



General Class and Course Information

Course Number: NUR1022L		Course Title: Introduction to Concepts for Nursing Practice I Skills	
Term/Dates: 2017-1	Reference Number: Multiple	Credit Hours: 1	Clock Hours: 3 Lab Hours
Days: See Class Calendar as schedule is dependent upon section to which student is assigned.	Time: Varies	Room: AH 106	
Course Description: This course provides opportunities for students to develop basic client care skills. Students gain competency by practicing skills in a supportive and supervised environment. Special fee required.			

Professor’s Information

Name: Nursing Office	Office Location: AH 110
Telephone: (561) 868-3412	Email: @palmbeachstate.edu
Faculty Web Page: www.palmbeachstate.edu/programs/nursing/	Office Hours: Monday-Thursday (8:00am-4:30pm), Friday (8:00am-4:00pm)

Information on REQUIRED Textbooks:

Title	Edition	Author	Publisher	ISBN
Medical-Surgical Nursing: Assessment and Management of Clinical Problems (E-book)	9 th Ed	Lewis, S., Dirksen, S., Heitkemper M., & Bucher L.	Elsevier	
Clinical Companion to Medical-Surgical Nursing: Assessment and Management of Clinical Problems	9 th Ed	Lewis, S., Dirksen, S., & Bucher L.	Elsevier	
Concepts for Nursing Practice (Text and E-book)	2 nd Ed	Giddens, J.	Elsevier	
Nursing Diagnosis Handbook (E-book)	11 th Ed	Ackley B., & Ladwig, G.	Elsevier	
Nursing Today: Transition and Trends	8 th Ed.	Zerwekh, J., Garneau, A.	Elsevier	
Varcarolis’ Foundations of Psych Mental Health: A clinical approach	7 th Ed.	Halter, M	Elsevier	
Maternal Child Nursing	5 th Ed.	Perry, S., Hockenberry, M., Lowdermilk, D., Wilson, D.	Elsevier	
Nursing Concepts Online			Elsevier	
Nurse’s Drug Guide	2016 Ed		Elsevier	

Supplementary Books/Materials

Title	Edition	Author	Publisher	ISBN
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Other Information on Textbooks and Materials needed for class:

It is STRONGLY recommended that students purchase these books as a book bundle to receive a discount. The book bundle will allow Nursing Concepts to be linked to all textbooks electronically.

Nursing book bundle: ISBN 13:978-0323464901

*****Contact the Nursing Office at 561-868-3412 for more information.*****

- Syllabi for NUR 1023DL, NUR 1023L & NUR 1022L posted online.
- Any current Nutrition & Diet Therapy book

Skills Lab Kits will be provided during the first 2 weeks of the semester. Students must bring kits to skills lab for each class, practice, and each check-off appointment.

All students enrolled in a Nursing course are required to obtain and read the current [Nursing Student Handbook](#) and the [Palm Beach State College Student Handbook](#). All Nursing students are responsible for the information contained in these publications. Both of these publications are published on the Palm Beach State College web site.

Course Learning Outcomes: As a result of taking this course, the student will be able to:

1. Perform basic skills in a professional manner, utilizing awareness of legal/ethical and cultural considerations.
2. Maintain principles of safety during practice and performance of skills.
3. Utilize self-reflection as a basis for improving skill performance.
4. Use technologies that contribute to safety.
5. Communicate potential risk factors and errors.
6. Perform population-based transcultural health assessments.
7. Identifies the impact of inter-disciplinary collaboration on safety and quality of care during skill performance.
8. Respect the patient’s dignity, uniqueness, integrity, and self-determination while performing skills.

Full Course Outline - Click on the following link: [Course Outlines](#) and enter the course number (no space between the prefix and the number).

Class Information

Professor’s Expectations and Student Responsibilities: Students will arrive to class on time; attend all classes; and achieve competency through assignments and practice.

Preparation:

The student will be prepared for the assigned skills lab class by utilizing:

1. Audiovisuals
2. Required text readings
3. Open lab practice

Materials:

1. Each student must bring the following to lab class:
 - a. Skills Lab Equipment Kit I (includes goggles/scissors)
 - b. Required texts
 - c. Stethoscope

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- d. Pen light
- e. Watch with second hand
- f. Skills Performance Record (bring to first class)
- g. Skills Competency Check Lists

Dress Code: Students must bring their Panther Card with photo ID, and wear their name tag to gain entrance into the Lab. See Nursing Student Handbook for the dress code. Proper foot ware (flat, closed shoes) and attire are mandatory.

Station Maintenance:

It is the student’s responsibility to clean and straighten the practice station after each practice or check off skills session.

Clinical Competency Responsibility:

The student will be responsible for keeping their clinical instructor informed of the skills that have been successfully completed in the lab by bringing the Skills Checklists to the first clinical day of every week.

Methods of Instruction:

- | | | | |
|---|---------------------------------|---|------------------------------------|
| 1 | Demonstrations | 5 | Student return demonstration |
| 2 | Audiovisuals | 6 | Interactive Educational Activities |
| 3 | Skills Practice and Performance | 7 | Critical Thinking Exercises |
| 4 | Multi-media activities | 8 | Simulations |

Evaluation Methods

1. Objective observation
2. Skills performance
3. Attendance and participation.
4. Wellness activities

Unique Requirements of the Class: All students enrolled in a nursing course are required to adhere to the Policies and Procedures as stated in the Nursing Student Handbook:

Please refer to the following documents:

- [Palm Beach State College Student Handbook](#)
- [Palm Beach State College Nursing Student Handbook](#)
- [PantherWeb Student Information](#)

Academic Dishonesty Policy and Penalty for Violation:

The Nursing Program adheres to the college’s student disciplinary and academic dishonesty and appeals procedures as set forth in the Palm Beach State College Student Handbook.

Academic dishonesty includes but is not necessarily limited to:

1. Unauthorized assistance, communication to another through written, visual, technological, or oral means. The presentation of material, which has not been studied/learned, but obtained through someone else’s efforts and used as part of an examination, course assignment or project constitutes cheating.
2. When another’s work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student’s own. Any student failing to properly credit ideas or material taken from another is plagiarizing.
3. Presenting work done in one course to fulfill requirements in another course against the stated policy of an instructor.
4. Having knowledge of another student’s violation of this policy also constitutes a violation.



5. Removal of test material from the classroom.
6. Talking during an exam is forbidden.
7. Any student who knowingly helps or is present when another student violates academic behavior standards is also in violation of this policy.
8. Unauthorized technology, including cell phones are prohibited in the Testing Lab. Possession of a cell phone constitutes cheating, so any student not in compliance with this rule will be awarded a failing grade of zero.

Initial/General Academic Dishonesty Procedures

1. Students accused of an academic honesty infraction will be subject to the following procedure:
 - a. The instructor has the obligation to make sure that there is clear evidence of academic dishonesty before any sanction is imposed against any student. If there is suspicion of wrongdoing without corroborating evidence, the instructor should discuss the matter with the student and issue a verbal warning where such is warranted.
 - b. Academic departments have established policies on academic dishonesty. Students should contact their instructor, department chair or dean of student services if there are questions about this policy beyond what is established within this Student Handbook.
 - c. A student shall not be permitted to avoid a failing grade because of academic dishonesty by withdrawing from the course.

Health Science Appeal Process

Health Science students are subject to the following procedure whenever an appeal is warranted (except for issues involving tuition/refunds). This entire process must be completed in no more than fifteen (15) business days. Depending on appeal issue, the student may or may not be allowed to attend class/clinical during appeal process. In addition, absences incurred during the appeal process may or may not be excused by the manager/director or the program/designee.

Receipt of Gifts

Students are not permitted to accept gifts, including monetary gifts, from patients or families. Non-adherence to this policy may result in consequences such as a referral to Academic Standards for unprofessional behavior.

Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade:

Each student is required to read, print and sign the signature page of the Ethical Agreement (found in the Nursing Student Handbook). Students taking NUR 1023 along with this course do not have to resubmit this form. If a student is only taking NUR 1022L, it is the student's responsibility to submit this form to the team leader by the first class, and to keep a copy in the portfolio.

Open Lab:

1. Students may sign up for ONE, 30 minute open Lab appointment time PER WEEK online for skills check-off using the Palm Beach State College Nursing home page at the Lake Worth and Belle Glade campuses. Belle Glade students may practice and be checked off at the Lake Worth skills lab. If the student is unsuccessful in getting checked off on the skill, another appointment (not on the same day) is to be arranged. The skill that is practiced with an instructor or failed may not be checked off on the same day.
2. Open Lab hours will be posted on Skills Lab bulletin board, and appointments are not required to practice in the Lab. Appointments are to be made for check-offs and/or practice with an instructor as necessary. If appointments are available on the day of your practice you may sign up in the Lab for additional practice time with an instructor.
3. Successful check-off of skills must be done in the order in which the skills are scheduled. (Ex: A week 7 skill must be successfully completed before the week 8 skill is checked-off.) Additionally, all skills are to be completed

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within 6 days of the class. (Ex: Tuesday Lab class skills need to be successfully completed by close of business the following Monday night. Also note that Monday classes will have a Saturday deadline.) School closures will not extend due dates unless notice is posted by the instructor.

4. Students must wear their name tag, and have their student ID (Panther card), and sign in at the entrance of the Skills Lab to gain entrance.
5. Available audiovisuals and written resources must be signed checked out and in, and may not leave the Skills Lab.
6. Faculty must be notified of cancellations. Failure to cancel before the appointment will result in a Performance Improvement Plan for Professionalism.
 - a. If off campus, leave a message on the lab office phone voice mail:
 Lake Worth – 561-868-3411
 Belle Glade – 561-993-1453
 - b. In case of an emergency only, please notify the nursing office.
 Lake Worth – 561-868-3412
 Belle Glade – 561-993-1145
7. Without proper notification of an absence or cancellation of an appointment, unpreparedness, or unprofessional behavior, a Performance Improvement Plan (PIP) on Professionalism will be administered.

Students are responsible for their Skills Performance Competency as follows:

The student must successfully perform the skill safely and accurately by the deadline outlined in the syllabus and calendar. Skills Performance Records are to be printed from Blackboard.

1. If unsuccessful, further practice and re-evaluation with successful completion of the skill is mandatory.
 - a. The student must achieve Satisfactory for Skills Competency to successfully complete the skill demonstrated. Satisfactory completion is recorded in the Skills Performance Record, and skills must be completed successfully in the Skills Performance Record before being attempted in the clinical areas.
 - b. Inability to demonstrate proficiency will require documentation of successful remediation per open lab faculty.
 - c. Skills demonstration will be in a sequential order.
 - d. Unit objectives may be evaluated through demonstration.
2. Students must make an appointment in Open-Lab to be evaluated.
3. Unit objectives will be evaluated through demonstration.
4. Student must have the following required materials for demonstration of skills:
 - a. Nursing Skills Equipment Kit I
 - b. Skills Performance Record (Kept on file in Skills Lab)
 - c. Equipment necessary for the skill (watch, stethoscope, etc.)
 - d. Student Panther Card and name tag
5. Students who do not adhere to the competency demonstration deadlines in the syllabus and class calendar as assigned will not pass the course.
6. It is the student's responsibility to ensure the accurate documentation of completed skills.
7. It is the student's responsibility to print procedure checklists and the Skills Performance Record from Blackboard. Bring these to Skills Lab for skills lab class, practice and skills check off as assigned.

Grading:

Skills are signed off by the evaluating instructor on the Skills Performance Record that is posted on Blackboard. Students are graded as follows:

- Grades are recorded as satisfactory or unsatisfactory (S/U) scale.
- Upon successful performance of the required skills, the student will receive a passing grade

Any student who does not successfully pass the course may not proceed to the next semester in the nursing program



All students must receive a passing grade in each of the Semester 1 Nursing Courses in order to proceed to the second semester. The following courses are considered Semester 1 courses:

- NUR 1023 or NUR 1023DL or NUR 1023 HY
- NUR1023L
- NUR1022L
- NUR1141 or NUR 2140

Letter Grade	Points	Percentage (if applicable)
A	--	--
B	--	--
C	--	--
D	--	--
F	--	--
P	--	--
N	--	--
S	Satisfactory	--
U	Unsatisfactory	

Class Policies

Attendance: Professors are required to take attendance.

1. Missed classes must be made up through practice in the Skills Lab and successful completion of the PIP.
2. Students are required to successfully complete the missed skills before the next class.
3. Students are required to be on time and to sign in to each Skills Lab class on the attendance sheet.
4. When the student does not sign the attendance sheet they are considered absent for that class.
5. In the event of an absence the student must notify the Skills Lab instructor as soon as possible .

All students are expected to attend all classes and clinicals/labs. In the event of an absence the student is expected to notify the appropriate faculty member as soon as the absence is expected.

Electronic Device Use and Email Policy:

Laptops and Hand-held devices are allowed in class for note-taking purposes only. The use of Hand-held devices that are iPod capable are encouraged to facilitate downloadable information as learning strategies and study tools. Cell phones must be turned off in class. Visual recording of instructors is not authorized. Visual and/or audio recording of students may be used as a part of the evaluation or practice of a skill.

All email correspondence must be conducted using the college email system, and students must have access to a college email account. It is the responsibility of the student to activate this account in order to be kept current with college, program and course information. College email must be checked daily, at least. Email communication between faculty and students will only be made using the college email system or Blackboard, so be certain to check these email accounts daily for any updates or changes to coursework and scheduling.

Late Assignment Policy:



All required assignments must be completed by assigned deadline dates. Incomplete work will result in failure. Class tardiness may result in inability to attend the class, initiation of a PIP for non-professional behavior, and require completion of those class objectives before the next class.

Make-up Exam Policy:

Ample opportunities are provided to successfully complete each skill by the scheduled deadlines. There is no Make-up Exam Policy for Skills.

Withdrawal Policy:

Students are asked to notify the instructor and the team leader for their semester when attempting to withdraw from a course. Withdrawal or lack of participation in any particular nursing course will result in the student being removed from all nursing courses for the term, as these courses need to be taken concurrently.

Other:

Equipment & Supplies: Required text books; access to a computer with active Internet service; knowledge of password and student ID for program access, word processing and printing capabilities are essential to be successful in this class. Students must have the required materials and paperwork for successful participation and demonstration of skills.

College Policies and Web Information

Academic Dishonesty

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

- (1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Please refer to the **Palm Beach State College Student Handbook** (www.palmbeachstate.edu/current for link to the student handbook).

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at www.palmbeachstate.edu/current for web address for Disability Support Services.

Eating, Drinking and Smoking

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Final Course Grade Appeal

The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the



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grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be given to students in a course syllabus at the beginning of the class. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: www.palmbeachstate.edu/current.

Mid-Term Grade Reporting

Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest

Please see this web page (www.palmbeachstate.edu/current) for a list of web addresses for students.

Withdrawal Policy for Individual Courses

The last day to withdraw from a College course with a "W" grade in this course is November 4, 2016. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

Other Information from your Professor:

Disclaimer

Changes may be made to the syllabus at any time during the term by announcement of the professor. It is the responsibility of the student to make any adjustments as announced.

Department Contact Information

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Telephone: (561) 868-3437	Email: herrinbd@palmbeachstate.edu
Job Title: Director of Nursing	