NIP 110: Foundations of Nursing Care
Syllabus
Fall 2008

Course Information

<table>
<thead>
<tr>
<th>Organization</th>
<th>KCTCS - Madisonville Community College</th>
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<tbody>
<tr>
<td>Course Prefix,</td>
<td>NIP 110</td>
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<tr>
<td>Number, Section,</td>
<td>81W1, 81L1, 81W2, 81L2, 81W3, 81L3, 81W4, 81L4, 81W5, 81L5, 81W6, 81L6, 81W7, 81L7, 81W8, 81L8</td>
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<td>36142, 36157, 36160, 36165, 36167, 36172, 36173, 36176, 36179, 36184, 36186, 36188, 36190, 36193, 36194</td>
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<tr>
<td>Credits</td>
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</tr>
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<td>Credit Hours</td>
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</tr>
<tr>
<td>Instructors</td>
<td>Leah Atcher 136 824-3405 <a href="mailto:Latcher0002@kctcs.edu">Latcher0002@kctcs.edu</a></td>
</tr>
<tr>
<td></td>
<td>Donna Atherton</td>
</tr>
<tr>
<td></td>
<td>Deena Crick 136 871-6796 <a href="mailto:Dcrick0004@kctcs.edu">Dcrick0004@kctcs.edu</a></td>
</tr>
<tr>
<td></td>
<td>Michelle Quisenberry 150 824-1789 <a href="mailto:Mquisenberry0001@kctcs.edu">Mquisenberry0001@kctcs.edu</a></td>
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<tr>
<td></td>
<td>Amy Stephens 136 824-1799 <a href="mailto:Astephens0045@kctcs.edu">Astephens0045@kctcs.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kay Vespie 133 824-1799 <a href="mailto:kay.vespie@kctcs.edu">kay.vespie@kctcs.edu</a></td>
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<tr>
<td></td>
<td>Robyn Whitehair 125 824-1800 <a href="mailto:rwhitehair0001@kctcs.edu">rwhitehair0001@kctcs.edu</a></td>
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<tr>
<td></td>
<td>Marsha Woodall 148 824-1802 <a href="mailto:marsha.woodall@kctcs.edu">marsha.woodall@kctcs.edu</a></td>
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Organization
KCTCS - Madisonville Community College
elearning.kctcs.edu

Campus
Health Campus, Hatley Building

Address
750 North Laffoon Street

City/State/Zip
Madisonville, KY 42431

Office Hours
Each instructor will have office hours posted on their doors at the beginning of the semester

Beginning Date
08/14/2008

Meeting Times/Location
Monday: Lecture (9:00 - 12:00) Lab for Groups 1,2,3 & 4 (1:00 - 4:00)
Tuesday: Lecture (9:00 - 12:00) Lab for Groups 5,6,7 & 8 (1:00 - 4:00)
Wednesday: Lab for Groups 1,2,3 & 4 (8:00 - 11:00)
Thursday: Lecture (9:00 - 12:00) Lab for Groups 5,6,7 & 8 (1:00 - 4:00)
Friday: Lab for Groups 1,2,3 & 4 (8:00 - 11:00), Lab for Groups 5,6,7 & 8 (1:00 - 4:00)

Official Course Description
Focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse client populations. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of clients with alterations in basic human needs. Emphasizes performing basic nursing skills, health promotion activities, the formation of nurse-client relationships, communications, data collection, documentation, and medication administration. The focus is on the integration of knowledge, skills acquisition and critical thinking in the provision of prudent health care delivery.
Prerequisites or Co-requisites
Admission to the Nursing Program
Successful completion of a Medicaid Nurse Aide equivalent course or proof of active status on the Medicaid Nurse Aide Registry
Completion, with a grade of "C" or better, of BIO135, PSY100/PY110, COM181/COM252 and ENG101
Students must have Basic Life Support certification, current liability insurance coverage and current immunizations for the duration of the course
Current membership in the Madisonville Community College Kentucky Association of Nursing Students (KANS) is required
COREQUISITES: NIP 115, AHS 100, FHM 100

Required Text
ATI. Fundamentals for Nursing.
Palm. PDA. Unit Price: 349.98.

Learner Supplies
1st semester Nursing Lab Pack.
PDA as indicated under Required Texts.
Bandage Scissors.
Stethoscope.
Wristwatch with a Second Hand.
Black Ink Pen.
Uniform.
General Education Competencies

A. Communicate Effectively
   Read and listen with comprehension. **The student will demonstrate comprehension of lecture content by achieving 76% or better on Unit Exams.
   Speak and write clearly using standard English.
   Interact cooperatively with others using both verbal and non-verbal means. **The student will communicate effectively with instructors and their peers in the classroom and laboratory environment.
   Demonstrate information processing through basic computer skills. **The student will demonstrate through completion of online testing as assigned.

B. Think Critically
   Make connections in learning across the disciplines and draw logical conclusions.
   Demonstrate problem solving through interpreting, analyzing, summarizing, and/or integrating a variety of materials.
   Use mathematics to organize, analyze, and synthesize data to solve a problem.

C. Learn Independently
   Use appropriate search strategies and resources to find, evaluate, and use information.
   Make choices based upon awareness of ethics and differing perspectives/ideas. **The student will anticipate the effects of cultural characteristics on the successful delivery of health care.
   Apply learning in academic, personal, and public situations.
   Think creatively to develop new ideas, processes, or products.

Course Competencies

1. Identify the Newman Systems Model and the Maslow Hierarchy, at a beginning level, the nursing process/critical thinking as a basis for decision making in providing care for the client across the lifespan. (KCTCS)
2. Identify professional, legal, and ethical behaviors as identified by the standards of nursing practice. (KCTCS)
3. Discuss the nurse's legal responsibilities in medication preparation and administration. (MCC)
4. Perform basic physical assessment techniques and identified foundational nursing skills according to critical criteria emphasizing safety. (KCTCS)
5. Describe guidelines for effective documentation and reporting in a variety of health care settings.
6. Utilize basic communication techniques with clients and members of the healthcare team. (KCTCS)
7. Recognize caring behaviors in self and others. (KCTCS)
8. Incorporate teaching and learning strategies in basic health promotion activities. (KCTCS)
   Acquaint self with nutrition as the basic component of health. (MCC)
9. Acquaint self with the nursing process. (MCC)
10. Establish nursing knowledge regarding basic human needs regarding exercise, activity and sleep. (MCC)
11. Identify situations that require collaboration with the client and other members of the health care team and act appropriately. (KCTCS)
Grading Information
Grading Rationale
Refer to page 24 of the MCC Integrated Nursing Program Student Handbook

Theory Grading
1) Unit examinations will be given at the scheduled times. If absent from an exam, the student must notify the clinical instructor prior to the exam.
2) Exams will be computerized, timed and proctored.
3) Information from assigned readings, campus labs and other classroom activities will be utilized for test construction. In case of discrepancy, the instructor will serve as the final authority on the specified content.
4) **There are no make-up exams for a final exam.** A student who is absent from a final exam will receive a zero for that exam. The faculty reserves the right to deal individually with students in the event of emergencies, catastrophic occurrences, or other unforeseeable of insurmountable situation.
5) No ball caps, sun visors, or head attire will be allowed during exams. No personal items will be allowed in the student seating area. These include cell phones, drinks, purses, & backpacks. Pencils and scratch paper will be provided.
6) Students making below a "C" on any unit exam will be required to review their test individually with the clinical instructor in order to identify testing or study skills problems. There will be no formal test review immediately following an exam. It is the student's responsibility to make an appointment for review within 1 week of the unit exam. After this time, exam booklets will not be available. There is no review of the final exam.
7) Students will be required to utilize resources provided by the clinical instructor to improve any test score below a "C". These resources will also be available to any student desiring to improve their exam score.
8) The MCC Early Alert System per college protocol will be initiated on any student receiving below a "C" on an exam.
9) Exam scores may be accessed from the student via Blackboard following each exam. Student score will not be given out by telephone in order to maintain confidentiality.
10) Exam results will be reviewed and revisions may be made at the faculty's discretion. In all other circumstances, each exam will stand as is. Scores will not be curved and no test will be disregarded.
11) Evaluation of theoretical competence is based upon examinations, written assignments, and/or quizzes. A composite numerical grade will be assigned, and the student must maintain a "C" (76%) in all nursing courses. See individual Course Overviews for criteria specific to each course.
12) All exams will be graded as a 0 (zero) for a NO CALL/NO SHOW DAY.
"If an exam is scheduled on the day you return to class you are expected to take the exam on that day. If an exam was given on the day of your absence, it is to be made up on your FIRST day back at school or at the convenience of your instructor. FIVE (5) POINTS will be automatically deducted from the score of any make-up exam. It is the student's responsibility to contact the instructor to schedule make-up exams. Exams will cover the same material other students were tested over, but may not be the same exam.
13) In the event that a student does not return their assigned clicker, his/her final grades will not be posted until the clicker is returned. It is the student's responsibility to obtain their assigned clicker and return it to designated area after each lecture class time.

Evaluation of theoretical competence is based upon examinations, written assignments, and/or quizzes. A composite numerical grade will be assigned, and the student must maintain a "C" (76%) in all nursing courses. See individual Course Overviews for criteria specific to each course.

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<thead>
<tr>
<th>Exam</th>
<th>Percentage</th>
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<tr>
<td>Exam 1</td>
<td>25% of grade</td>
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<td>Exam 2</td>
<td>25% of grade</td>
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<td>ATI nutrition test</td>
<td>15% of grade</td>
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<tr>
<td>Final exam</td>
<td>35% of grade</td>
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ATI Testing
The minimum requirement for passing the proctored assessment exams is set at the 50th percentile.

Grading scale for proctored assessment exams is as follows:

<table>
<thead>
<tr>
<th>Percentile achieved on Proctored Exam</th>
<th>Grade you will receive</th>
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<tbody>
<tr>
<td>90-99</td>
<td>Whatever the percentile is</td>
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<tr>
<td>80-89</td>
<td>89</td>
</tr>
<tr>
<td>70-79</td>
<td>85</td>
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<td>60-69</td>
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<td>50-59</td>
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<td>40-49</td>
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<td>10-19</td>
<td>55</td>
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<tr>
<td>0-9</td>
<td>50</td>
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</tbody>
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At anytime your instructor can view any ATI tests that you have taken including any proctored or non-proctored tests. If any non-proctored tests are taken prior to taking the proctored test you will receive a grade of zero as this is a form of cheating and will not be tolerated.

Grading Scale
A  92 - 100%
B  82 - 91%
C  76 - 81%
D  65 - 75%
E  64% and below

Campus Lab Grading
Proficiency in all specified skills must be demonstrated in the campus lab before the student may advance in the program. Campus lab performance is based on a Satisfactory/Unsatisfactory basis. Students will have three opportunities to demonstrate competence on assigned skills. If the student does not deem proficiency after three attempts, they will be unsuccessful in the program; thus the student will not be permitted to advance in the program. The third skill attempt will be evaluated by two nursing faculty
members that are not currently teaching in the semester in which the skill is required. Written work assigned in preparation for lab must be submitted in an appropriate and timely manner. Quizzes may be given for specified labs.

**Campus Lab**
Campus lab performance is evaluated on a Satisfactory/Unsatisfactory basis. A Satisfactory rating is given for demonstration of appropriate preparation for client care: safe and appropriate nursing care; and demonstration of skills proficiency, caring behaviors, personal responsibility, and accountability; and professional and ethical conduct. An Unsatisfactory rating will be given if safe and competent client care is compromised in any way, or if unprofessional or unethical conduct is demonstrated. An overall Satisfactory grade must be achieved in the clinical setting in order for the student to progress in the nursing curriculum. Campus lab is considered part of the clinical component and Unsatisfactory grades in Campus lab will be included in the Clinical grade.

A daily/weekly evaluation tool is utilized to provide the student with written feedback concerning performance in the clinical setting. The faculty will provide the student with weekly narrative comments and the student will provide a written response. Each Learning Outcome is evaluated. **Starred items denote critical outcomes for which the student must receive a Satisfactory (S) to successfully pass the clinical component. Three (3) Unsatisfactory ratings (U) on the weekly evaluation in a critical criterion constitute an Unsatisfactory as the final Clinical Evaluation grade. 50% of Unsatisfactory ratings (U) on the weekly evaluation in a non-critical criterion constitute an Unsatisfactory as the final Clinical Evaluation grade. Three (3) ratings of Unsatisfactory (U) on the final evaluation in a non-critical criteria component or one (1) rating of Unsatisfactory for a critical criteria component are considered excessive. This will result in failure of the course.**

**Guidelines for Success**

**Course Outline**

I. Roles and Communication
   A. Organization
      1. Health care delivery system
      2. History of nursing
      3. Definition of nursing
      4. Evolution of nursing theories
      5. Nursing education
      6. Nursing Practice
   B. Personal and Professional Development
      1. Self-assessment
      2. Professional growth
   C. Ethics and the law
      1. Legal aspects
      2. Ethical aspects
   D. Communication
      1. Definition
      2. Purpose
      3. Types
      4. Techniques
      5. Barriers

II. Nutrition
   A. Definition of terms
B. Concepts of nutrition
   1. Nutritional status
   2. Nutrients essential to health
C. Factors that influence energy requirements
   1. Basal metabolic rate
   2. Energy requirements

III. Maslow’s Theory of Basic Human Needs
A. Assessment of client needs
   1. Oxygenation
   2. Metabolism
   3. Fluid
   4. Elimination
   5. Activity and rest
   6. Safety
   7. Love and belonging
   8. Self-esteem
   9. Self-actualization
B. Definitions of terms and concepts

IV. Nursing process
A. Assessment
B. Nursing diagnosis
C. Planning
D. Intervention/Implementation
E. Evaluation

V. Documentation
A. Principles of documentation
B. Styles of documentation
C. Legal implications of documentation

VI. Health Promotion
A. Definitions
B. Concepts
   1. Primary
   2. Secondary
   3. Tertiary
C. Assessment components
   1. Nursing history
   2. Assessment techniques

VII. Drug administration
A. Principles of drug administration
B. Routes of administration
C. Process of administering medication

VIII. Neumann Systems Model
A. Central core
B. Flexible lines of defense
C. Normal lines of defense
D. Lines of resistance
Experiments/Activities:
1. Review of nurse aide skills. For example: transfer of clients and vital signs.
2. Basic care of the hospitalized client.
3. Basic medication administration.
4. Basic human needs.
5. Introduction to the nursing process.
6. Nutrition
7. Basic physical assessment.

ADA Policy
If you have a documented disability and need any type of accommodation, you are required to register with the Disability Resource Coordinator. Contact Valerie Wolfe, Disability Resource Coordinator, in Room 112 of the LRC building or at (270) 824-1708. The Disability Resources Office provides accommodations for students with permanent or temporary documented disabilities. This includes, but is not limited to, students with physical or psychological disabilities, learning disabilities, ADD, ADHD, and other health problems.

Statement of Health Status
Refer to page 27 of the MCC Integrated Nursing Program Student Handbook

It's the students' responsibility to inform the course/clinical faculty of any health problems that could impair performance or jeopardize the safety of self or others. The student must report any changes in health status to the coordinator and faculty as soon as possible.
Incapacitation by illness, accident, surgery, deteriorating health, or restrictive devices such as crutches, casts, or braces may be considered potentially unsafe if the student is unable to provide appropriate client care or the student's well-being is compromised. The faculty and program coordinator will review individual cases for continued participation in clinical activities. Evaluation will follow the Kentucky Community and Technical College System Technical Standards statement requiring that "all students should possess: (1) sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care; (2) sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, Dopplers, fire alarms, etc.; (3) sufficient gross and fine motor coordination to respond promptly and to implement the skill, including the manipulation of equipment, required in meeting health needs; (4) sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest; and (5) sufficient intellectual and emotional functions to plan and implement care for individuals."

Distance Learning Courses
Distance Learning: Go to http://www.elearning.kctcs.edu for access to the Blackboard Academic Suite.
Librury Information: To access the Library databases, you will need to enter a username and password. Library services are available at http://www.kctcs.edu/distancelearning/libraries.htm The website of Madisonville Community College's Library is http://www.madisonville.kctcs.edu/library/services.html Contact (270) 824-1722 for assistance with library assistance.
Program Help: Click on the Help tab. You may also call 1-866-606-1725 for assistance.
Technical Requirements: Students must have access to a computer and a reliable Internet connection.

This course is web enhanced. All students will be required to access the course website through http://www.elearning.kctcs.edu. The course website will be utilized for lecture content, assignments, and posting of grades. All students enrolled in this course have been issued a Madisonville Community College email address. Students are encouraged to check their email and the course website frequently for updated information. To access your online courses or any Kentucky Community and Technical College (KCTCS) web enhanced course through the Blackboard 7.1 website, you will need to use a special, unique username and password. (If you have already received and changed your password, continue to use your changed information to access your account.) You may access your course approximately two days prior to the course's advertised starting date.
To access your course, please follow these instructions:
1. Point your browser to http://www.elearning.kctcs.edu/webapps/portal/frameset.jsp.
2. In the space provided for "Username," enter your Peoplesoft or Webmail login user name and password.
3. Click on the "Login" button.
4. Click the link to your course to get started.

If you have difficulty logging in or if you have any further questions, please contact the Blackboard 7.1 Help desk. You may call them at 1-866-606-1725 for help with questions about login, accounts and accessing courses.

Attendance Policy and Late/Make-up Course Work
Refer to page 24-25 of the MCC Integrated Nursing Program Student Handbook

Attendance and participation in all learning experiences is essential for achieving an appropriate knowledge base and is necessary for success in the nursing program. Attendance is expected in lectures, campus labs, clinical experiences, and all other assigned activities.

The decision to attend nursing school is a choice of the student. The curriculum is intensive and absences are detrimental to the student's performance and progress. The student who has made this decision must choose to make his/her education a priority. Work schedules and outside appointments
should not conflict with the course schedule signed up for and agreed to by the student. Child care provisions should be made in advance. Illness in children is common, should be anticipated, and care for the ill child should be pre-arranged.

A. Lecture Absences
1. Lecture attendance is expected, and attendance will be taken. Students may not sign in other students. It is the student's responsibility to sign in, and failure to do so will be counted as an absence.
2. Any student who is absent from more than 5 hours of lecture, within each course rotation, will have 1 point deducted from his or her final course grade for each additional hour missed. Students arriving late, or leaving before lecture is completed will not be given credit for attendance.
**Students will use their assigned clickers to click in for attendance. It is the student's responsibility to click in when the attendance screen is projected. If the student does not click in when the attendance screen is projected, the student will be counted absent.
3. Instructors will monitor attendance and if a student is more than 15 minutes late or leaves more than 15 minutes early to or from lecture, an hour of absence will be counted for not attending the whole hour.
4. The nursing faculty reserves the right to deal individually with students in the event of an emergency or catastrophic occurrence, or unforeseeable and insurmountable situation.

B. Campus Lab Absences
1. Campus lab absences will be handled the same as lecture absences.
2. Students are responsible for arranging to make-up time with the instructor for check offs or demonstrations.
3. You may not alter your lab group time without prior approval from the instructor.
4. The nursing faculty reserves the right to deal individually with students in the event of an emergency or catastrophic occurrence, or unforeseeable and insurmountable situation.

Withdrawal Policy
Refer to page 19 of the MCC Integrated Nursing Program Student Handbook.

If a student terminates his or her connection with the college, it is the student's responsibility to obtain the appropriate signatures on a withdrawal form. Students must contact the Program Coordinator for a conference prior to leaving. Please see individual Course Overviews for specific withdrawal dates.

Students may withdraw from a class at their discretion with a "W" prior to the final exam. Once the final exam is given, a grade will be given for the course.

Any student withdrawing from school without following proper withdrawal procedures shall not receive a grade report or school transcript and may be denied re-entry. If the student returns with a verified excused absence, they may be readmitted and permitted to make up missed work. Failure to attend class does not constitute official withdrawal. Please schedule and consult course faculty member(s) to arrange a conference with the program coordinator and respective instructor(s) prior to withdrawing from any course.

Cheating Policy
Academic Honesty
** Because nursing is a profession requiring high ethical standards, it is expected that the student will do his/her own work.
1. In the event of cheating or plagiarism, the faculty will follow the Community College Code of Conduct guidelines for sanctions against academic offenses.
2. The first offense will result in a grade of zero for the assignment or exam.
3. The second offense will result in an "E" for the course.
4. The Kentucky Community and Technical College System Student Code of Conduct may be located at: www.kctcs.edu/student/code.htm
5. Refer to page 26 of the MCC Integrated Nursing Program Student Handbook, Fall 2007
Disruptive Behavior
Refer to page 26 of the MCC Integrated Nursing Program Student Handbook.

Disruptive behavior in the classroom or clinical setting will not be tolerated and the person will be asked to leave. This will result in an absence for that lecture or lab since attendance for the entire time is required. No children or pets will be permitted in the classroom.

Professional Conduct
Refer to page 26 of the MCC Integrated Nursing Program Student Handbook.

Professional conduct is expected in all activities. Respectful, courteous, considerate, friendly collaborative and discrete behaviors characterize professional conduct. Any unprofessional behavior, breach of confidentiality or slander concerning clients or fellow students will require a conference with the nursing faculty and the coordinator. Further action may be taken depending upon the nature and magnitude of the offense, and expulsion from the nursing program may occur if warranted by the student's behavior. Part of professional conduct is the use of appropriate conflict resolution. If you find yourself in conflict with a faculty member or peer, go to that person first and attempt to resolve the conflict. If you are unable to resolve conflict with that faculty member, the student and faculty member should then consult the Program Coordinator. If resolution is not attained then, the interested parties should seek assistance from the Division Chair, then the Dean of Academic Affairs and finally if no resolution can be attained a grievance can be filed with the President of the College. Failing to use the proper chain of command for conflict resolution demonstrates unprofessional conduct.

Chemical Impairment
If a student is believed to be impaired in the clinical setting, the student will be asked to leave and will be required to submit to a drug screening at their own expense. Return to the clinical setting will be decided in conference with faculty, clinical leaders and the program coordinator.

Late Work Policy
*It is the student's responsibility to keep abreast of assignments due. The faculty will not remind the student of the work due. An unsatisfactory grade may be given to work not submitted on time.

*The student nurse must learn to follow directions. Instructions and criteria to follow will be given for all assignments. An unsatisfactory grade may be given for work not completed as specified.

All written assignments must follow the criteria provided. Correct grammar and spelling is expected. Written work will be considered unsatisfactory if it has three or more spelling or punctuation errors; if there is a combination of five or more spelling and punctuation errors; is illegible; or if instructions are not followed. Competency in written and verbal communication must be demonstrated. If excessive unsatisfactory work is submitted, or communication or literacy competency is not exhibited, the student will be required to meet with the Nursing faculty for evaluation and intervention planning.

Written work is expected to be turned in on time. Early submission of work is encouraged. It is the faculty member's prerogative not to accept work submitted past the due date. Points will be subtracted for late, incomplete, or unsatisfactory work at the discretion of the instructor.

"All exams will be graded as a 0 for a NO CALL/NO SHOW DAY. "If an exam is scheduled on the day you return to class you are expected to take the exam on that day. If an exam was given on the day of your absence, it is to be made up on your FIRST day back at school or at the convenience of your instructor. FIVE POINTS will be automatically deducted from the score of any make-up exam. It is the student's responsibility to contact the instructor to schedule make-up exams. Exams will cover the same material other students were tested over, but may not be the same exam. "IF AN EXAM HAS ALREADY STARTED, THE STUDENT WILL NOT BE ALLOWED TO ENTER THE ROOM AND A MAKE-UP EXAM WILL BE
Homework Help
A nursing tutor is also available to all nursing students. Please check with instructor of course regarding availability.

Conferences
Conferences
1. The student is required to schedule a final conference with his/her instructor on the dates specified by the course calendar.

Student Code of Conduct
You can locate the Kentucky Community and Technical College System (KCTCS) Student Code of Conduct at http://www.kctcs.edu/student/code.htm

Refer to page 27 of the MCC Integrated Nursing Program Student Handbook

Faculty Office Hours
The faculty office hours will be posted at the beginning of each semester. Other hours will be available by appointment.

Writing
To satisfy the general education requirement of writing across the curriculum, "Instructors in all courses are expected to call attention to proper English usage and may penalize for errors and/or require the rewriting of papers which do not meet acceptable standards in English." (Senate Rules, Section V, 2.3.3)

Written Assignments
1. It is the student's responsibility to keep abreast of assignments due. The faculty will not remind the student of the work due.
2. Criteria:
   a. All written assignments must follow the criteria provided. Written assignments are to be typed and submitted via the digital drop box in Blackboard.
   b. Correct grammar and spelling is expected. Written work will be considered unsatisfactory if it has three (3) or more spelling or punctuation errors; if there is a combination of five (5) or more spelling and punctuation errors; is illegible; or if instructions are not followed.
   c. Competency in written and verbal communication must be demonstrated. If excessive unsatisfactory work is submitted or literacy competency is not exhibited, the student will be required to meet with the Nursing 101 faculty for evaluation and intervention planning.
   d. Written work is expected to be turned in on time. Early submission of work is encouraged. An Unsatisfactory rating will be assigned on the weekly evaluation for work that is submitted past the due date.
   e. Campus lab and clinical paperwork will be due each week by 8:00 a.m. on Monday regardless of a holiday or online lecture scheduled. Assignments will be turned in via the digital drop box on Blackboard. Any assignments turned in late will not be graded and the student will be assigned a "U".

Student Code of Conduct
Refer to page 27 of the MCC Integrated Nursing Program Student Handbook

You can locate the Kentucky Community and Technical College System (KCTCS) Student Code of Conduct at http://www.kctcs.edu/student/code.htm
Please be advised that you may locate information regarding academic rights and academic offenses and the right to appeal infringements upon those rights. You may access this information at: http://www.kctcs.edu/student/code.htm"
Kentucky Association of Nursing Students (KANS)
Refer to page 19 of the MCC Integrated Nursing Program Student Handbook

Institutional Closing
Snow Policy/Closed Building Policy: The status of an off-campus course will be determined by the status of the public building in which the course is held. If your class is held in a public school and they are closed, your class will not meet that day.

Refer to page 19 of the MCC Integrated Nursing Program Student Handbook.

Dress Code
Dress Code: Refer to pages 21-22 of the MCC Integrated Nursing Program Student Handbook.

The student is required to maintain a professional appearance following each agency policy and/or CDC guidelines. Good personal hygiene is expected. Hair, body and fingernails must be clean and well-groomed. Good oral hygiene must be evident. Students will follow the clinical institution's policy and/or CDC guidelines on dress code.

While in the agency for the purpose of obtaining assignments and client information, a white lab coat must be worn over appropriate clothing and the student identification badge must be displayed. Jeans and shorts are not considered appropriate attire.

In the clinical setting, students are required to wear the Madisonville Community College Integrated Nursing top, color coordinated based on level of student, with a white undershirt and white pants. Females may wear white skirts; however excessively short skirts are not acceptable and white hose is to be worn. White socks may be worn with pants, but are not acceptable with skirts. A white collared lab coat with appropriate Madisonville Community College Integrated Nursing emblem is to be worn over the uniform when entering and leaving the clinical setting, but should not be worn while performing client care duties. Uniforms and lab coats must be clean, pressed and look professional. White socks without ornamentation should be worn with the student's uniform. White leather shoes without colored designs or large logos are required.

A photo identification badge must be worn during all clinical activities. Badges are obtained through the nursing office at specified times.

Both males and females must wear a hairstyle that is off the collar and does not fall forward when the student is leaning forward performing client care. Decorative jewelry is not worn with the uniform. Small, discrete stud earrings are acceptable, as is a plain band ring. Earrings should be limited to one pair of studs, rather than hoops or dangling styles and must be worn only in the lobe of the ear. Jewelry should be kept to a minimum so that it will not interfere with the care of the client, infection control or your personal safety. Facial jewelry (including eyebrow, tongue, lip and nose piercing) and rings with stones should be removed while in the clinical setting. Only clear nail polish is allowed in the clinical setting. No artificial nails will be allowed in the clinical setting. Cologne and excessive makeup should not be worn. Chewing gum or tobacco is not permissible in the clinical setting. Tattoos regardless of location must be covered while in the clinical setting.

Cell phones and beepers are not permissible in the clinical setting.

The student should have a wrist watch with second timing capability and a stethoscope while in the clinical setting. A black pen is appropriate for documentation and paper for notations should be carried. Pen color should comply with agency guidelines. A penlight and bandage scissors are recommended.

Campus Lab Grading and Guidelines
Refer to page 23 of the MCC Integrated Nursing Program Student Handbook
GENERAL CAMPUS LAB POLICIES
1. Campus lab is informal and informal clothing is acceptable. Food and drink are allowed, however, the student is expected to dispose of all trash and leave the lab area neat and clean at all times.
2. One campus lab will be closed to students from 12pm-1pm during lunch.
3. Interruption of campus labs should be avoided. Arrangements should be made to get appropriate computer or lab equipment during the break between labs times. Signatures for completion of required assignments may be obtained from the clinical instructor at a later date.
4. All practice supplies will be repackaged and stored in their appropriate place prior to leaving the campus lab.
5. Individual practice time is to be scheduled with the Lab Specialist.
6. Review of video tapes may be scheduled with the Lab Specialist. All tapes are to be viewed in the campus lab. Students will not be allowed to take tapes out of the lab and will be held responsible for their replacement if lost.
7. Specific equipment, such as B/P cuffs may be checked out with the Lab Specialist for practice at home. The student must return the equipment at the specified time. The student will be held responsible for the replacement of lost or damaged equipment.
8. Books available in the campus lab may be checked out with the Lab Specialist. The student must return books at the specified time and will be held responsible if lost or damaged.
9. The student is expected to be familiar with campus lab policies for grading and attendance in the Course Syllabus.
10. Campus lab is considered part of the clinical component of the course. Campus lab evaluations will be included in the final clinical grade.
11. The faculty reserves the right to deal individually with students in the event of emergencies or catastrophic occurrences.

SKILLS PRACTICE
1. Skills will be demonstrated on the ATI DVDs and on EVOLVE Mobile to be reviewed by the students prior to coming to lab. Additional demonstrations may be by videos, the clinical instructor and/or students.
2. Practice time will be provided; however scheduling of additional practice time is the responsibility of the student.
3. The student is expected to read the assigned content and study the skill procedure prior to the lab. The student will be prepared to practice the skill during the assigned lab time.
4. Students are expected to practice each skill until proficiency is attained.
5. Students will be expected to practice non-check-off skills individually. Proficiency in these skills will be evaluated in the clinical setting.

SKILLS CHECK-OFF
1. Students will be prepared to demonstrate proficiency in the assigned skill at the check-off time.
2. Proficiency will be evaluated according to the Essential Skills Critical Criteria provided to student for each skill.
3. The student will be expected to:
   A. .. assess simple nursing situations
   B. .. apply knowledge of principles in nursing actions
   C. .. perform specific nursing skills utilizing all stated critical criteria
   D. .. report and/or document relevant data using accepted terminology for each skill
4. The student will demonstrate and/or verbalize the appropriate safety practices for each skill during check-off and in the clinical setting (See "Critical Criteria: Safety Practices")
5. The student will perform the skill without verbal or non-verbal cues from the instructor or from other students.
6. Successful performance of each skill will allow the student to perform the skill in the clinical setting with supervision as indicated.
7. (See Campus Lab section in the course overview for specific guidelines.)
**SCORING STANDARDS FOR SKILLS CHECK-OFFS**

Students must earn a rating of three or greater on each criterion in order to earn credit for this assessment.

**Stars beside each item will denote the critical criterion. A minimum passing score will be included with each skill.**

**Rating Scale for Skills check-offs**

1. Fails to perform skill adequately or does not attempt to perform skill.
2. Attempts to perform the skill, but makes one or more critical mistakes and/or multiple minor mistakes that go unrecognized. Explanation is inaccurate or does not occur. Fails to provide adequate answers to questions or reveals critical misunderstanding.
3. Performs adequately, with no more than one minor prompt, and without critical mistakes. May fail to recognize minor mistakes. Explains what and how, but fails to explain why. Answers to questions about the process may reveal minor misunderstandings.
4. Performs confidently with only minor hesitation, without prompting, and with no critical mistakes. Recognizes and corrects minor mistakes in safe and appropriate manner if they occur. Explains what and how, but may need prompting to explain why. Answers questions about the process accurately revealing no significant misunderstandings.
5. Performs confidently, without prompting, and without mistakes. Clearly explains what, why, how, and any precautions. Answers questions about the process accurately and insightfully.

**ESSENTIAL SKILLS CRITICAL CRITERIA**

In addition to the critical criteria identified for each skill, the following will be used in the evaluation of the student's performance:

**General Principles**
1. Body substance isolation precautions must be utilized and appropriate asepsis must be maintained.
2. Correct supplies/equipment must be assembled and organized.
3. The nursing process must be used.
4. Client instruction must be provided.
5. The client must not be placed in physical jeopardy.
6. The client must not be placed in emotional jeopardy.
7. Pertinent information must be reported and/or documented.

**Safety Practices**
2. Washes hands before and after performing any client care or gathering supplies.
3. Assembles appropriate equipment or supplies.
4. Identifies client and assesses overall condition.
5. Explains procedure to client.
6. Elevates bed to appropriate working level.
8. Lowers bed, raises side rails and places call system within reach as appropriate.
9. Reassesses any abnormal reading and if still abnormal, reports and records immediately.

The student is expected to utilize safety practices and provision for privacy when performing all essential skills. Documentation for all skills must include date, time, signature and other appropriate data. Any action or inaction on the part of the student which jeopardizes the emotional or physical well being of the client will result in an unsatisfactory grade for the skill.
Course Overview Acknowledgement
MADISONVILLE COMMUNITY COLLEGE INTEGRATED NURSING PROGRAM

NURSING FOUNDATIONS - NIP 110

I hereby acknowledge that I have read the Course Overview for NIP 110 and agree to periodically review the overview during the course of the semester.

I understand the contents of the Course Overview, have had an opportunity to ask questions and agree to abide by the policies and guidelines therein.

________________________________________
Signature

________________________________________
Date

*This acknowledgement will be placed in the student's file.