NURSING 101
Nursing Fundamentals
COURSE OF STUDY
Spring 2017

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I. CREDITS:  6 Credits

II. PREREQUISITES:  Current CPR Certification and permission of the department head.

III. TIME ALLOTMENT WEEKLY:  

   Theory       - 6 hours
   Clinical lab  - 7.5 hours
   Skills Lab    - 4 hours
   Preassignment - 2.5 hours

IV. COURSE DESCRIPTION:

This introductory course is designed to help students develop the basic skills needed to be dependent care agents. This course provides a foundation for the practice of nursing, including the nursing process and a hierarchy of self-care needs. Building on this foundation, information is presented on the rationales for determining nursing actions to help patients meet their universal and developmental self-care needs and to assist them in overcoming their self-care limitations. Pharmacology, dosage and solutions are also included in this course. Skill attainment is emphasized in the skills laboratory and through concurrent clinical laboratory experiences which focus on the self-care needs of adults, particularly the elderly. Hours: 52 lecture, 52 laboratory and 143 clinical. Prerequisite: MTH 091, or an acceptable mathematics diagnostic assessment score and permission of the department head. Course fee: $120. Laboratory fee: $35. Insurance: $9. Usually offered in the fall and spring.
V. COURSE OBJECTIVES:

By the end of this course the student will:

1. Utilize the nursing process (assessment, diagnosing, planning, implementing and evaluating) to meet the client’s basic self-care needs. (GEO: 1, 2, 4, 5, 6, 7, 8, 9)
2. Use Maslow’s hierarchy of needs to prioritize the self-care needs of the client. (GEO: 2, 3, 4, 5, 7)
3. Identify the principles of therapeutic communication. (GEO: 1, 2, 5, 9)
4. Record/report assessments, interventions and evaluations promptly and accurately. (GEO: 1, 2, 4, 6, 7, 8, 9)
5. Use established guidelines to identify and implement basic self-care information for clients. (GEO: 2, 3, 4, 5, 7, 8, 9)
6. Assume responsibility when managing nursing care for the client using available resources. (GEO: 2, 3, 4, 5, 6, 7, 8, 9)
7. Accept need to be accountable for own nursing practice. (GEO: 8, 9)

VI. REQUIRED TEXTBOOKS – These textbooks are ESSENTIAL for the course.


(This is a workbook and you will be required to write in this book to complete your coursework).


RECOMMENDED TEXTBOOKS – These textbooks are additional resources to assist students in the course, but are NOT mandatory to purchase.


VII. TEACHING/LEARNING METHODS:

Audiovisuals
Case Studies/Nursing Care Plans
Class Laboratory Demonstrations & Practice Labs
Computer assisted instruction
Cooperative learning strategies
Discussions
Lectures
Theory Exams and Skills Quizzes
Observational Experiences
Patient Care Assignments
Pre and Post Conferences
Role Playing
Skills Assignments
Electronic Library Assignments
Tutoring
Written Assignments

VIII. COURSE REQUIREMENTS:

1. Successfully attain all course objectives.
2. Complete the theory unit & final exams with a minimum combined average of 75%.
3. Complete all skills tests with a minimum combined average of 75%.
4. Complete all required assignments satisfactorily. (i.e., tests, NCP, quizzes, writing requirement, journals, assigned skills check activities, Course Point, Pre-Nursing Success modules).
5. Make-up exams – see Nursing Department Student Policies Handbook.
6. Complete dosage calculation assessment #1 and calculate 9 out of 10 problems correctly as a prerequisite for giving medications in the clinical lab. Students are required to receive appropriate remedial help from instructors or the math lab and must complete the retake within one week. Retakes will be scheduled by the instructor during instructor office hours. Retakes are limited to 2. 1 point will be deducted from the final skills grade for each unsuccessful attempt. Failure to successfully pass Drug Calculation retakes after 2 repeated attempts will result in failure of Nur 101.
7. Complete dosage calculation assessment #2 and calculate 9 out of 10 problems correctly as a requirement for passing NUR 101. One retake will be permitted after remedial help from instructors and/or the math lab. The retake must be completed within one week. 1 point will be deducted from the final skills grade for an unsuccessful attempt. Failure to successfully pass the Drug Calculation retake after the 2nd attempt will result in failure of NUR 101.
8. Complete a medication information card, and have the required medication information accessible for all medications ordered for an assigned client. (See “Drug Card”)
9. Prepare and submit a written Nursing Care Plan for EVERY CLIENT assigned for direct care. All care plans and assessment tools (present and previous) must be submitted to the instructor in a three-ring binder or folder weekly.
10. Participate actively in class, skills lab and clinical conferences.
11. Pass skills checks satisfactorily. The first failure for any skills check will result in 2 points taken off the final skills lab grade. A second failure for the same skills check will result in a failure for the course. Students are encouraged to seek remedial help from their instructor if they are unsatisfactory on any skills checks. Students may retake the skills check after 24 hours or more from the failed check, but must recheck within 1 week.
12. Calculate all dosages on the clinical area with 100% accuracy and verify with the instructor before giving the medication.
13. Complete a weekly student self evaluation of clinical performance following the required format. (see “Student Self-Evaluation Journal of Clinical Experience – Guidelines”) One
percentage point will be deducted from the final skills grade for each inadequately completed or late weekly self evaluation submitted (for all clinical experiences). The self evaluation and journals are to be submitted weekly electronically via the student’s Wor-Wic email.

14. Clinical Evaluation: “S” or “U” (according to the Student Progress Report). A designation of unsatisfactory for clinical lab means a grade of “F” for the course.

15. Complete the laboratory portion with a minimum average of 75%.

16. Complete PassPoint computer assignments as outlined in PassPoint assignment sheet. (Will be distributed the first day of class.)

17. Complete the writing requirement with a grade of P (pass). Should the student fail the assignment, only one attempt at repeating the assignment will be permitted. It will only be accepted if: a) it is submitted electronically to your instructors’ Wor-Wic email address b) by 4 pm on the day that it is due according to your class calendar. If the writing assignment is not submitted on the designated date, the student receives an “unsatisfactory” for the assignment, without the possibility of a resubmission. If the assignment is submitted “on time”, the grade will be assigned utilizing the grading rubric for the Aged Population writing assignment which is included in this attachment to the NUR 101 syllabus. The grade will be Pass/Fail. Should the student receive an unsatisfactory grade on an assignment that was submitted “on time”, only one attempt at repeating the assignment will be permitted using a new topic from the syllabus sheet. (1-point will be added to the final theory grade after a 75% average is earned on theory exams).

18. Complete the Nursing Success and Preparation Course Modules. Completion of all modules of the Pre-Nursing Success and Preparation (PNSP) Course via Blackboard is a required assignment for the NUR 101: Nursing Fundamentals course. Failure to complete all modules of the PNSP course by February 2, 2017 at 11:59 p.m. will result in a 2 point reduction from your final course grade for NUR 101. The PNSP was designed to enhance your success in the nursing program, and it is to be taken seriously, as if it was a separate nursing course. The PNSP modules will be available to you throughout your semester.

IX. EVALUATION:

1. The final grade for this course will be determined by averaging the 5 theory exams average and 4 skills quiz. PLEASE NOTE THAT YOU MUST EARN A MINIMUM AVERAGE OF 75% ON THE THEORY EXAMS AND A MINIMUM AVERAGE OF 75% ON THE SKILLS QUIZZES TO PASS THE COURSE.

   **Theory** (50% of final grade)
   - Unit exams (4) 80% (20% each)
   - Final exam 20%

   **Lab** (50% of final grade)
   - Skills quizzes (4) 100% (25% each)
   - Clinical Performance S
   - Skills Checks S

2. **Dosage Calculation Assessment**
   Must complete all dosage calculation assessments with a 90% or greater to pass the course.
   - A = 90-100
   - B = 80-89
   - C = 75-79
   - D = 65-74
   - F = <65 or has unsatisfactory clinical performance

NOTE:
1. There will be NO rounding of the final skills grade, theory grade or final course grade.
2. Exam and quiz grades will be rounded from the 10th place (i.e.: 84.3= 84; 84.5=85).
3. **Nursing Care Plans**
NCP includes the *top 3 nursing diagnoses with rationales* for the assigned client. One nursing diagnosis must be psychosocial (from clinical lab week 4 on).

* If the nursing care plan is late, an unsatisfactory will be given for the NCP.

Each NCP must address all required sections of the assessment tool adequately as stated in the clinical lab experience guide (gold pages of syllabus) and follow the “Directions for Developing the Nursing Care Plan” found in the syllabus. Any unsatisfactory nursing care plan will result in a deduction of 1 percentage point each from the final skills grade.

*THE ONLY EXTRA CREDIT ACTIVITIES ARE THOSE EARNED IN PASS POINT AND ON THE WRITING ASSIGNMENT.*

4. **Exams/Quizzes/Skills Checks/ Math Calculations (Tests)**
   
a. Exams/quizzes/skills checks/math calculations (tests) must be taken on the scheduled date on the course calendar.
   
b. Only one scheduled test can be taken at an alternately scheduled time (must be after regularly scheduled date). If a student does not appear for their alternate scheduled date and location, then that test will be a zero. Any subsequent test not taken on the originally scheduled date and time will result in a zero grade. Please refer to the Nursing Department Student Policy Handbook: Attendance and policy regarding rescheduling and make-up work.
   
c. Students who require special testing time, testing site, or rescheduled tests will take those tests in Wor-Wic’s testing center. Dates and times will be assigned by the instructor and consistent with the testing time on the course calendar and the testing center schedule.
   
d. Tests may only be reviewed for a 2 week period following the return of the results to the student.
   
e. A student who scores below 80 percent on an exam, will be required to meet with the retention specialist within one week after receiving the score below 80 percent. They will also be required to attend the next scheduled PASS session for the NUR 101 and provide verification of attendance from the retention specialist. If there are no subsequent PASS sessions scheduled, it is the student’s responsibility to meet with the retention specialist within one week to develop a study and remediation plan, and provide verification of that plan to their theory instructor.

X. **ATTENDANCE POLICY**— see Nursing Department Student Policies and Procedures Handbook.

1. The nursing program moves rapidly and many learning experiences cannot be duplicated, therefore it is important that you attend ALL scheduled learning experiences. **Absences and tardiness will lower your course grade.**

2. Students who know in advance that they will be absent from a class, skills lab, clinical laboratory, or final must contact the teacher(s) involved to let them know of the planned absence and to arrange for make-up work with the full-time faculty member and course coordinator. **In the event of an unplanned absence, for whatever reason, it is the student’s responsibility to contact each instructor upon returning to school to develop a plan for completing all make-up work.** It is recommended that plans for completing make-up work be in writing. Any student who misses a scheduled make-up test will receive a grade of zero for that test.
3. Any tardiness from 1-15 minutes will be recorded as a 15 minute absence. After 15 minutes, total absence time will be recorded. All clinical time missed will result in a written assignment, commensurate with the time missed, as determined by the instructor. This does not “make up” for time lost.

4. Students are requested to notify the nursing department when they will be tardy or absent from class or skills lab. When students scheduled for clinical laboratory will be tardy or absent for any reason, they are responsible for notifying the clinical instructor no later than 15 minutes prior to the start of the clinical lab. Failure to follow this procedure will result in Clinical Advisement Notice for the student.

5. Attendance at all skills lab, preassignment and clinical laboratory experiences is mandatory. See the Nursing Department Handbook for specifics of the attendance policy. Absences from skills lab; pre-assignment and clinical labs in excess of that specified for a particular course will result in a designation of “U” (unsatisfactory) for the clinical grade for that course.

6. Clinical time consists of skills lab, preassignment and clinical laboratory.
   a. 101 absence policy: A maximum of 10 hours of laboratory time may be missed. Any further missed laboratory time will result in a “U”. Any student who exceeds the acceptable number of absences for the course will receive a “U” (unsatisfactory) for the clinical portion of that course. A designation of unsatisfactory for the clinical portion of the course means a grade of “F” for the course and automatic withdrawal from the nursing program.
   b. When clinical time is missed an assignment will be provided by the instructor for missed clinical time as follows and will be due by final skills check day:
      i. 1-3hrs: complete chp. 24 assignment
      ii. >3 to <6hrs: complete Chp. 24 and Chp.29 assignment
      iii. >6hrs: complete Chp. 24, 29, and Chp 17 assignment

XI. CLINICAL DISCIPLINARY PROCEDURES- See Nursing Department Student Policies and Procedures Handbook

XII. PREPAREDNESS FOR CLINICAL

   NOTE: If unable to attend clinical, the student is responsible for notifying the clinical instructor prior to the clinical experience. Failure to do so will result in a clinical advisement notice. Being prepared for the clinical assignment will include the following:
   a) reporting on time
   b) being dressed in uniform according to departmental policy
   c) submitting the completed portions of the Nursing Assessment Tool as assigned
   d) reporting to clinical with basic data completed
   e) assigned sections of the assessment tool completed
   f) nursing diagnosis, goals, interventions, with rationales completed
   g) drug information for all medications ordered for the assigned client
   h) preparation to perform identified nursing interventions

   If your appearance/attire does not conform with uniform policy or you are unprepared to perform safe nursing care, you will be dismissed from clinical and receive a clinical advisement notice. The time missed will be counted as absence from clinical.
XIII. ACADEMIC HONESTY POLICY

Academic honesty is expected of all students. Cheating and plagiarism are violations of academic honesty. If academic dishonesty is suspected, a student may receive a zero on a test or paper. Discussion with the student will occur before penalties are implemented. Purposeful dishonesty may be reported to the Student Faculty Disciplinary Committee (see College Catalog). Students may appeal any penalty through the Student Faculty Disciplinary Committee (see College Catalog). Cheating occurs when one uses deceitful or dishonest means to obtain information, e.g. crib notes, copying from another’s test paper, etc. Plagiarism is copying or imitating the language and ideas of another, without footnoting, and presenting them as one’s own work, e.g. copied papers, abstracts, sections of books, etc. Students will be required to adhere to the following statement for all tests and exams. “I certify that I did not give or receive any information concerning this or previous tests before or during this test. I will not disclose or discuss the contents of the test with anyone outside of this classroom now or in the future. I understand that I am bound by the honor code to report any violations of this agreement by my fellow students. I understand that the penalty for violating this agreement is referral to the student faculty disciplinary committee and/or dismissal from the nursing program. Students should be aware and understand that the discussion or disclosure of any examination materials including the nature or content of examination items, before, during or after the examination is a violation of the academic honesty policy.

Students will be required to adhere to the following statement on all tests and exams. “I certify that I did not give or receive any information concerning this or previous tests before or during this test. I will not disclose or discuss the contents of the test with anyone outside of the classroom now or in the future. I understand that the penalty for violating this agreement is referral to the Student Faculty Disciplinary Committee and/or dismissal from the nursing program.”

XIV. BLACKBOARD AND ACADEMIC INTEGRITY STATEMENT

Blackboard is being used as a supplementary site in this course. To access course content in Blackboard you need to have access to a computer with an Internet connection, (other requirements may apply). Computers that meet these requirements are available on campus in MTC 200, AAB 217, HH 100, GH 204, WDC 305, and AHB 108.

Please follow these directions to access course syllabi and any other materials posted for this course:

Login Information
1. From Wor-Wic home page, point to “Quick Links” (top right) and click the “Blackboard Login” link.
2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and password).
3. Don’t know your user ID or password? Contact Student Services.

XV. EMERGENCT INFORMATION STATEMENT

In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College's website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies.
XVI. ACADEMIC INTEGRITY AND COMPUTER USAGE POLICY

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members or any unauthorized individuals

Violators are subject to college disciplinary procedures.

XVII. ELECTRONIC DEVICES

Use of electronic devices only for emergency situations or instructor-directed educational purposes is permitted in the classroom. Any inappropriate use of electronic devices that disrupts the learning environment will be subject to the student code of conduct. No audio or video taping may be posted on social media.

We welcome your use of electronic devices to access learning materials, such as e-books, and to improve your note-taking. Please check with your instructor before recording class information as there may be some instances, such as when discussing specific case examples, when it would be inappropriate (ex. HIPPA violation).

XVIII. SERVICES FOR STUDENTS WITH DISABILITIES

Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2899. For more information, see Wor-Wic's Services for Students with Disabilities web page.

XIX. SEXUAL VIOLENCE DISCLOSURE

Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience, verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you would like to make a confidential disclosure of any such violence, you can contact Wor-Wic’s director of counseling (X-2900), or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.

Information on rights of victims of sexual violence and related resources is available in the college catalog and on the public safety page of Wor-Wic’s website: http://www/worwic.edu/Administration/PublicSafety.aspx

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