NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE

COURSE: PRACTICAL NURSING SKILLS
PREFIX: PNR
NO: 175
EFFECTIVE DATE: April 2015
NEXT REVIEW DATE: APRIL 2016

TITLE: PRACTICAL NURSING SKILLS
CREDITS: 4
CLASS - LAB - TOTAL: 3 3 4

PREREQUISITES: PNR 123 with a grade of “C” or better

DESCRIPTION: This course provides refinement of skills used in the nursing process. Organizational skills, legal and ethical aspects of practical nursing, and career opportunities are emphasized. It assists the LPN student to identify his/her predominant leadership style, specific skills needed for leadership; how Maslow’s Hierarchy of Needs acts as a motivator; and discuss strategies for handling common workplace problems, legal and ethical issues of nursing are discussed.

TEXTBOOK(S) OR ALTERNATIVE: Strongly Suggested: Mosby Nursing and Medical Dictionary and Encyclopedia – within 5 years old

Required Textbook:

COLLATERAL READING

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Dishonesty: NETC honors the South Carolina Technical College System (SCTCS) Student Code with regard to Academic Dishonesty. Students should read the NETC College Catalog and Practical Nursing Program Handbook. A copy of the Student Code is available at www.netc.edu.

Statement on written Assignments: The instructor reserves the right to refuse any paper, which is messy or unreadable, or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, and neatness.

Attendance and Tardy Policy:
Classroom: Students are expected to attend all class meetings. If a student must be absent, it is the student’s responsibility to notify the instructor. There are no excused absences. No more absences are allowed than the number of hours the course meets per week; however, extenuating circumstances may be considered. A medical excuse may be required.

Lab/Clinical: Students are expected to attend 100% of scheduled lab/clinical activities. If it is necessary to be absent on a clinical day, the clinical facility must be called no later than 60 minutes prior to the scheduled clinical time (DO NOT SEND MESSAGES BY
OTHER STUDENTS). The reason for the absence must be given. Get the name of the person who received the message. Violations of this rule may result in dismissal. If you are unable to speak with the clinical facility or instructor send an e-mail or leave a voice message for the instructor within the time constraints stated above.

Students that are absent from clinical will have to make up this time. Makeup for clinical may be arranged at the discretion of the faculty. No call or no show for clinical is unprofessional conduct and may result in an unsatisfactory (U) for the clinical day. Three U’s in the clinical area may result in clinical failure.

A student who is ill or not prepared may not be allowed in the clinical area. The clinical instructor will make the decision. A statement from a physician may be required before a student returns to the clinical area.

Classroom and Clinical Tardy: Tardy is defined as arriving at a clinical, agency site or to the classroom after the assigned start time. Three tardies are equivalent to one absence in the classroom, agency and clinical setting. Each tardy in the lab/clinical setting may result in an unsatisfactory (U) for the clinical day.

Professional behavior is expected at all times in the clinical setting. Any unprofessional behavior may be subject to disciplinary action.

Failure to notify the clinical facility/instructor prior to clinical absence will be considered professional performance and may result in clinical failure.

Testing/Final Exams: There will be no retests. Makeup tests will be allowed only for valid excuses for missing the examination and prior contact is made. A grade of “F” may be recorded for any test missed. If a problem should arise, a test may be taken early at a time established by the instructor. To be eligible to make up a test, the student must contact the instructor one hour prior to the class time of the day of the test is issued. The student may leave a phone message or e-mail explaining their situation and the timestamp on message must meet the deadline stated in the previous sentence. The instructor will return the call or respond to the e-mail indicating if the excuse is acceptable and the day and time the test can be taken. If the student is allowed to make up the test, they are expected to make up the missed test on their first day back to school (clinical or lecture) NO EXCEPTIONS. Failure to do so will result in a grade of zero (0) for that test. The test will be left in the Success Center or designated area by the instructor. The student will need to present their student ID badge in order to take the test. The instructor reserves the right to administer a full discussion test or a test other than the original test.
Electronic Devices:
All electronic devices (cell phones, pagers, etc.) must be turned off during class/clinical time. These devices are not part of the instructional environment and may be confiscated by the instructor if utilized during these times. If a student is a member of emergency preparedness, there must be authorization from the Dean of Student Services to keep the device on during these times.

Identification Badges:
The College requires that students wear their Northeastern Technical College identification badge at all times while on campus and within the clinical setting area. Failure to wear ID badge may result in the student not being allowed to enter into the classroom or clinical setting.

Classroom Etiquette: An integral part of an education is developing a sense of integrity, responsibility, and professionalism, not only toward instructors, but also toward other students. In the classroom, as on the job, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflects on fellow students. Please be considerate.

Disabilities Statement:
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

RESOURCES (A-V, persons, tools/equipment):
1. Audio-visuals and computer simulations
2. Role playing
3. Classroom demonstrations
4. Educational resources

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPICS</th>
<th>CHAPTERS</th>
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<tbody>
<tr>
<td>1</td>
<td>History of Mental Health</td>
<td>Chapter One</td>
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<td></td>
<td>Basics of Communication</td>
<td>Chapter Two</td>
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<tr>
<td>2</td>
<td>Ethics and Law</td>
<td>Chapter Three</td>
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<tr>
<td></td>
<td><strong>Test Chapters 1-3</strong></td>
<td></td>
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<tr>
<td></td>
<td>Presentation(students)</td>
<td></td>
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<tr>
<td></td>
<td>Report on religion/culture(student)</td>
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<tr>
<td>WEEK</td>
<td>TOPICS</td>
<td>CHAPTERS</td>
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<tr>
<td>3</td>
<td>Developmental Psychology Throughout the Life Span  &lt;br&gt; Presentations (students)  &lt;br&gt; Report religion/culture (student)</td>
<td>Chapter Four</td>
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<tr>
<td>4</td>
<td>Sociocultural Influences on Mental Health  &lt;br&gt; <strong>Test Chapters 4-5</strong>  &lt;br&gt; Presentations (students)  &lt;br&gt; Report religion/culture (student)</td>
<td>Chapter Five</td>
</tr>
<tr>
<td>5</td>
<td>Nursing Process in Mental Health  &lt;br&gt; Presentations (students)  &lt;br&gt; Report religion/culture (student)</td>
<td>Chapter Six</td>
</tr>
<tr>
<td>6</td>
<td>Coping and Defense Mechanisms  &lt;br&gt; <strong>Test Chapters 6-7</strong>  &lt;br&gt; Report religion/culture (student)</td>
<td>Chapter Seven</td>
</tr>
<tr>
<td>7</td>
<td>Anxiety Disorders  &lt;br&gt; Presentations (students)  &lt;br&gt; Report religion/culture (student)</td>
<td>Chapter Ten</td>
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<tr>
<td>8</td>
<td>Depressive Disorders  &lt;br&gt; Report religion/culture (student)</td>
<td>Chapter Eleven</td>
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<tr>
<td>9</td>
<td>Bipolar Disorders  &lt;br&gt; Presentations (students)  &lt;br&gt; Report religion/culture (student)  &lt;br&gt; <strong>Test Chapters 10-12</strong></td>
<td>Chapter Twelve</td>
</tr>
<tr>
<td>10</td>
<td>Personality Disorders  &lt;br&gt; Schizophrenia  &lt;br&gt; <strong>Test Chapters 14-15</strong>  &lt;br&gt; Presentations (students)  &lt;br&gt; Report religion/culture (student)</td>
<td>Chapter Fourteen  &lt;br&gt; Chapter Fifteen</td>
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The above outline is a planned tentative outline; the instructor reserves the right to add or delete as needed and in the best interest of the student. Test schedule for above outline is listed on grade sheet for this subject.

**LEARNING OUTCOMES:** The student will be able to:

**Caring**
1. Integrates knowledge and values obtained from humanities, social, physical, behavioral, and nursing sciences in practice of nursing.
2. Use data collection, nursing interventions and outcome evaluations, in the care of a small group of adult clients with commonly occurring medical/surgical problems.

Communication
1. Demonstrates therapeutic communication skills and effective interpersonal skills in a variety of healthcare settings.
2. Uses the nursing process to incorporate spiritual and cultural factors into therapeutic communication during client care.

Critical Thinking
1. Demonstrates safe and effective medication administration.
2. Utilizes the nursing process to administer safe, therapeutic care across the life span.
3. Describe the role as an advocate for the client through data collection, appropriate nursing interventions, and performing outcome evaluation for the client in a variety of healthcare settings.

Teaching and Learning
1. Demonstrates effective communication to facilitate the teaching/learning processes.

Professionalism
1. Identify ways to incorporate life-long professional development into the Practical Nurse practice.
2. Identify the ethical and legal aspects of the practical nurses role as a new graduate.
3. Incorporate legal and ethical responsibilities into the nursing role.
4. Discuss current trends and issues affecting nursing practice and its integrity.

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:
1. Lecture/Discussion
2. Care of selected patients
3. Audiovisuals and computer simulations
4. Handouts
5. Clinical conferences
6. Written assignments
7. Tests
8. Role playing
9. Assigned reading
10. Independent study
11. Library research activities
12. ATI

Lecture will be held each week covering subjects from the topical outline. Students will attend lecture and lab for skills demonstration and practice. Students will be evaluated on these skills during check-off time.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES: Course grades will be derived from theory, practice (clinical) and ATI Quizzes. A grade of
78 in theory or an unsatisfactory clinical evaluation constitutes failure of the course regardless of either scoring individually. All students must maintain a “C” or higher in each course to remain in the Practical Nursing Program.

**ASSESSMENT TOOLS:**

<table>
<thead>
<tr>
<th>Assessment Tool</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Lecture Tests</td>
<td>80%</td>
</tr>
<tr>
<td>ATI Practice Tests (MUST MAKE @ LEAST 85%)</td>
<td>Unsatisfactory or Satisfactory</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
</tbody>
</table>

**GRADING SCALE:**

- A = 93 - 100
- B = 86 - 92
- C = 78 - 85
- D = 71 - 77
- F = 70 & below

**CLINICAL/PRACTICE EVALUATION:**

1. Patient Care Areas: The student is allowed a maximum of two (2) unsatisfactory grades on the PNR 175 Clinical Performance Evaluation. If a student receives three (3) or more unsatisfactory grades on the Clinical Performance Evaluation form, he/she may receive an unsatisfactory evaluation for the total PNR 175 clinical rotation and may result in failure to meet minimal requirements for the class.
   a. If a student jeopardizes patient safety or engages in unethical or illegal behavior, this may result in a clinical course grade of failure.

2. You must obtain an 85% score on the designated ATI Practice tests. On Wednesdays from 1:00-4:00PM will be used for ATI testing and reviewing and practicing skills.

**GUIDELINES FOR PNR 175 STUDENTS:**

1. All written work must have your name on it.
2. One point will be deducted for each misspelled word. This applies if the same word is misspelled more than once.
3. Students are expected to be fully prepared for each class or clinical rotation.
4. Assignments are to be turned in at the assigned time. If you are unable to turn in the assignment, make arrangements to have the assignment turned in for you.
5. Students are to arrive at the clinical facility on time, in full uniform. The uniform is to be clean and ironed, along with clean shoes. Uniforms are to be worn in the clinical setting only or when instructed by the nursing faculty. (See LPN Handbook for clinical student uniform/dress code).
6. There is to be no drinking or eating in the classroom, simulated lab, or computer area.
7. Tests will be returned as soon as possible. Tests will not be returned until all students have taken the test. Tests are not to be taken from the classroom and must be returned to the instructor after review.
8. ATI Requirements: PN Medical/Surgical Online Practice Test A, 2014 will be given a due date by the instructor.

PN Medical/Surgical Online Practice Test B, 2014 will be given a due date by the instructor.

PN Mental Health Online Practice Test A, 2014 will be given a due date by the instructor.

PN Mental Health Online Practice Test B, 2014 will be given a due date by the instructor.

**ALL ATI TESTS ARE DUE ON DESIGNATED CLASS TIME WITH A SCORE OF 85% IN ORDER TO RECEIVE a Satisfactory SCORE in PNR 175!**