ANGELO STATE UNIVERSITY

GENERIC BACHELOR OF SCIENCE IN NURSING

NUR 3305: CLINICAL NURSING SKILLS

COURSE SYLLABUS

FALL 2018

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ANGELO STATE UNIVERSITY
Department of Nursing
COURSE NUMBER
NUR 3305

COURSE TITLE
Clinical Nursing Skills

CREDITS
(3-0-0)

PREREQUISITE COURSES
NUR 2324 Pathophysiology and NUR 2411 Microbiology

CO-REQUISITE COURSES
NUR 3314 Fundamentals, NUR 3304 Health Assessment, NUR 3108 Dosage Calculation in Nursing, 3214 Fundamentals of Nursing Practicum

PRE-REQUISITE SKILLS
Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are an expectation of the Generic BSN program. Computer requirements are further delineated in the Department of Nursing Undergraduate Student Handbook and all students are required to have access to a dependable computer with a reliable Internet Service Provider. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Nursing Program Undergraduate Student Handbook should be reviewed before taking this course (http://www.angelo.edu/dept/nursing/handbook/index.html).

COURSE DELIVERY
Face to face didactic presentation and skills demonstrations along with mentored skills practice. In addition, there are on-line assignments, case studies plus clinical simulations integrating nursing concepts into practice.

BROWSER COMPATIBILITY CHECK
It is the student’s responsibility to ensure that the browser used to access course material on his/her computer is compatible with ASU’s Blackboard Learning System. The faculty reserve the right to deny additional access to course assignments lost due to compatibility issues. Students are responsible for reviewing the guidelines posted in this course regarding accessing Blackboard assignments. Problems in this area need to be discussed with faculty at the time of occurrence, either via pager and a phone call during posted acceptable hours for calling. Email notification is expected during times outside acceptable calling hours.

Be sure to perform a browser test. Select the “Technology Support” tab from the Blackboard homepage (http://www.blackboard.angelo.edu). Then select “Test your Browser” option located under the Browser Test header.

Please see computer requirements for BSN classes at this link:
http://www.angelo.edu/dept/nursing/student_resources/computer_requirements.php
FACULTY & STAFF

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COURSE DESCRIPTION
Study of clinical nursing skills emphasizing patient safety and quality. Didactic theory and concepts underpin and frame hands-on lab practice, clinical simulations, documentation and professional communication. Competencies are validated by performance tests and didactic exams. Simulations and case studies involve critical-thinking applications for ethical issues and conflict scenarios.

BSN PROGRAM OUTCOMES
Upon completion of the program of study for the Generic BSN, the graduate will be prepared to:

1. Integrate nursing and related theories into the planning and/or delivery of safe nursing care.
2. Engage leadership concepts, skills and decision-making in the planning and/or implementation of patient safety and quality improvement initiatives.
3. Identify and appraise best research evidence to improve and promote quality patient outcomes.
4. Utilize technology to access information, evaluate patient data and/or document care.
5. Participate in political/legislative processes to influence healthcare policy.
6. Engage in effective collaboration and communication within interdisciplinary teams.
7. Design and/or implement health promotion & disease prevention strategies for culturally competent care.
8. Demonstrate standards of professional, ethical, and legal conduct.
9. Practice and/or coordinate, at the level of the baccalaureate prepared nurse, to plan and/or implement patient centered care.

**COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES**

<table>
<thead>
<tr>
<th>Course Objective/Student Learning Outcomes</th>
<th>BSN Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate competence in the performance of nursing procedures and skills.</td>
<td># 1, 3, 6</td>
</tr>
<tr>
<td>2. Examine critical thinking and nursing judgments that underlie nursing skills.</td>
<td># 1, 2, 6</td>
</tr>
<tr>
<td>3. Identify priority information of clients and families related to nursing skills.</td>
<td># 1, 6</td>
</tr>
<tr>
<td>4. Use effective communication in lab or simulated clinical environments.</td>
<td># 1, 3, 6</td>
</tr>
<tr>
<td>5. Apply standards of professional nursing practice during performance of nursing skills in a lab or simulated clinical environment.</td>
<td># 1, 2, 6</td>
</tr>
<tr>
<td>6. Describe concepts and principles that are basic to the safe performance of nursing skills.</td>
<td># 1, 2, 3, 6</td>
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**REQUIRED TEXT AND MATERIALS**
Elsevier. CLINICAL SKILLS:

**OTHER REQUIRED MATERIALS**
Current Nursing Fundamentals text
Drug Handbook of choice
Medical dictionary of choice
Angelo State University Course Syllabus for NUR 3305
Active ASU Computer Account
Texas Board of Nurse Examiners Nurse Practice Act “Standards of Care” and “Unprofessional Conduct” 217:11 and 217:12
Computer with MAC or Windows Operating System
High Speed Internet Access
ATI and EHR TUTOR account current and active
Refer to Angelo State University’s Distance Education website for further technology requirements: http://www.angelo.edu/distance_education/

**GRADING SYSTEM**
Course grades will be dependent upon meeting the learning objectives and completing course requirements. The student must have a passing grade of 70 or more for course average in order to progress to the next nursing classes. Student conferences with instructors are required when an examination grade is below 75% and/or when course average is below 75%.
The following grading scale is in use for this course:

A = 90-100%  B = 80-89.99%  C = 70-79.99%  D = 60-69.99%  F = 0-59.99%

Note: All grades to include final course grade, assignments, and exams are not rounded up to the nearest whole number.

### EVALUATION AND GRADES

<table>
<thead>
<tr>
<th>Assessment Activity</th>
<th>Grade %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes, ATI, &amp; Other Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>MIDTERM EXAM</td>
<td>15%</td>
</tr>
<tr>
<td>Skills validation (2 at 20% each)</td>
<td>40%</td>
</tr>
<tr>
<td>COMPREHENSIVE FINAL EXAM</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

### TEACHING METHODS AND STRATEGIES

Assigned readings, lecture, case studies, role playing, critical thinking exercises, exams, quizzes, ATI assignments, discussions, participation, simulations, skills demonstration and practice, individual/pair/group activities, internet resources, written assignments and independent homework.

Students are expected to be "active learners". It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples using the Internet and discussing course material and clinical experiences with their peers.

### ASSIGNMENT AND ACTIVITY DESCRIPTIONS

- **Midterm Exam**: This exam evaluates the student’s comprehension of unit material and level of competence in meeting unit objectives.
- **Final Exam**: A comprehensive final exam evaluates student competence in meeting overall course objectives.
- **Quizzes**: given both in class and on line in preparation for skills demonstration and performance.
- **ATI assignments during semester**
- **Special Procedures assignment and presentation**
- **Both at Midterm and Final students will make appointments with their assigned faculty for skills validation performance. Students must perform skills at a satisfactory level to continue in the course. Any student deemed unsatisfactory in skills performance validation will be required to remediate and retest until deemed satisfactory. Students who cannot perform skills satisfactorily after remediation and testing may be removed from the course and will receive a grade of “F”.

### WRITTEN WORK

All assigned work is expected to be turned in on time, typed with correct spelling and grammar, and written in APA format. Please review the policies on Plagiarism and Copyright guidelines (listed in this syllabus) prior to submitting assignments.

### LATE WORK OR MISSED ASSIGNMENTS POLICY

Due dates and times for assignments are posted. Failure to submit your assignments on the assigned date will result in a twenty percent (20%) deduction for one day (24 hours) after the posted deadline and thirty-five percent (35%) for two days (48 hours). No papers or postings will be accepted more than 48 hours past the assigned due date unless negotiated prior to the due date. There are no makeups for quizzes or pre lab assignments. There are no makeup for midterm exams or assignments unless prearranged with faculty. All make
up exams are essay type. If you miss an exam or assignment, you will receive a zero for the missed item if not made up in a timely fashion. It is the student’s responsibility to make arrangements. Please refer to the Angelo State University Undergraduate Nursing Handbook, located on the Nursing website http://www.angelo.edu/dept/nursing/handbook/index.html

COMMUNICATION
Please use the email address/phone numbers provided under Faculty Information. Should an emergency arise or if you have a pressing need please call faculty directly using the numbers provided. Faculty will usually respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. If you do not get an email response within 24 hours call them directly. Written communication via email will be done exclusively through your ASU email address.

Use Good "Netiquette":
• Check the discussion frequently and respond appropriately and on subject.
• Focus on one subject per message and use pertinent subject titles.
• Capitalize words only to highlight a point or for titles. Otherwise, capitalizing is generally viewed as SHOUTING!
• Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Dr. or Ms./Mr. Jones.
• Cite all quotes, references, and sources.
• When posting a long message, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
• It is extremely rude to forward someone else's messages without their permission.
• It is fine to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as :) to let others know you are being humorous.

(The "netiquette" guidelines were adapted from Arlene H. Rinald's article, The Net User Guidelines and Netiquette, Florida Atlantic University, 1994, available from Netcom.)

ATTENDANCE
Class attendance is necessary and required for successful and satisfactory completion of all course objectives; therefore, students must attend all course sessions. If a situation arises that prevents the student from attending class he or she should contact the instructor.

According to the undergraduate handbook, a week’s worth of cumulative absences in any one course will result in faculty evaluation of the student’s ability to meet course objectives and may result in failure of the course. Three tardies (over 5 minutes late) will equal 1 hour of absence. Failure to meet these requirements hinders the student's ability to complete the course. Attendance will be monitored each day. If a student misses a lab then they are responsible to contact the instructor to make up the missed material.

GENERAL POLICIES RELATED TO THIS COURSE
All students are required to follow the policies and procedures presented in the following documents:
• Angelo State University Student Handbook located on the ASU website: http://www.angelo.edu/student-handbook/
• ASU Undergraduate Catalog located on the ASU website
• ASU Nursing Program Undergraduate Student Handbook, located on the Nursing website
IMPORTANT UNIVERSITY DATES
September 3 (M)  Labor Day Holiday; University is closed. No classes.
September 10th or 12th (M or W)  First day of classes for NUR 3305
November 1 (R)  Last day to drop a class or withdraw from the University for regular Fall Semester
Nov. 21-23 (W-F)  Thanksgiving Holiday; University is closed; No classes this week
December 10 (M)  FINAL EXAM NUR 3305
December 14 (F)  Nursing Pinning Ceremony; UC Ballroom; 1800 hours
December 15 (Sat)  Commencement/ Graduation; Junell Center 1000 hours

ACADEMIC INTEGRITY
Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their educational experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. All codes and policies are set forth in the University Student Handbook of Angelo State University [http://www.angelo.edu/student-handbook/] as well as the Department of Nursing Undergraduate Student Handbook [http://www.angelo.edu/dept/nursing/handbook/index.html].

PLAGIARISM
Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. We use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center [http://www.angelo.edu/dept/writing_center/academic_honesty.php].

SOCIAL MEDIA POLICY
“The Angelo State University Nursing Program supports the use of social media in personal/non-academic or non-professional contexts.” Nursing students are expected to engage in professional behavior during didactic/lecture sessions. This professional behavior excludes engaging in social networking (blogs, Twitter, Facebook, texting, surfing the internet, etc.) during lecture time. Any student caught during lecture time engaging in social media, not otherwise authorized by the instructor, will be asked to leave the class and will receive an unexcused absence for that lecture time. It is acceptable to engage in social networking before class, during lecture time breaks and after class time. Please refer to the Department of Nursing Undergraduate Student Handbook, on the Nursing website, for further clarification of expected professional behavior related to social networking.

PERSONS WITH DISABILITIES AND SPECIAL ACCOMMODATIONS REQUEST
“Disability Services is part of the Office of Student Affairs at Angelo State University. Angelo State’s Office of Student Affairs works to ensure that qualified students with disabilities have equal access to all institutional programs and services. The office advocates responsibly for the needs of students with disabilities and educates the campus community so that others can understand and support students with disabilities.”
For more information on learning disabilities and how to apply for accommodations through the ASU Disability Services visit http://www.angelo.edu/services/disability-services/

The following includes contact information for Disability Services at ASU:

ada@angelo.edu; Phone: 325-942-2047; Fax: 325-942-2211
Address: Houston Harte University Center, 112, ASU Station #11047, San Angelo, TX 76909

INCOMPLETE GRADE POLICY (OP 10.11 Grading Procedures)
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.

STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.” Please see ASU Operating Policy 10.19.

COPYRIGHT POLICY
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

SYLLABUS CHANGES
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a Blackboard announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

WEBLINKS
Board of Nursing for the State of Texas http://www.bne.state.tx.us/
BSN Student Resources http://www.angelo.edu/dept/nursing/student_resources/

STUDENT EVALUATION OF FACULTY AND COURSE
Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

Areas of evaluation include:
1. Gaining factual knowledge (terminology, classifications, methods, trends)
2. Learning fundamental principles, generalizations, or theories
3. Learning to apply course material (to improve thinking, problem solving, and decisions)
4. Developing specific skills, competencies, and points of view needed by professionals in the field
5. Acquiring skills in working with others as a member of a team
6. Gaining a broader understanding and appreciation of intellectual activity.
7. Developing skill in expressing oneself orally or in writing
8. Learning how to find and use resources for answering questions or solving problems
9. Acquiring an interest in learning more by asking questions and seeking answers

**********End of syllabus**********