Course Syllabus

COURSE: VNSG 1227 Medication Administration
SEMESTER: Summer 2025
CLASS DAYS: Wednesday
CLASS TIMES: 1:00 pm – 4:00 pm

Name	Phone Numbers	Email	Office	Office Hours
Audrey Trull, RN	806.716.4680 (o)	atrull@southplainscollege.edu	813	Tues. 8-12 Wed. 10-12 Fri. 9-11 or by appt verified by email

*Please note office hours above. If you need to meet with me, you may stop by my office during office hours and if I am available at that time, I will be happy to meet with you. The best way to meet with me is to email me for an appointment that will be verified/accepted via email.
** Some Mondays, Wednesday mornings or Fridays may be scheduled for skills checkoffs. These are required as part of this course. Please see course schedule for details.

Please refer to the 2025 Student Handbook for the complete COVID POLICY.

"South Plains College improves each student's life."

GENERAL COURSE INFORMATION
It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

COURSE DESCRIPTION
This course is an introduction to general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple drug forms. Instruction includes various systems of measurement. Applies the nursing process and critical thinking in the administration of oral, topical, enteral, and parenteral medications by the vocational nursing student

STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
1. Be able to demonstrate accurate dosage calculation
2. Be able to discuss the principles of medication administration safety
3. Be able to identify the elements of accurate documentation of medication administration

COURSE OBJECTIVES - Outline form (C-1, C-2, C-3, C-4, C-9, C-10, C-11, C-12, C-13, C-14, C-15, C-16, F-1, F-2, F-3,

F-4, F-5, F-6, F-7, F-8, F-9, F-10, F-11, F-12, F-13, F-14, F-15, F-16, F-17

At the completion of this course the student will:
1. Discuss the steps of the systematic problem-solving process (Nursing Process) that the vocational nurse utilizes when administrating medications
2. Describe how the vocational nurse uses the critical thinking skills and evidence based nursing practices and policies as a basis for decision making in the administration of medications
3. Identify effective communication techniques that the vocational nurse uses in regard to medication administration, including documentation
4. Identify biological, psychological, sociological, cultural, and communication factors across the lifespan that impact medication administration and therapy
5. Discuss how the vocational nurse's personal and professional values can influence patient-centered nursing care and medication administration.
6. Explain the role of the vocational nurse in the teaching-learning process in medication administration and therapy.
7. Perform mathematical conversions and calculations for safe medication administration
8. Discuss the vocational nurse's role and responsibilities as a member of the interdisciplinary health care team in regard to medication administration.
9. Explain how the vocational nurse advocates for the patient during medication therapy.
10. Distinguish medication assignments that are appropriate for the vocational nurse.
11. Identify resources that promote continuity of care in regards to medication administration and therapy.
12. Summarize how the vocational nurse uses technology and informatics in medication administration
13. Describe the legal aspects of medication administration
14. Discuss the vocational nurse professional characteristics and values as they apply to medication administration.
15. Recognize the vocational nurse's responsibility to maintain competencies in medication administration
16. Explain the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasizes safety in regard to the vocational nurse administrating medications. Discuss the federal, state, and local governments and accreditation organizations safety requirements and standards regarding medication administration.
17. Identify measures that promote quality patient-centered care and a safe environment when the vocational nurse is administrating medications
18. Discuss the vocational nurse's role and responsibilities with medication administration during a disaster and bioterrorism incident
19. Demonstrates knowledge and competency of medication administration skills in providing patient care to include: orals, topical, and parenteral medications
20. Demonstration/Practice will take place in the nursing skills lab
21. Must complete the course with a 76 "C" average or higher; No more than _2_ absences. Must pass PSCCL successfully within 3 attempts

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, skills check-offs, and other projects as assigned. In addition, methods of instruction may include but are not limited to lecture, discussion, required reading, charts/posters, Power Point, lab demonstration/return demos and audio/visual presentation

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

VERIFICATION OF WORKPLACE COMPETENCIES
There will be external clinical and simulation learning experiences provided in this course, as well as learning experiences in the lab which provides the setting in which the student applies workplace competencies. Successful completion of the designated course outcomes will allow the student to continue to advance within the program. Successful completion of VNSG 1323 meets the requirements as stated in the Differentiated Essential Competencies (DECS) of Graduates of Texas Nursing Program as:
1. Member of a Profession
2. Provider of Patient Centered Care
3. Patient Safety Advocate
4. Member of the Health Care Team

BLACKBOARD
Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

SCANS and FOUNDATION SKILLS
Refer also to Course Objectives. Scans and Foundation Skills attached

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SPECIFIC COURSE INFORMATION
TEXT AND MATERIALS

TEXTBOOK	Publisher	ISBN#
Calculating Drug Dosages 3rd Edition	F.A. Davis	978-1-7196-4978-0
*Fundamentals of Nursing Care, Concepts, Connections & Skills 4th Edition	F. A. Davis	978-1-7196-4455-6
*Fundamentals of Nursing Care, Concepts, Connections & Skills Study Guide 4th Edition *(*OPTIONAL)*	F. A. Davis	978-1-7196-4456-3

*Basic 4 function Calculator

*Blackboard
*ATI

ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, and a spiral notebook for taking notes or completed quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. You may use your computer for this course content only in the classroom. Follow student conduct guidelines for appropriate use of electronics in the classroom

ATTENDANCE POLICY

Students are expected to attend all classes in order to be successful in a course. Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class. Students must be in their seat ready for class at the scheduled time.

Attendance is taken for each class by signature page or via a verbal roll call by the instructor; it may be taken several times during a class period. A student who is not present at any point when attendance is taken will be marked "absent." A student is not allowed to disrupt the class due to tardiness. A student who is late and arrives after the door is closed may come into the classroom quietly to hear the lecture, BUT the student will still be marked as "absent". Students who are late for an exam will not be allowed to take the exam and are counted as "absent". Students who do not return to class after an exam are counted as "absent." If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence. Students who "forget" to sign in are counted as absent.

A student who exceeds 1 absence in this course does not meet the course objectives and will be withdrawn from the Vocational Nursing Program*

*If the student has a documented emergency that leads to exceeding 1 absence, the student will be responsible for notifying the instructor. The student must present evidence to the course instructor and the program coordinator regarding the reasons for all absences. The course instructor and the program coordinator will review and determine if a true emergency existed for each of the absences. Failure to plan (childcare, transportation, traffic, tardiness) is not an eligible emergency. There are absences available in each course in case one of these needs arises. However, exceeding absences is grounds for dismissal. Should you use an absence, please be aware that if you encounter a true emergency later in the semester and you have already used your absence for a non-emergency, the attendance policy will be upheld, and you may be dismissed from the VNP. The decision will be final.

As a matter of courtesy and professional behavior, a student who is going to be absent must email the course instructor and inform the instructor of the pending absence.

Breaks are given during the lecture time. Because we must closely monitor student movement in the building, you may only have a break when one is given. Coming in and out of the classroom during class/lab causes a distraction. If you leave the classroom or lab for any reason outside of the assigned break time, you may be counted absent per instructor discretion. Students should use break times wisely by going to the bathroom, getting refreshments, etc. rather than spending time on cell phones and then wanting to go to the bathroom when class starts. If you are not back at the designated time after a break, you are counted absent.

COVID policy: See VN Student Handbook

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.
- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea

- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. SPC will follow the recommended 5-day isolation period for individuals that test positive. Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result. Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of the test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to your return date if still symptomatic at the end of the 5-day isolation.

Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class and get tested.

Should a student become ill (example of illness: fever; nausea/vomiting that is *not* due to pregnancy; diarrhea or any other communicable disease). A physician's release must be submitted when the student is treated by a physician. (per Handbook policy)

4.1-B Tardy: Tardiness is not accepted in the Vocational Nursing Program. Students are either present and on time or they are absent. Once the door to the classroom/lab is shut, that signals that class has started and the student will be counted absent. The student may still join the class to receive content but will still receive the absence. See Exam policy regarding expectations on tardiness for exams.

ASSIGNMENT POLICY

Assignments/Quizzes may be given as a "Ticket to Class" or to enhance learning of the course material. If it is a gradable assignment, it will count toward 10% of total grade. If it is an "AHA" moment, or "Muddiest Point question", it will not be calculated as a grade, but will be required for the student to attend class.

Students may have worksheets, Workbook assignments or other assignments that will be completed outside of class time and have a time scheduled to complete them. You only have one attempt on these quizzes/assignments and the honor code is in place as this is not a group assignment.

All assignments will be due on their scheduled due date before 8 am. NO late work will be accepted. All late work will receive a grade of zero. All assignments will be due via blackboard unless otherwise noted on your schedule.

If it is a "Ticket to Class", it will be required to enter the class period and will be turned in **before** you enter the classroom. If the "Ticket to class" is not complete, the student will not be allowed to enter class until it is finished. Understand that it is the student's responsibility to come to class prepared and class activities/lecture, etc. may be missed if the student does not come with the required "ticket to class" while the student completes the requirement outside of the classroom. It is the student's responsibility to get the information that may have been missed due to this issue.

All required work must be on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is due on the dates specified by the instructor. No late work is accepted. Work not completed and turned in on time by the due date will result in a grade of **zero.**

Students should retain a photocopy or computer-accessible file of all assignments turned in. Always have a backup copy.

Assignments are **not** accepted by email. If the assignment is to be submitted via ATI or via Blackboard **it is your responsibility, as the student,** to make sure that you do not upload blank documents and that your document **can be opened on a PC,** because not all Mac files are able to convert. **If you submit a blank document or a file that cannot be opened**, it will not be accepted, and a score of zero will be given, unless informing instructor within one hour after the initial assignment attempt was uploaded. If that one hour time frame is within an hour of the actual due date, the assignment can not be cleared out and resubmitted. ALL assignments must be turned in on time or the grade is a zero.   If within this timeframe, instructor can clear the previous attempt and allow student to resubmit before the deadline, otherwise, the grade will be recorded as a zero.

Skills Lab:
When participating in a skills check off lab, you must adhere to the clinical dress code. See handbook for full clinical dress code; full dress code will be enforced for skills check-offs.

Skills Lab (absence):   In the event an absence should occur during a skills check off lab, the student is required to make the lab up. The student must make an appointment with the instructor via email to make up the missed skills check off. **It is the responsibility of the student to make the appointment to make up a skills check-off. If the skill has not been checked off within the next week following the original check-off, a grade of zero will be recorded.** The student will still be required to make up the skill to meet all course exit requirements.

Skills Check Offs: Each skill must be accurate before the student can perform the skill in the clinical setting. Therefore, the student will be checked off on each skill **The skills check off labs are assigned labs and will be during class or on Monday or Friday mornings per your course schedule**. These are required skills check-offs. Student must score an 76 or higher on each skill, or remediation will be required. All remediation must be complete before student can perform the skill in the clinical setting. Grades for skills checkoffs (except for PSCCL check-off) will not be recorded as part of the grade average, but will only be recorded for remediation purposes. If an 76 or above is not obtained, remediation will occur until a grade of 76 or better is reached. **Remediation will be done by appointment with an instructor only and will be outside of normal course hours.**

Grading Skills Check Offs: Each skill has its own procedural objective, with some steps on the procedure having an asterisk, meaning it is a required step. All missed asterisk steps will have a value of -10. Three (3) non-asterisk items will count as one asterisk. There may be opportunities during class to practice, but most of the practice for the student will come during the required Friday lab hours or on your own time outside of class. ==If a student misses a check-off day, they will need to email the skills instructor within 48 hours to reschedule a time.==

Skills in this course will include all routes of medication administration.

PSCCL: This is Pharmacologic Clinical Competency Lab and is performed **BEFORE** a student can administer medications in the clinical setting. PSCCL will count 20% of the total course grade. An initial PSCCL check-off will be passed by each student, who will then be able to administer medications during their clinical medication rotation **with an instructor only**. The original PSCCL grade will be calculated in the gradebook, however, any student that does not score an 76 or better will have to remediate PSCCL with an instructor and will not be able to give medications until the skill has been passed with 76 or greater. Passing PSCCL with a 76 or better is required to pass medications in the clinical setting and to exit this course. The student will have three total attempts to pass PSCCL; if on the third attempt, they have still not scored above a 76, that student will be dismissed from the VN program, regardless of other course grades.

Should the student be absent for the PSCCL check-off with documented extenuating circumstances, as verified by the course instructor and program coordinator , a zero will be recorded for the initial grade and the first remediation attempt will be averaged in to count for the total 20% of the grade; in this case, the first remediation will count as the second overall attempt. In the event that the absence does not have documented extenuating circumstances, the zero will stand for the grade and count for 20 % of the overall course grade

The medications for PSCCL check-off will be PO, Transdermal, Topical and Mucosal. All other medication routes will be learned later in the course and will **NOT** be allowable during the clinical setting until a student has successfully checked off in the lab with an instructor, during a scheduled lab check-off. Each student must be proficient in medication administration before giving in the clinical setting. After a student passes the PSCCL checkoff with an 76 or greater, the student will be placed on a medication rotation for clinical in which that student may pass medications with their instructor in the PO, Transdermal, Mucosal and Topical routes **ONLY**. After the other routes of medication are checked off by an instructor in the skills lab (EXCEPT IV), a student may be given permission by instructor to go with clinical instructor to administer additional routes. ==**No IV medications will be given**== during any time during the LVN program. Instructions for PSCCL and grading for PSCCL will be covered in class and will be posted to Blackboard.

Lab/Dosage Calculations Practice
All skills and dosage calculations will be demonstrated in class. It is the responsibility of the student to set aside time to practice skills in the nursing lab, at the CCE or at home, outside of normal class time.

At times there will be instructor or instructors who can assist in lab during the students practice times. <u>This is why it is important for the student to come to class prepared for the lecture and part of being prepared is to review the skills for that particular procedure discussed.</u>

The nursing skills lab is open during the week from 9-4 and you may come and practice your skills at your convenience if the lab is not scheduled for use with another course. You can check the lab schedule to make sure of the times it will be available. It is very important that you take advantage of lab days during the week.

COMPUTER USAGE

Students will be expected to utilize computers to access assignments, classroom resources and for exams. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password.
ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

The computer lab in building 8 may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided for students to print materials but students may seek assistance from faculty or staff to request lab paper from the college if needed. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

The use of TikTok is prohibited on SPC devices and WiFi. TikTok may not be used for online assignments of any kind.

EXAMS

- See Lecture/Exam Schedule.
    - Presentation of material includes class lectures, discussion, handouts, videos, and power point. Exams may be on paper with pencil or via computer by ATI.
    - Some Exams are administered in a campus computer lab using ATI and the lab must be reserved by the instructor in advance. Students are expected to arrive on time to exams and complete the exams within the time frame allowed as other classes may be booked behind our scheduled time and you will not be permitted to take your exam past the scheduled time unless arrangements are made in advance for extenuating circumstances. Due to the ever changing COVID conditions it is possible that you may take exams on ATI and have it proctored by Exam Monitor**. It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.**
    - Other exams will be given on paper. You will need a pencil and a basic 4 function calculator
    - Grades will be recorded on Blackboard for the student to view.
    - Students will have the opportunity to review each exam taken as scheduled by the instructor. ==Exam review will focus on major content areas missed and not individual test questions.== After viewing the exam, if the student has further questions, the student will need to email the instructor for an appointment to review the exam for further explanation. The student must discuss this with the instructor within 48 hours of viewing their grade. Once the 48 hours has passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. Grades will not be emailed or given out by phone.**
    - Final Exam will have two parts: A Dosage Calculations Competency exam which will count as 10% of total course grade and a Comprehensive Final Exam, which will count as 30% of final course grade.
    - The dosage Calculations Competency Exam MUST have a grade of 90 or higher to exit the course. The grade of the first attempt only will go in the gradebook, but the student will have 3 attempts to pass a calculations competency exam with a score of 90 or higher. Additional dosage competency exams will not alter the original grade, but If a grade greater than a 90 is not obtained after 3 attempts, the student will be dismissed from the vocational nursing program, regardless of other course grades. Medications and dosage calculations are necessary to save lives!
    - PSCCL skill must be completed with a grade of 76 or better, within 3 attempts, or the student will be withdrawn from the VN program.
    - Students must earn a "76" or better in this class and meet all criteria as discussed above for progression.

MISSED EXAMS/MAKEUP WORK:
Students are expected to take all examinations for each nursing course. There are NO makeup exams for this course. Since the final exam is comprehensive (meaning that it covers the entire course), the final exam grade will be substituted **FOR THE MISSED EXAM GRADE ONLY**. If any additional exams are missed, a grade of "0" will be recorded. There is no make-up exam for the Final Exam

NO exams will be given prior to the originally scheduled exam. Please do not ask.

Any action interpreted as cheating by the instructor may result in immediate removal from the testing area, a zero recorded for the test grade and possible removal from SPC nursing program.

GRADING POLICY
The grade for this course will be determined upon completion of the following components:

Unit Exams	30%
Quizzes/Assignments	10%
Dosage Calculations Competency Exam	10%
PSCCL	20%
Final Exam (Comprehensive)	30%
	100%

Course grades are based on the following scale:

A = 90-100%

B = 80-89.99%

C = 76-79.99%

D = 70-75.99%

F = 69.9% and below

Grades will not be rounded up or down i.e., 79.4 = 79

The final letter grade will be posted to Blackboard and Campus Connect.

ADDITIONAL INFORMATION:

ATTENTION: CELL PHONES ARE NOT ALLOWED DURING CLASS. The following penalties apply to students who choose to sneak in their phones: (1) If a cell phone rings during an exam, that student's exam will end immediately with a "50" recorded for the exam grade, even if the student was answering the last question. There is no makeup for this grade. (2) If a cell phone goes off during lecture, the cell phone will be taken up and left in the Director's office till 4:00 p.m.

The student is allowed to use the cell phone only during breaks, please keep cell phones in your car.

For Test Security, no hats, caps, backpacks or purses are permitted in the classroom during exams. No drinks or food may be brought into the classroom during an exam.

Bottled drinks with a screw top lid may be brought into the classroom during lecture **only**. No food allowed in

the classroom

Competencies are defined as effective demonstration of basic nursing skills, knowledge, and judgment as taught and demonstrated in the nursing lab and classroom.

The student's performance of the competencies will demonstrate and describe the desired outcome of learning at the conclusion of the nursing skills course.

Excessive talking in class will not be allowed; the student may be asked to leave, with an absence given for the day.

The Nursing Laboratory is provided to enhance the learning experience. It is the student's responsibility to keep the lab clean and tidy at all times. If it is necessary to utilize the lab after hours, arrangements must be made with the faculty.

Classroom rules also apply to the laboratory classes.

Recording (Voice or Video) is not allowed unless the student receives written permission by the instructor

COURSE EXIT GOALS:
 For the student to exit this course, the student must do the all of the following:
1. **Must pass PSCCL with a 76 or better within 3 attempts.**
2. **Remediate PSCCL if a 76 or less is made by assigned date. If PSCCL remediation is not complete with a grade of 76 or better, within 2 attempts after the first recorded grade, by the assigned date, a course grade of "D" will be given regardless of other grades.**
3. **Must pass the Math Competency Exam with a 90 or greater within 3 attempts regardless of other grades**
4. **Have no more than 1 absence**
5. **Must pass the course with a 76 average**

If ALL course exit goals are not met, student will be withdrawn from the Vocational Nursing Program and will not be eligible to progress further in the program.

COURSE SCHEDULE POSTED ON BLACKBOARD

DROPPING A CLASS
Students should submit a **Student Initiated Drop Form** online**.**

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters**.

WITHDRAWING FROM ALL CLASSES
If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting http://www.southplainscollege.edu/admission-aid/advising/spcadvisors.php or by calling 806-716-2366.

SCHEDULE CHANGE (after late registration and before census date)

To make a schedule change after late registration (August 28) and before the census date (September 9), students should submit a **Schedule Change Form.**

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. Students are encouraged to check SPC email on a daily basis. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing Blackboard or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

Email Policy:
- Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, SPC will not be held responsible for e-mails forwarded to alternate addresses.
- A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
- The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law
- Instructors make every attempt to respond to student emails *during regular college business hours* when faculty are on campus. Instructors *are not* required to answer emails after hours or on weekends.
- Students who use email inappropriately to faculty, students, staff or others will be placed on probation for the first offense; dismissed from the program for a second offense.

Texting Faculty: Students should *not* text faculty via the faculty cell phone. Written communication should be by email or the student may call the office phone. The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside the clinical experience. Students who text faculty will be placed on probation for the first offense and dismissed from the program for the second offense.

Mrs. Trull will answer all emails in a timely manner. If a student emails the instructor prior to 4:00 pm Monday- Friday, the student can expect to receive a response via email the same day. If email is sent after 4:00 pm, the student can expect to receive a response the next business day. Emails will not be checked or answered on the weekend. Any email sent after 4:00 pm on Friday will be answered the following Monday.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.

A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.

Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Any student who fails to perform according to expected standards may be asked to withdraw.
Rules and regulations regarding student conduct appear in the current Student Guide.
EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency during normal class schedule, they should call the Nursing Office at (806)716-4626 or (806)716-4623. Class will not be interrupted unless it is an emergency, so they must identify themselves and say it is an emergency to get immediate action.

The student should notify his/her family that in the case of an emergency during clinical rotations, they should call and leave a message or text (who they are and who they need to get in touch with for an emergency) to the number or numbers provided to them in the clinical course syllabus and/or on the clinical course schedule.

ACCOMMODATIONS

For college policy statements related to Intellectual Exchange Statements, Disabilities Statements, Non-Discrimination Statements, Title IX Pregnancy Accommodations Statements, CARE, Campus Concealed Carry Statements, COVID-19, or the use of AI-Artificial Intelligence, visit: https://www.southplainscollege.edu/syllabusstatements/.

Be aware you must still hold a LTC to carry on our campus. Also, there is a NO Carry Policy at all within ANY clinical facility.

FOUNDATION SKILLS

BASIC SKILLS–Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks
F-1 Reading–locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
F-2 Writing–communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
F-3 Arithmetic–performs basic computations; uses basic numerical concepts such as whole numbers, etc.
F-4 Mathematics–approaches practical problems by choosing appropriately from a variety of mathematical techniques.
F-5 Listening–receives, attends to, interprets, and responds to verbal messages and other cues.
F-6 Speaking–organizes ideas and communicates orally.

THINKING SKILLS–Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason
F-7 Creative Thinking–generates new ideas.
F-8 Decision-Making–specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.
F-9 Problem Solving–recognizes problems, devises and implements plan of action.
F-10 Seeing Things in the Mind's Eye–organizes and processes symbols, pictures, graphs, objects, and other information.
F-11 Knowing How to Learn–uses efficient learning techniques to acquire and apply new knowledge and skills.
F-12 Reasoning–discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty
F-13 Responsibility–exerts a high level of effort and perseveres towards goal attainment.
F-14 Self-Esteem–believes in own self-worth and maintains a positive view of self.

F-15 Sociability–demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.
F-16 Self-Management–assesses self accurately, sets personal goals, monitors progress and exhibits self-control.
F-17 Integrity/Honesty–chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.
C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.
C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.
C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information
C-5 Acquires and evaluates information.
C-6 Organizes and maintains information.
C-7 Interprets and communicates information.
C-8 Uses computers to process information.

INTERPERSONAL–Works With Others
C-9 Participates as a member of a team and contributes to group effort.
C-10 Teaches others new skills.
C-11 Serves Clients/Customers–works to satisfy customer's expectations.
C-12 Exercises Leadership–communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
C-13 Negotiates-works toward agreements involving exchanges of resources; resolves divergent interests.
C-14 Works With Diversity–works well with men and women from diverse backgrounds.

SYSTEMS–Understands Complex Interrelationships
C-15 Understands Systems–knows how social, organizational, and technological systems work and operates effectively with them.
C-16 Monitors and Corrects Performance–distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.
C-17 Improves or Designs Systems–suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY–Works with a Variety of Technologies
C-18 Selects Technology–chooses procedures, tools, or equipment, including computers and related technologies.
C-19 Applies Technology to Task–understands overall intent and proper procedures for setup and operation of equipment.
C-20 Maintains and Troubleshoots Equipment–prevents, identifies, or solves problems with equipment, including computers and other technologies.

VNSG 1227 Medication Administration Syllabus Contract

Print Name: _____

I have read and understand the Medication Administration Syllabus and schedule. I have had the opportunity to ask questions. I also understand to exit this course I must meet All Objectives Listed in the course Syllabus as stated below:

COURSE EXIT GOALS:
 For the student to exit this course, the student must do the all of the following:
6. **Must pass PSCCL with a 76 or better within 3 attempts.**
7. **Remediate PSCCL if a 76 or less is made by assigned date. If PSCCL remediation is not complete with a grade of 76 or better, within 2 attempts after the first recorded grade, by the assigned date, a course grade of "D" will be given regardless of other grades.**
8. **Must pass the Math Competency Exam with a 90 or greater within 3 attempts regardless of other grades**
9. **Have no more than 1 absence**
10. **Must pass the course with a 76 average**

If ALL course exit goals are not met, student will be withdrawn from the Vocational Nursing Program and will not be eligible to progress further in the program.

Signed: _____ Date: _____