# NUR 134 - Basic Nursing Care Skills

## Syllabus

### Spring 2016

Instructor:TBD

Office: Health Science Campus – Room xxx

Office Hours:Tuesday/Thursday 9-11am

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[**FDTC Desire2Learn**](https://fdtc.desire2learn.com/)

## **Prerequisites and/or Co-Requisites**:

Completion of necessary courses and clinical requirements.

## Required Textbooks and Materials:

Fuzy, Jetta. (2014). Hartman’s Nursing Assistant Care: The Basics (4th Ed.). Albuquerque, NM: Hartman Publishing. ISBN: 978-1-60425-050-3.

## **Course Objectives:**

To provide a basic level of both knowledge and demonstrable skills for individuals who provide nursing related care to patients in various settings.

## **Learning Outcomes:**

At the end of NUR 134 Basic Nursing Care Skills, the student should be able to:

1. Demonstrate professional role behaviors using open communication and collaboration to interact with a variety of inter- professional teams to achieve the best patient outcomes.
2. Advocate for the patient and their family and allow the patient opportunities to be an active participant in decision making.
3. Provide quality care while maintaining a positive attitude and ensuring patient dignity is promoted.
4. Assist patient with activities of daily living and perform nursing assistant related skills in a timely manner.

Class Schedule: Day and Time: (Refer to class calendar)

## Instructional Methodology:

1. Lecture and class discussions
2. Reading, writing, or oral assignments
3. Paper and pencil tests/computer tests
4. Audio-visual aids
5. Supervised and observational clinical experiences
6. Self-directed learning experiences (critical thinking exercises)
7. Simulation

## Evaluative Measures:

Grading will be determined through scheduled tests and quizzes, classroom assignments, and a required clinical component. Written assignments must be turned in by the due date given. Make up assignments will be arranged at the discretion of the instructor.

## **Evaluative Methods:**

A grade of “C” is required to receive credit for NUR 134. This course has a clinical and a classroom component. In order to successfully complete this course, the student must pass both theory and clinical practice concurrently.

To receive a “C” or better in NUR 134, the student must successfully achieve the course competencies by:

### Classroom Criteria:

1. Complete all assigned tests with a final average of 76.
2. Complete all written and computer-assisted assignments.
3. Participate with satisfactory performance on simulation related activities.
4. Course Grade will be computed as follows:
* Unit Test 1 12%
* Unit Test 2 12%
* Unit Test 3 12%
* Unit Test 4 12%
* Unit Test 5 12%
* Simulation 15%
* Final Exam 25%

**Total 100%**

Students will be expected to **complete** all classroom and clinical assignments, unit tests, and the final exam. Students failing to complete **all** assignments will receive a course grade of “I” (Incomplete). The incomplete grade will be removed when the instructor receives completed assignment.

### Clinical Criteria:

1. In order to successfully complete the clinical component of the course, the student must achieve a satisfactory. The clinical evaluation tool is the criteria used for clinical evaluation.
2. The total clinical hours for NUR 134 are 48. The student must complete 100% of clinical hours of this course.
3. Appropriate uniform (navy blue) is required and must be in compliance with school policy. Uniform must include a picture ID (FDTC School ID) that includes the students name and status.

### Simulation

1. All students are required to participate in the simulation activities.
2. All students must complete the agency requirements prior to providing patient care in the clinical setting.
3. Attend Hospital Orientation and complete required paperwork.
4. Criminal Background check
5. Drug Screening
6. Current PPD, CPR, and other immunizations as required.

### Grading Scale:

**A:** 93-100

**B:** 85-92

**C:** 76-84

**D:** 67-75

**F:** 66 and Below

Failure to complete examinations and assignments by the final day of the course will result in a course grade of incomplete.

## Attendance/ Make-up Policy:

It is the responsibility of the student to attend all scheduled classes and observe all participation requirements in each of the courses in which he/she is enrolled. If a student is absent or fails to participate in more than 10% of the total hours that a course usually meets in a semester, the student will be subject to a failing grade or withdrawal by the instructor. It is the student’s responsibility to initiate a withdrawal if he/she is unable to complete course requirements. Exceptions to this policy can be made only by the appropriate Associate Vice President.

Clinical Absences:

Procedure for making up allowed absences

Clinical

Student is required to attend 100% of stated clinical hours in the Boost nursing assistant course. If the student **misses 10%** of the required clinical rotation hours, the student will make up the hours as scheduled by course faculty. If there are extenuating circumstances and clinical hours are to made up, this is at the approval and discretion of the instructor as well as clinical rotation availability for student make up. Students who do not complete the required make-up hours will receive a clinical failure for the course. A student will be considered tardy if he/she arrives after the designated clinical starting time and will be required to make up this time. If a student is 15 minutes or more tardy, the student may be sent home. Three (3) tardies will equal one (1) absence for the course. Students must notify the instructor prior to clinical absences.The failure to communicate directly with the instructor prior to clinical absence will be considered unethical performance and will result in clinical failure.

###  Testing Attendance

One make-up unit test is allowed per course calendar. The makeup test is scheduled per course calendar. If the make-up test is not taken per policy a grade of zero will be posted. Only one make-up test per course per semester. If student misses more than one (1) test, a grade of zero (0) will be posted for each additional missed test. A student who missed clinical on the day of a scheduled test will not be allowed to take the test. The student will have to take a make-up test; if this is the second missed test, a grade of zero will be posted.

Successful completion of this course does not ensure CNA licensure. Prior/current charges may preclude a students from eligibility for entering the clinical setting and applying for licensure.

#### **Professional Dress Code**

Professional dress refers to the wearing of any part of the uniform, full uniform or lab coat. Uniforms must be maintained in good repair.

### *Student Dress Code for Clinical*

1. Student must wear the approved Florence-Darlington Technical College Boost Student Uniform.
2. Female students must wear the dress or pants uniform whenever functioning in the student role. The hem of the uniform dress should be no higher than the top of the knee. Standard white hose are to be worn with the dress. White knee high stockings or plain white socks are to be worn with the pants uniform. Footie or ankle socks are not allowed.
3. Undergarments (color or design) should **NOT** be visible.
4. On the day of care, the student can wear a plain white scrub jacket with a FDTC logo tag for warmth.
5. Lab coat or scrub jacket is to be worn to clinical when required by clinical agency.
6. Solid white Nursing leather shoes or Nursing leather athletic shoes must be in good repair and kept clean and polished at all times. All shoes must have no higher than a 1” heel and enclosed heel and toe.
7. Female students may wear one pair of small, ball-shaped pierced earrings in the lowest part of the ear lobe (one per earlobe) if they are pearl, silver, or gold colored. A plain wedding band may be worn. No other visible adornment is allowed. Male students may wear a plain wedding band with no other adornments.
8. On the day of nursing care, the female student’s hair must be well-groomed and secured off of the collar. Only white, metal, or tortoise-shell colored clips are to be used to secure the hair neatly off the collar. No additional hair ornaments are allowed. No ornate hairstyle allowed. No unusual hair colors (green, pink, blue, red, etc.) are permitted.
9. On the day of nursing care, the male student’s hair must be no longer than collar level. Male students must be clean shaven and/or have neatly groomed mustache/beard.
10. A non-decorative watch with a second hand is required.
11. Fingernails must **NOT** extend beyond fingertips. Acrylic nails or nail polish are NOT allowed.
12. Neck and ankle jewelry are **NOT** allowed.
13. **NO** visible tattoos or body piercing jewelry.
14. Student is **NOT** allowed to have electronic paging devices and/or cell phones in lab/clinical settings, unless directed by clinical instructor.
15. Students who do not adhere to these policies will be sent home from clinical and will be considered absent for that clinical day.
16. Students should adhere to dress code at all times when in clinical areas for student rotations, medical record assignments or workshops.
17. Student should wear apparel labeled specific to Boost Nursing Assistant only when functioning in the student role.
18. Students are required to abide by the Boost and the Facility policies and procedures, including but not limited to wearing the appropriate name tags in accordance with the “Lewis Blackmon Patient Safety Act of 2005.”

Students failing to abide by FDTC BOOST guidelines and conduct yourself in a professional manner while in clinical will result in the student being sent home. This will be considered a clinical absence.

### Pregnant Students:

A pregnant student must bring a written statement from her Obstetrician/Primary Health Care Provider before registration or upon confirmation of pregnancy each semester stating, “The nursing student has no restrictions regarding the ability to perform clinical responsibilities.” Also, the pregnant student must meet the affiliating clinical agencies’ job performance standards for a nurse. It is the student’s responsibility to ensure her safety and the safety of her unborn child. In order to resume her clinical activities before the usual six (6) weeks after delivery, the student must bring a written release without restrictions from her Obstetrician/Primary Health Care Provider.

### Pregnancy Clinical Release Information Form

To be able to attend clinical while pregnant the student **must be able to perform all clinical duties without restrictions**. Please place the following information on physician letter head or prescription slip with physician information and provide for the student to return to the appropriate personnel at the Nursing Department:

* Date
* Student’s Name
* Able to perform clinical duties without restrictions **OR**
* Able to perform clinical duties with restrictions (student will not be able to attend nursing school clinical rotations if restrictions are required.)
* Physician signature

### Withdrawal Policy:

Students who do not complete course requirements must withdraw prior to the withdrawal deadline, or they will receive an “F” for the course.

Academic Dishonesty Policy: **[required statement]**

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will be subject to disciplinary action.

**Cheating** is defined to include, but is not limited to, the following:

* Copying another student's work or test.
* Using unauthorized materials during a test.
* Collaborating with another during a test or on assignments.
* Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part contents of a test or other work.
* Bribing another person to obtain tests or information about tests.
* Substituting for another student or permitting another to substitute for oneself.

**Plagiarism** is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Falsification of information is defined to include, but is not limited to, the following:

* Forgery, alteration, or misuse of college documents, records, or identification.
* Destruction of evidence with the intent to deny its presentation to the appropriate hearing or panel.

Any proven cases of academic dishonesty will result in an “F” for the assigned work or test and may result in administrative withdrawal from the course, with a grade of “F” assigned after a disciplinary hearing. Additional sanctions, including disciplinary probation or suspension, appropriate to the incidents may be imposed pursuant to the student code and grievance procedures.

Disability Statement:  **[required statement]**

If you have a documented disability and require special assistance or accommodations to participate fully as a student, or if you need more information, please contact the Enrollment Center at 661-8218.

### Important Dates for the Semester (examples follow):

* A weekly schedule of assignments and topics to be covered.
* Test dates and due dates for papers/projects.
* Instructions for the format required for written work.
* Standards for classroom behavior, including tardiness.
* Policies on late papers, make-up tests, etc.

Disclaimer

**Although every reasonable effort has been made for this syllabus to be current, there may be changes made as the course warrants.**

|  | **Categories of****Essential Functions** | **Definition** | **Example of Technical Standard** |
| --- | --- | --- | --- |
| **1** | Critical Thinking/Problem Solving Skills | Ability to collect, interpret and integrate information and make decisions. | Read and comprehend relevant information in textbooks, medical records and professional literature. Process information, evaluate outcomes, problem-solve, prioritize client goals and interventions, exercise independent judgment, and respond to emergencies. Know when to apply standard precautions. Use effective teaching, learning and test taking strategies. |
| **2** | Interpersonal Skills | Ability to collaboratively work with all nursing assistant students, multidisciplinary health care team, and with program faculty in the classroom, lab and clinical setting. | Establish therapeutic interpersonal boundaries. Interact appropriately with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. Employ basic conflict management skills, etc. |
| **3** | Coping Skills | Ability to respond appropriately to stressful environments or during impending deadlines. | Manage heavy academic schedules and deadlines; perform in fast paced clinical situations. Cope with psychosocial issues involving catastrophic illness, disability and death. |
| **4** | Emotional Stability | Maintain emotional stability sufficient to tolerate rapidly changing conditions and environmental stress. | Provide clients with emotional support. Adapt to changing environment and stress. Deal with the unexpected. Focus attention on task. Perform multiple tasks concurrently. Handle strong emotions. |
| **5** | Communication Skills | Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, families, and multidisciplinary team members. | Demonstrate therapeutic communication skills to include, but not limited, active listening, clarifying, responding to verbal and nonverbal behavior, respecting personal space, and using open-ended questions. Interpret and document client responses and health status using appropriate medical terminology and correct spelling.  |
| **6** | Physical Abilities | Sufficient physical abilities to move from room to room and maneuver in small spaces and maintain physical tolerance for repetitive movements and demands of the work shift. | Using proper body mechanics, move, adjust, and position clients weighing 200 pounds or more with assistance. Push, pull, lift, or support 50 pounds. Move within confined spaces, stand and maintain balance, and walk for hours at a time. Reach above shoulders and below waist. Twist, bend, stoop, climb on stool or stairs, and move quickly in response to potential emergencies. Use upper body strength. Squeeze with hands and fingers. Ability to write with pen and type on computer keyboard. |
|  | **Categories of****Essential Functions** | **Definition** | **Example of Technical Standard** |
| **7** | Sensory Abilities continued | Sufficient auditory, visual and tactile ability to monitor and assess health needs. | **Visual** – (corrected as necessary) recognize and interpret facial expressions and body language, identify normal and abnormal patterns of movement, discriminate color changes and interpret and assess the environment up to 20 feet; read and understand written documents. **Auditory** – (corrected as necessary) recognize and respond to soft voices or voices under protective garb, auditory timers, equipment/emergency alarms, and effectively use devices for the measurement of vital signs, heart, and breath.**Tactile** – palpate a pulse and detect changes or abnormalities of surface texture, skin temperature, body segment contour, muscle tone and joint movement.**Olfactory –** ability to detect odor changes and work in environment with foul odors. |
| **8** | Behavioral Skills | Ability to demonstrate professional behaviors and a strong work ethic. | Demonstrate caring for others, initiative, flexibility, enthusiasm, honesty, cooperation and industrious behavior. Recognize personal limitations and request assistance as appropriate; demonstrate responsibility for personal development; demonstrate respect for client dignity. Perform duties efficiently, willingly and thoroughly. Manage time efficiently. Present professional appearance and maintain personal hygiene. Protect client confidentiality. |
| **9** | Numerical Abilities | Ability to use math skills | Requires ability to determine time, weight, and height. |
| **10** | Safety | Ability to wear Personal Protective Equipment (PPE). | Wear Personal Protective Equipment (PPE) to include gloves, face masks, protective eyewear, gown, and shoe covers. |

**Florence Darlington Technical College**

**BOOST Nursing Assistant Program**

**Essential Functions and Standards**

The following standards reflect reasonable expectations of a student in the Boost Nursing Assistant Program for the performance of common functions.  In adopting these standards the Boost Program is mindful of the client’s right to safe & quality health care by students.  The Nursing Assistant student must be able to apply the knowledge & skills necessary to function in a broad variety of clinical situations. These standards do not reflect what may be required for employment of a C.N.A. To verify the students’ ability to perform these essential functions, students may be required to demonstrate the following standards:

**For more information regarding essential functions or special needs for accommodation contact the Director of Student Support and Grant Programs at 843-661-8029.**

**Signed Statement of Understanding:**  [***required to be signed and submitted to the instructor***]

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the course syllabus for NUR 134. The instructor has reviewed the syllabus with the class and I have had the opportunity to ask questions. I understand the requirements, restrictions, course objectives, and am aware of all deadlines for assignments. I hereby do agree to abide by them.

**Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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