untoward effects to medications, treatments, and procedures and clearly and accurately communicate the same to other health care professionals.
6. Report environmental and systems incidents and issues that affect quality and safety, and promote a culture of safety.

7. Use evidence-based information to contribute to development of interdisciplinary policies and procedures related to a safe environment including safe disposal of medications and hazardous materials.
8. Implement measures to prevent risk of patient harm resulting from errors and preventable occurrences.
9. Inform patients regarding their plans of care and encourage participation to ensure consistency and accuracy in their care.

C. Assist in the formulation of goals and outcomes to reduce patient risks.

1. Assist in the formulation of goals and outcomes to reduce patient risk of health care-associated infections.
2.
 - a. Implement measures to prevent exposure to infectious pathogens and communicable conditions.
 - b. Anticipate risk for the patient.
3. Implement established policies related to disease prevention and control.

D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.

1. Evaluate individual scope of practice and competency related to assigned task.
2. Seek orientation/ training for competency when encountering unfamiliar patient care situations.
3. Seek orientation/ training for competency when encountering new equipment and technology.

E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.

1. Report unsafe practices of healthcare providers using appropriate channels of communication.
2. Understand nursing peer review rules and implement when appropriate.
3. Report safety incidents and issues through the appropriate channels.
4. Implement established safety and risk management measures.

F. *Accept and make assignments that take into consideration patient safety and organizational policy.

1. Accept only those assignments and administrative responsibilities that fall within individual scope of practice based on experience and educational preparation.
2. ** When making assignments, ensure clear communication regarding other caregivers' levels of knowledge, skills, and abilities.*
3. ** When assigning nursing care, retain accountability and supervise personnel based on Texas Board of Nursing rules according to the setting to ensure patient safety.*

IV. Graduate Outcome: Member of the Health Care Team:

A licensed nurse (LVN or RN) who provides patient-centered care by collaborating, coordinating, and/ or facilitating comprehensive care with an interdisciplinary/multidisciplinary health care team to determine and implement best practices for the patients and their families. The BSN-educated RN is also prepared to

**become a leader of the health care team as well as to provide care to populations and communities. ELA:
1**

- A. Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.**
 - 1. Involve patients and their families with other interdisciplinary health care team members in decisions about patient care across the lifespan.
 - 2. Cooperate and communicate to assist in planning and delivering interdisciplinary health care.
 - 3. Participate in evidence-based practice in development of patient care policy with the interdisciplinary team to promote care of patients and their families.

- B. Participate as an advocate in activities that focus on improving the health care of patients and their families.**
 - 1. Respect the privacy and dignity of the patient.
 - 2. Identify unmet health needs of patients.
 - 3. Act as an advocate for patient's basic needs, including following established procedures for reporting and solving institutional care problems and chain of command.
 - 4. Participate in quality improvement activities.
 - 5. Refer patients and their families to community resources.

- C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.**
 - 1.
 - a. Identify support systems of patients and their families.
 - b. Identify major community resources that can assist in meeting needs.
 - 2.
 - a. Communicate patient needs to the family and members of the health care team.
 - b. Maintain confidentiality.
 - c. Promote system-wide verbal, written, and electronic confidentiality.
 - 3.
 - a. Advocate with other members of the interdisciplinary health care team on behalf of patients and families to procure resources for care.
 - b. Assist patient to communicate needs to their support systems and to other health care professionals.
 - 4. Identify treatment modalities and cost of health care services for patients and their families.

- D. Communicate patient data using technology to support decision-making to improve patient care.**
 - 1.
 - a. Identify, collect, process, and manage data in the delivery of patient care and in support of nursing practice and education.
 - b. Use recognized, credible sources of information, including internet sites.

- c. Access, review, and use electronic data to support decision-making.
- 2. a. Apply knowledge of facility regulations when accessing client records.
- b. Protect confidentiality when using technology.
- c. Intervene to protect patient confidentiality when violations occur.
- 3. a. Use current technology and informatics to enhance communication, support decision-making, and promote improvement of patient care.
- b. Advocate for availability of current technology.
- 4. Document electronic information accurately, completely, and in a timely manner.

***E. Assign nursing activities to LVNs or unlicensed personnel based upon an analysis of patient or work place need.**

- 1. ** Compare needs of patient with knowledge, skills, and abilities of assistive and licensed personnel prior to making assignments.*
- 2. **a. Assign and monitor tasks of unlicensed and licensed personnel in compliance with Texas Board of Nursing rules.*
**b. Reassess adequacy of care provided.*
- 3. **a. Document and/ or report responses to care or untoward effects.*
**b. Provide feedback on competency levels of team members.*

***F. Supervise nursing care provided by others for whom the nurse is responsible.**

- 1. ** Provide instruction where needed to members of the health care team to promote safe care.*
- 2. ** Seek direction and clarification from supervisors when questions arise to promote safe care by health care team.*
- 3. **a. Oversee and monitor patient care provided by unlicensed assistive personnel and vocational licensed personnel as assigned.*
**b. Base assignments on individual team member competencies.*
- 4. **Ensure timely documentation by assigned health team members.*

G. Assist health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

- 1. Recognize the impact and prepare to respond to an emergent global or local health issue in an assistant role.
- 2. Guide patients, staff, and others in understanding the extent of the emergency and their response.
- 3. Participate with the health care team to promote safety and maintain health during an emergency or pandemic.

4. Include public health strategies in the care of individuals and communities that address resolution of a global or local crisis and promotion of health among the population.

** Advanced competencies italicized and identified by an asterisk are likely to be demonstrated by the graduate following licensure and after a period of transition into practice. Educational activities such as clinical experiences and simulation scenarios provide a foundation for future proficiencies in practice.*

VNSG 1160.501 Clinical Level 1 Syllabus Contract

Print Name: _____

I have read and understand the Clinical Syllabus and schedule. I have had the opportunity to ask questions. I also understand to exit this course I must meet All Objectives Listed in the course Syllabus as stated below:

COURSE EXIT GOALS:

For the student to exit this course, the student must do ALL of the following:

- 1. Meet all objectives and adheres to all policies in Student Handbook and Syllabi**
- 2. Have no more than 1 absence**
- 3. Must pass the course with a 76 average**

Signed: _____ Date: _____

If ALL course exit goals are not met, student will be given an “F” for the course grade and will be withdrawn from the vocational nursing program.

**Plagiarism Declaration
Department of Nursing
South Plains College**

By signing this plagiarism declaration, I acknowledge that I have received a copy of the honesty policy and been made aware that the penalty for plagiarism is dismissal from the program.

Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

Examples of student plagiarism:

- Copying material without quotes, in-text citations, and/or referencing
- Paraphrasing content without in-text citation and/or referencing
- Copying ideas, words, answers, exams, or shared work from others when individual work is required
- Using another's paper in whole or in part
- Allowing another student to use one's work
- Claiming someone else's work is one's own
- Resubmitting one's own coursework, when original work is required (self-plagiarism)
- Falsifying references or bibliographies
- Getting help from another person without faculty knowledge or approval
- Purchasing, borrowing, or selling content with the intent of meeting an academic requirement for oneself or others

Printed Name: _____

Signature: _____

Date: _____

VOCATIONAL NURSING CONTRACT

In compliance with the policies of South Plains College and the Vocational Nursing Program of the Plainview Center campus, the Vocational Nursing Student will:

1. Be in attendance and be punctual for lecture and clinical experiences. **I understand that I must withdraw from the program should I exceed allowable absences for any reasons.**
2. Satisfactorily pass nursing courses with a 76-grade average in all nursing subjects and meet all other graduation criteria as found in this handbook. **I understand that if I do not earn a “C” in any course, I must repeat that course and cannot progress in the VNP. I understand that if I do not meet all graduation criteria, I will not graduate from the VNP.**
3. Demonstrate satisfactory nursing skills in both lab and clinical experience as evaluated by instructors. **I understand that should I fail in the lab experiences, I must withdraw from the program.**
4. Complete assignments by the designated deadlines. **I understand that penalties occur for any incomplete assignment.**
5. Comply with the dress code. **I understand that to violate the dress code is unprofessional conduct and that continued violations are grounds for dismissal.**
6. Adhere to the confidentiality statement. **I understand that to violate confidentiality/HIPAA is grounds for immediate dismissal.**
7. Satisfactorily meet all clinical objectives. **I understand that if I do not meet clinical objectives, I will fail the VNP.**
8. Understand and will comply with all policies regarding professional conduct and **understand the disciplinary actions that may be taken should I fail to follow these policies.**
9. Understand that should I have a criminal incident, **I must report the incident to the VNP and withdraw from the program until I am cleared by the BON.**
10. **The use of electronic devices (cellphone/PC apps) are to be used for training purposes and may be used in classroom and clinical settings only with instructor approval.**

I have read and understand the statements regarding State Board Regulations for Licensure as outlined in the Student Handbook, including the statements with regards to a criminal background. I understand that graduating from this program does not guarantee me a license to practice nursing and that I must meet all Board requirements to be licensed.

I have read and understand fully my individual responsibility to comply with the rules and regulations as outlined in the Student Handbook. I accept responsibility for my learning. I understand that patient safety is the primary focus of my nursing care.

Printed Name: _____

Signature: _____

Date: _____

STUDENT PROFESSIONAL CONDUCT CONTRACT

Part of the nursing education program that we have adopted at the Vocational Nursing Program, SPC Plainview Campus includes a significant emphasis on the issue of professionalism. While this topic has been briefly discussed in orientation, it will be discussed frequently throughout the year and is also discussed in the Student Vocational Nurse Handbook. Additionally, an even greater and more specific focus will be placed on the area of respect. A list of unacceptable behaviors are listed below but are not limited to only these:

1. Students sighing loudly or rolling of the eyes
2. Students talking and interrupting while a faculty member or guest speaker is talking/lecturing.
3. Students arguing or yelling, stomping of the feet

Consequently, this contract has been designed to inform the student that these behaviors will be specifically targeted and will not be acceptable. Students who engage in these behaviors will be classified as exhibiting “unprofessional conduct” with the following disciplinary action(s) to ensue:

1. Immediate removal from the classroom or clinical setting, accruing an absence for that class or clinical day, a verbal conference will occur and documentation will be done with both the student and instructor will sign the documentation
2. Written conference between the lead instructor and/or program director and the student with a learning contract and/or probation initiated
3. Dismissal from the program.

Continued behaviors as outlined above will be reviewed by the VESC and appropriate disciplinary action will be determined by the committee which could include dismissal from the VNP.

It is our desire to teach professionalism through acceptable professional behavior so that you, as the student, may be a successful nurse throughout the year.

I have received a copy of the Vocational Nursing Program, SPC Plainview, Student Professional Conduct Contract and understand the consequences that will follow if I display the behaviors addressed in this contract.

Printed Name: _____

Signature: _____

Date: _____