

NUR 3305

CLINICAL NURSING SKILLS

SPRING 2022



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Course Information

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.

Course Credits

(3-0-0)

Co-requisite Courses

Co-requisite: NUR 3108 Dosage Calculation in Nursing

Prerequisite 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>

BSN Program Outcomes

1. Upon completion of the program of study for the Generic BSN, the graduate will be prepared to:
2. Integrate nursing and related theories into the planning and/or delivery of safe nursing care.
3. Engage leadership concepts, skills and decision-making in the planning and/or implementation of patient safety and quality improvement initiatives.

4. Identify and appraise best research evidence to improve and promote quality patient outcomes.
5. Utilize technology to access information, evaluate patient data and/or document care.
6. Participate in political/legislative processes to influence healthcare policy.
7. Engage in effective collaboration and communication within interdisciplinary teams.
8. Design and/or implement health promotion & disease prevention strategies for culturally competent care.
9. Demonstrate standards of professional, ethical, and legal conduct.
10. Practice and/or coordinate, at the level of the baccalaureate prepared nurse, to plan and/or implement patient centered care.

Student Learning Outcomes

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:	Mapping to BSN Program Outcomes
1. Demonstrate competence in the performance of nursing procedures and skills.	Skills validations	# 1, 3, 6
2. Examine critical thinking and nursing judgments that underlie nursing skills.	Skills validations, written exams, quizzes, medication templates, and special procedure presentations	# 1, 2, 6
3. Identify priority information of clients and families related to nursing skills.	Skills validations, and special procedure presentations	# 1, 6
4. Use effective communication in lab or simulated clinical environments.	Skills validations	# 1, 3, 6
5. Apply standards of professional nursing practice during performance of nursing skills in a lab or simulated clinical environment.	Skills validations	# 1, 2, 6
6. Describe concepts and principles that are basic to the safe performance of	Skills validations, written exams, quizzes, medication templates, and	# 1,2,3,6

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:	Mapping to BSN Program Outcomes
nursing skills.	special procedure presentations	

Course Delivery

Face-to-face didactic presentation and skills demonstrations along with mentored skills practice. In addition, there are on-line assignments and formal skills validations integrating nursing concepts into practice.

Required Texts and Materials

EHR Tutor Academic Electronic Health Records System

Elsevier. Clinical Skills: Skills for Nursing Collection. (2019). ISBN: 9780323396271. On line book and videos

Other Required Texts and Materials

Drug Handbook of choice

Recommended Texts and Materials

Medical Dictionary of choice

Manual of diagnostic labs of choice

Nursing care planning book of choice

Technology Requirements

Current and active ATI and EHR Tutor accounts

High Speed Internet Access

Computer with MAC or Windows operating system

Active ASU computer account

Refer to Angelo State University's Distance Education website for further technology requirements: http://www.angelo.edu/distance_education/

To participate in one of ASU's distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later

- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam

Refer to Angelo State University's Distance Education website for further technology requirements: [Angelo State University's Distance Education Website](#)

Covid Infection Control Precautions

Please refer to the Angelo State University Nursing Department Undergraduate Student Handbook for more guidance on Covid infection control precautions and policies. Students may also access pertinent information regarding Covid infection control under the COVID – Infection Control link in the NUR 3305 Blackboard course

Topic Outline/Weekly Schedule

Please refer to the NUR 3305 course in Blackboard for a topical outline and weekly schedule

Communication

Please use the email address/phone numbers provided for each faculty member. 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 emailaddress.

"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.
- 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.)

Grading

Evaluation and Grades

Course grades will be determined as indicated in the table below.

Assessment	Percent/Points of Total Grade
Unit Exams – 4 at 5% each	20%
Mandatory Skills Lab Practice	10%
Special Procedures Presentations	10%
Midterm Skills Validation	17.5%
Final Skills Validation	17.5%
Comprehensive Final Exam	25%
Total	100%

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%. Students are responsible for making appointments with their instructor for counseling.

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.

Teaching Strategies and Methods

Methods: assigned readings, lecture, case studies, critical thinking exercises, exams, quizzes, discussions and classroom participation, skills demonstration and practice, skills validations, individual and group activities, internet resources, 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

Please note: rubrics and instructions for assignments and activities are located in the Skills 3305 course in Blackboard.

Medication Templates: Students will be learning safe medication administration in Skills 3305. In order to participate during certain class days where students will be working with practice medications, students will need to successfully complete the assigned medication template **before** presenting to class that day. Failure to do so will require the student to leave class until medication template is successfully completed, **which will count as an unexcused absence.**

Unit Exams: 4 unit exams will be given throughout the semester leading up to the comprehensive final exam. The purpose of these exams is to allow the instructor and student to assess and reflect on retainment of content, both lectured and material from the required readings.

Special Procedures Presentation: Students will be divided into groups to present nursing skills information regarding an assigned procedure. Please refer to the 3305 Blackboard course for more instruction on this assignment

Mandatory Skills Lab Practice: Students are required to practice a minimum of 1 hour each week, outside of regular Skills class hours and nontransferable from another course. A log book will be present in the Skills lab for students to document their practice time.

Mandatory Skills lab practice hours are required on Weeks 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12. Practice for Weeks 13 and 14 are a part of your regular class schedule.

Final Exam: The comprehensive final exam evaluates student competence in meeting overall course objectives. **The Final Exam will be on Wednesday, May 11, 2022, from 1300-1500 in HHS 306 & 312.**

Midterm and Final Skills Validations: Students will perform designated nursing skills to demonstrate competency to meet course objectives in Clinical Nursing Skills 3305. Students **MUST** perform skills at a satisfactory level to receive a passing grade for the course. Should a student be unsuccessful during a skills validation, remediation assistance will be provided and an action plan will be made. Action plan components are up to the discretion of the nursing instructor depending on the severity of the failure. Action plans may include but are not limited to:

- An additional attempt to perform nursing skills satisfactorily after remediation, not to exceed a TOTAL of 3 attempts
 - 2nd attempt
 - Mandatory meeting with NUR 3305 instructor
 - Documentation of NUR 3305 Skills Remediation and Action Plan Form
 - Starting grade of 75
 - 3rd attempt

- Mandatory meeting with NUR 3305 faculty team
- Documentation of NUR 3305 Skills Remediation and Action Plan Form
- Starting grade of 70
- Patient safety is of utmost concern. If a student is deemed unsafe during skills validations removal from the clinical setting may be deemed necessary until competency proven. Clinical absence will result in a documented clinical unsatisfactory form per departmental clinical policy.

Students who cannot perform skills satisfactorily after a total of 3 attempts may be removed from the course and will receive a grade of “F”.

Skills competency includes the ability to perform the designated skill within the specified time frame as outlined on each skills validation rubric. Should a student exceed the time limit more than 5 minutes, automatic remediation and an action plan is warranted.

Assignment Submission

If applicable, assignments **MUST** be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email your assigned instructor directly with an attached copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

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. There are no makeup for exams or assignments unless prearranged and approved 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>

Exam Reviews & Counseling

Exam reviews provide students the opportunity to review exam content. The time, duration, location, and day of the review is determined by the course instructor and will be announced accordingly. The integrity of the exam is of utmost importance. Therefore, during the exam

review, all electronics (including smart watches) must be turned off and placed at the front of the classroom. Professional behavior will be expected throughout the exam review process. Faculty will be present to answer questions during the exam review. If incivility occurs, the student will be asked to leave the exam review at that time. Once a student has completed an exam review, no further request to review the same exam will be granted. Per department policy, an exam review for the final exam will not be provided.

A student who earns a grade of 75% or below on an exam must receive exam counseling. This counseling shall occur within one week after the exam unless otherwise noted by the instructor. Students are responsible for reaching out and making appointments with their instructor for counseling. During this appointment, the student and faculty member will outline a written plan for improvement. Students in jeopardy of non-progression (performing below 70%) will be advised regarding their status before the last drop date.

Exam reviews and/or counseling must take place within one week of the exam. No additional dates for exam review and/or counseling will be granted beyond the one-week timeframe.

General Policies Related to This Course

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)¹
- [Angelo State University Catalog](#)²
- [Undergraduate Nursing Student Handbook](#)³

Important University Dates

- January 18th First Day of Classes
- March 14-18th Spring Break
- April 28th Last day to drop a class or withdraw from the University
- May 9-13th Final Exam Week
- May 14th Spring 2022 Commencement

Student Responsibility and Attendance

Please read over and be familiar with the COVID-19 Screening and Safety Protocols Policy listed in the Undergraduate Handbook. It is imperative for the students' safe continuation of this course to follow these protocols. In addition to this policy, please read over and be familiar with the guidelines for how to safely attend Clinical Nursing Skills class, in accordance with CDC recommendations, posted in the 3305 Blackboard course.

Class attendance is necessary and required for successful and satisfactory completion of all course objectives; therefore, students must attend all course sessions.

Students are to complete the Daily Wellness Screening via Rampart before **each** class day. Students are to have their daily “badge” (generated upon completion of the screening) ready to show faculty at the beginning of every in-person class.

If a situation arises that prevents the student from attending class, he or she must notify their instructor as soon as possible. It will then be the student’s responsibility to review class content provided by the instructor, as well as spend a **minimum of one hour** in the Skills Lab practicing skills specific to content missed – this does not count towards the minimum 1 hour of practice already mandated as part of the student’s grade. It is the student’s responsibility to complete this practice on their own time, as well as check in with a Skills Lab faculty/staff member so the student’s practice time can be documented.

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. Tardiness in nursing is unprofessional and unacceptable. If a student is noted to be habitually tardy to any extent, a meeting will be scheduled with the student and nursing faculty to evaluate the student’s professional capacity and a plan of action will be set in place.

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. See ASU Operating Policy 10.19 Student Absence for [Observance of Religious Holy Day⁴](#) for more information.

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university’s [Statement of Academic Integrity⁵](#).

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 Blackboard 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.

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the [Student Disability Services website](#).⁶ The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

Incomplete Grade Policy

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. See ASU Operating Policy 10.11 [Grading Procedures](#)⁷ for more information.

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 discussion board announcement. It is the student's responsibility to look for such communications about the course on a daily basis.

Nursing Weblinks

- [Board of Nursing for the State of Texas](#)⁸
- [BSN Student Resources](#)⁹

Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form

Face to face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.

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

¹ <https://www.angelo.edu/student-handbook/>

² <https://www.angelo.edu/catalogs/>

³ <https://www.angelo.edu/dept/nursing/handbook/index.php>

⁴ <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>

⁵ <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

⁶ <https://www.angelo.edu/services/disability-services/>

⁷ <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

⁸ <https://www.bon.texas.gov/>

⁹ https://www.angelo.edu/dept/nursing/student_resources/undergrad_info.php