SOUTH PLAINS COLLEGE-REESE
VOCATIONAL NURSING PROGRAM
COURSE SYLLABUS

COURSE TITLE: VNSG 1219 Professional Development

SEMESTER/YEAR: Summer 2021

INSTRUCTOR: Korbi Berryhill, MSN, RN, CRRN

OFFICE: 501

OFFICE HOURS: Monday-Friday, 9 a.m. to 11 a.m.; other times by appointment

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

FACE COVERING COURSE SYLLABUS STATEMENT
It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

COURSE DESCRIPTION

This course will study the importance of professional growth. The topics will include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations and continuing education.

STUDENT LEARNING OUTCOMES

"The expectation of your knowledge of nursing process and critical thinking also equalize the significance of the role and that practical/vocational nurse plays as part of the health care team". (S.Hill & H. Howlett, 2009, pg. xiv)
At the completion of the semester students will:
1. Describe the role of the licensed vocational nurse in multidisciplinary settings inclusive of basic principles of leadership and management
2. Discuss the role of professional organizations and regulatory agencies.
3. Identify criteria and appropriate resources for continuing education.

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-8, F-1, F-2, F-5, F-6, F-8, F-9, F-12, F-16)

• Describe the expanded role of the LVN as described in your state's Nurse Practice Act. Identify the charge nurse position as an LVN and their scope of practice.
• Identify ways to attain competency in in which knowledge and skills are needed to be an effective first line leader.
• Using nursing process as a guide, discuss the method for assigning and delegating.

• List the requirements for continuing education; professional organizations and define the duties of the LVN.
• Describe the shift to long term care and home health nursing and identify the role of the LVN home setting.
• Discuss and prepare resumes', job applications and prepare for job interviews. Discuss requirements of state board of nursing eligibility and purpose for NCLEX exam.
• Prepare for NCLEX-PN
• Be present and punctual for all classes.

EVALUATION METHODS:

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned. In addition, methods of instruction may include but are not limited to lecture, discussion, required reading assignments/nursing journals, charts/posters, Power Point and audio/video 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; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

VARIFICATION OF WORKPLACE COMPETENCIES

Vocational Nurses are expected to know how to function within the boundaries of the Nurse Practice Act as well as know how to navigate legal and ethical responsibilities.

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

This course meets the SCANs (Secretaries Commission on Achieving Necessary Skills): (C-5, C-6, C-7, C-8, F-1, F-2, F-5, F-6, F-8, F-9, F-12, F-16)

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

TEXTBOOK	Publisher	ISBN#
Success in Practical/Vocational Nursing, From Student to Leader ;Patricia Knecht	Elsevier **(8th Edition)**	978-0-323-35631-2

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.

ATTENDANCE POLICY (*READ CAREFULLY)

Attendance will be recorded based on student's actual attendance and completion of assignments. Roll is taken for each class.

Students are not allowed to disrupt the class/meetings for tardiness. It is disruptive to students who are on time for a tardy student to enter the classroom late. It also demonstrates a lack of caring and lack of respect to classmates for the tardy student to disrupt the class. Students who are tardy to the start of class or after breaks are counted as tardy within the first 5 minutes of the class starting **(after that, students are "absent"). Two tardies count as one absence**. A student who does not stay for the entire class period is absent. However, a student who is late for a test, cannot enter and is "absent." The student who is asked to leave class for unpreparedness, sleeping, or unprofessional conduct will have that counted as an absence.

The student may have 2 absences for the Professional Development Course.

<u>**A student who misses more than two classes in this course does not meet the course objectives and must withdraw from the Vocational Nursing Program with a "F".**</u>

<u>*Attendance and timeliness are two characteristics of professionals.*</u>

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

(http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance)

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)716-4719. 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.

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.**

ASSIGNMENT POLICY

It is the responsibility of the student to be informed of class progress and assignments <u>and to be prepared to participate in discussion,</u> to turn in any assignments due, and/or take the quiz or test scheduled for that day.

Assignments may include but are not limited to writing assignments, discussion boards, Vocabulary, Pop quizzes and projects/group projects.

Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. <u>A student cannot expect to understand what is being said in class when she/he has had no previous contact with the ideas or terms related to the topic.</u>

Much of the work of this course is in projects and reading work. Presentations will be required. More information about each assignment can be found in this syllabus. Due dates will be noted on the course schedule.

ALL WORK IS DUE by 0800 ON THE SCHEDULED DATE!
  ➢ *At 0805, the work is late and there is an automatic 12 point deduction at 0805*
  ➢ *if the work is turned in between 0806 and 1600 on the due date, the deduction is 17 points.*
  ➢ *For each day following, there is an additional 20 point deduction until the grade of "0" is recorded.*

PLEASE NOTE: ALL work must be turned in to exit this course, so even work that earns a "0" must be completed before the final examination day for the student to pass this course. Work may be turned in early by handing it directly to the course instructor. *You are encouraged to complete work early!*

***Course Assignment Packet and Course Schedule are posted on BlackBoard.

COMPUTER USAGE

Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. Students may access the computer labs in building 8. The computer lab in building 5 is closed to students.

COMPUTER LAB USAGE

Currently the campus computer lab in building 5 remains closed due to the Covid-19 crisis. Computers are available in the labs at building 8 for student use.

EXAMS

<u>In order to pass and exit this course</u>, the student must
- have a 75 average or better for the final course grade AND
- pass the Texas Board of Nursing Online Jurisprudence Examination * by the time designated on the schedule AND
- Complete program evaluation by time designated on schedule AND
- Complete **all** assignments (even if a student does not meet the deadline and receives a "0" on an assignment, **all** assignments must be complete and turned in order for the student to exit the class)

- AND have no more than 2 absences.

* During the 2007 Legislative session, the Texas Legislature mandated that all candidates for licensure pass a jurisprudence examination prior to being licensed in Texas. Therefore, all students <u>are required to pass</u> the online Nursing Jurisprudence Examination (NJE) prior to completing this course. The student must answer 38 out of 50 questions correctly in order to pass. The student can re-take the examination every 7 days.

AFTER YOU HAVE APPLIED FOR LICENSURE with the Texas Board of Nursing, please go to the BON website at www.bon.state.tx.us, scroll down to the online nursing jurisprudence examination, click on it and take the examination. Once you pass the examination, please print two copies. One copy will go to your permanent school record and one will be your copy for you to keep. You **must pass the exam** in order to pass the course and the program. You can only take the exam every seven days. Please allow time to retake the exam in case you do not pass on your first attempt.

Examinations: There will be a unit exam over each unit. Each examination will also include NCLEX-PN style questions over program material previously covered in the program. This is to help the student begin the prep work for the NCLEX.

Course Assignments (Projects): Much of the work of this course is in projects and reading work. Projects will be submitted in a pocket folder to the blue assignment folder on the due date no later than 0800. <u>Assignments cannot be submitted by email or in some other format</u>. All work should be submitted in a pocket folder to the blue folder set out for assignments [if the folder is not out, please put in the instructor box. Once the blue folder is picked up, late work should be directly handed to the course instructor so it can be timed. If it is just placed in the box outside the office door, it will be timed as to whenever the instructor actually removes it from the box.] Due dates will be noted on the course schedule. References should be appropriately used for all work.

==ALL WORK IS DUE by 0800 ON THE SCHEDULED DATE! At 0805, the work is late and there is an automatic 10 point deduction at 0805; if the work is turned in between 0806 and 1600 on the due date, the deduction is 15 points. For each day following, there is an additional 20 point deduction until the grade of "0" is recorded.==

PLEASE NOTE: ALL work must be turned in to exit this course, so even work that earns a "0" must be completed before the final examination day for the student to pass this course. Work may be turned in early by handing it directly to the course instructor.

h. Grading Policy

Grade Scale
90 – 100   =   A
80 – 89   =   B
75 – 79   =   C
70 – 74   =   D
69. and Below =   F

Grades are not rounded up or down. Example a 79.9 shows a 79 which would be a C. The FINAL COURSE GRADE is a letter grade only and is the grade that will appear on the SPC transcript. Numeric final course grades will not be listed on Blackboard.

Some assignments will be completed in class (as noted on the course schedule).
Grade Breakdown:
        Unit Exams: 50%

Projects:	30%
Comprehensive Final	20%
Jurisprudence Exam	required
Program Evaluation	required

Missed unit exams: The comprehensive final examination grade may be substituted for one missed unit examination *if* the student is ill and brings a physician's release. If more than one examination is missed, a grade of "0" is recorded for additional missed exams. The comprehensive final may only be made up if there is ***documented extenuating circumstances*** . A grade of "I" [incomplete] is given to the student until the final exam is completed. Students with "incompletes" do not graduate until the grade can be changed to a passing grade.

i.   Assignment Policy

A.   It is the responsibility **and a sign of professionalism** of the student to be informed of class progress and assignments and to come to class prepared to participate in discussion, to turn in any assignments due, and/or take the quiz or test scheduled for that day.

B.   Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. A student cannot expect to understand what is being said in class when she/he has had no previous contact with the ideas or terms related to the topic.

C.   Have printed and read any articles assigned prior to class time.

D.   Each student is expected to come to class prepared with the assignment.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. The instructor will not initiate communication using private email accounts. 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 the 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 and can obtain the needed class content that is located on the course website.

- Students are expected to read and, if needed, respond in a timely manner to college emails. It is suggested that students check college email daily to avoid missing time-sensitive or important college messages. Students may forward college emails to alternate email addresses; however, SPC will not be held responsible for emails forwarded to alternate addresses. A student's failure to receive or read official communications sent to the student's assigned email address in a timely manner does not absolve the student from knowing and complying with the content of the official communication. The official college email address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College email must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

- Every attempt is made to answer emails in a timely manner. If a student emails the instructor prior to 4:00pm 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.

CAMPUS CONCEALED CARRY

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035

and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php) Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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.

ACCOMMODATIONS

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

DISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

PREGNANCY ACCOMMODATIONS STATEMENT

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Crystal Gilster, Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

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, evaluatesand 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, andother 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 tomeet 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 performancesand 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 convincesothers, responsibly challenges existing procedures and policies.

C-13 Negotiates-works toward agreements involving exchanges of resources; resolves divergentinterests. 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 andoperates effectively with them.

C-16 Monitors and Corrects Performance–distinguishes trends, predicts impacts on systemoperations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems–suggests modifications to existing systems and develops newor 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 withequipment, including computers and other technologies.

COURSE ASSIGNMENTS
Refer to the Course Schedule for Due Dates; OTHER ASSIGNMENTS will be listed on course calendar.

PROFESSIONAL DEVELOPMENT CONTRACT

Print Name:

I have read the syllabus for VNSG 1219 Professional Development.

I understand the course requirements, grading and student behavior. I understand that to exit the course, I must have the following:
- a 75 or better grade average
- the examination policy
- completion of all required work, even if I have missed the deadline and receive a grade of "0" for the late work
- submission of my certificate that I have passed the Texas Jurisprudence Exam
- attendance and tardy policy and the consequences of my choices

I understand that as a senior vocational nursing student, I am responsible and accountable for my own actions and decisions. I agree that if I attend class, I will be fully prepared and fully engaged in the course.

I have had the opportunity to have my questions answered and I agree to the terms of the course as found in the syllabus.

Student Signature: _____ Date:_____