

# NRS 111 NURSING SKILLS SYLLABUS

## Fall 2017

**Course Number:** NRS 111

**Course Title:** Nursing Skills

**Department:** Nursing

**Program:** Associate Degree in Nursing

**Credits:** 1 credit hour

**Contact Hours:** 30 theory laboratory hours

**Prerequisites:** Admission to the nursing program  
Taken concurrently with NRS 110 Nursing Fundamentals

**Location:** HLC 118 (lab classroom), HLC 114 (practice lab), and JW 118 – 119 (video recording)

**Course Faculty:**

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**COURSE DESCRIPTION:**

This course prepares students to safely and efficiently perform basic psychomotor nursing skills which are client-centered, culturally responsive and evidence-based. Classroom, laboratory and simulation experiences foster the development of clinical reasoning, a spirit of inquiry, and teamwork in preparation for the clinical experience.

**Course Outcomes and Behavioral Course Objectives:**

**HUMAN FLOURISHING**

**Course outcome:** Upon successful completion of the course, the student will:

1. Perform nursing skills in a manner that is culturally responsive and promotes self-determination, integrity, and ongoing growth towards one's maximum potential.

**Behavioral course objectives:**

1. Implement nursing skills in a value neutral and culturally responsive manner.
2. Perform nursing skills while treating the client with compassion, dignity, and respect.

**NURSING JUDGMENT**

**Course outcome:** Upon successful completion of the course, the student will:

1. Demonstrate the knowledge, skills, and attitudes in the development of clinical reasoning necessary to perform psychomotor skills safely and efficiently.

**Behavioral course objectives:**

1. Demonstrate basic nursing skills efficiently while maintaining infection control and physical and psychological safety in the structured simulated laboratory.
2. Utilize clinical reasoning and prioritization when executing nursing skills.
3. Utilize professional communication techniques in verbal, written, and electronic formats.

**PROFESSIONAL IDENTITY**

**Course outcome:** Upon successful completion of the course, the student will:

1. Demonstrate professional behavior, interpersonal skills, legal and ethical responsibilities necessary to function as a member of the nursing profession and healthcare team.

**Behavioral course objectives:**

1. Identify the professional, legal, and ethical standards of nursing practice when providing care for clients.
2. Identify the nurse's role as a member of the health team when providing care to clients.

**SPIRIT OF INQUIRY**

**Course outcome:** Upon successful completion of the course, the student will:

1. Recognize evidence-based nursing research that validates nursing actions to perform skills safely.

**Behavioral course objective:**

1. Explore nursing research for evidence supporting the steps necessary to perform skills safely and efficiently.

**Jackson College's General Education Outcomes (GEO) and Essential Competencies (EC):**

General education outcomes and essential competencies assess the student's attainment of skills obtained during their completion of a degree. These skills are determined consistent with the college mission, and dispersed across a multitude of courses in the student's program. Nursing Skills (NRS 111) contributes to embedding Jackson College's GEO 2: Speak clearly, concisely, and intelligibly and GEO 7: Understand and respect the diversity and interdependence of the world's peoples and cultures.

**Instructional Strategies/Methods:**

Class discussion, demonstration, lecture/explanation, audiovisuals, PowerPoint® slide presentations, computer animations, case studies, collaborative group work, role playing, linkage – connecting new content with prior learning, low tech clinical simulation, reflection (thinking and feeling), re-visiting – review, repetition, student presentations, computer simulations, skills practice and performance, video recording, multimedia activities – (such as Math Magic for Meds, textbook resources, etc.), student return demonstrations, reflective and interactive educational activities, critical thinking exercises/scenarios, peer evaluation, group work, simulation activities, journaling, and electronic medical record documentation activities.

**Required Textbooks and Resources:**

**Textbook Zero: All required textbooks are available in a digital format from the bookstore or publisher.**

**(1)** NRS 111 Course Pack which is bundled with the NRS 110 course pack ☞ (Available in the bookstore approximately 2 weeks prior to the start of the semester.)

**(2)** Taylor, C.R., Lillis, C., LeMone P., & Lynn, P. (2015). *Fundamentals of Nursing: The Art and Science of Person-Centered Nursing Care* (8<sup>th</sup>ed.). Philadelphia, PA: Wolters Kluwer Lippincott Williams & Wilkins. ISBN: 9781451185614

**(3) ADDITIONAL REQUIRED EQUIPMENT/MATERIALS:**

- JC student uniform ☞ Official JC Nursing Department *Fundamentals White Swan brand* wine color (038) scrubs with gold JC embroidered logo, and JC name badge ☞ Please see JC Nursing Handbook for complete and specific uniform policy and guidelines.

**NOTE: Only the designated JC official uniforms are acceptable. All others will not be allowed.**

- Lab coat not required
- Watch with second hand
- Stethoscope, bandage scissors, pen light, and transfer belt – (All items are included in Health Assessment Kit.)

**OPTIONAL STUDENT RESOURCES:**

ANY MEDICATION CALCULATION BOOK if the student determines it is needed. This is not required.

**Note:** All students are required to complete a 20-point medication calculation and administration competency quiz earning a grade of  $\geq 90\%$  with a maximum of 3 attempts. Therefore, this is listed as a suggestion if you feel you need review or practice.

Craig, G. P. (2017). *Clinical Calculations Made Easy: Solving Problems Using Dimensional Analysis*, (6<sup>th</sup>ed.). Philadelphia, PA: Wolters Kluwer Lippincott Williams & Wilkins.  
ISBN: 978-1496302823

**Grade Calculation:** NRS 111 course grade is calculated from the following:

1. **180 TOTAL POSSIBLE POINTS:**
  - Six 3-point pre-lab class quizzes worth 18 points
  - Seven 20-point lab quizzes worth 140 points
  - One 20-point medication calculation and administration competency quiz worth 20 points required to be completed with a grade of  $\geq 90\%$  by the end of week three of class and a maximum of three attempts
  - Skill demonstration credit worth 2 points
2. Minus any acquired point deductions
3. **PROFESSIONAL ACCOUNTABILITY/RESPONSIBILITY (-) 1% from total lab course grade**
  - Assignments individual or group work (in class or homework) or pop quizzes
  - Appropriate professional classroom and laboratory behavior and/or dress

**STUDENT EVALUATION CRITERIA:**

**NOTE:** All quizzes are graded using the Jackson College Nursing Department scale. If the percentage includes a decimal, 0.5 or more the score will be rounded up to the next whole number (e.g., 82.5 = 83%). A decimal grade of 0.4 or less will be dropped (e.g., 82.4 = 82%).

Grade	Nursing Department	NRS 111
4.0	94-100%	169 - 180 points
3.5	90-93%	162 - 168 points
3.0	86-89%	154 - 161 points
2.5	82%-85%	147 - 153 points
2.0	78-81%	140 - 146 points
1.5	74-77%	1.5 = $\leq$ 139 points
1.0	70-73%	
0.5	66-69%	
0	< 66%	

**Course Management and Progression:**

Policies regarding course withdrawal, incomplete grade, course failure, performance notice, etc. are described in the JC Nursing Handbook. **NOTE: If a student fails NRS 111 (Nursing Skills) or NRS 119 (Health Assessment), the student is dismissed from the ADN program with no petition for readmission to the ADN program.**

Student failure in **ANY** of the following requirements will result in the student being unable to continue in the ADN nursing program, and will receive a **MAXIMUM FINAL COURSE GRADE OF 1.5 FOR NRS 111.**

The following criteria is required in NRS 111 to proceed in the ADN nursing program:

- A minimum of 78% (2.0) final course grade must be earned
- All 20-point lab quizzes completed with a  $\geq 78\%$  by the final due date
- Medication calculation and administration competency quiz completed with  $\geq 90\%$  with a **maximum of 3 attempts**
- **All** assigned skill return demonstrations satisfactorily completed by the final due date

**Participation Reporting (HQV):**

Student participation feedback is provided by instructors up to 3 times per course (see Participation Reporting in the JC catalog). The feedback is accessible via e-Services.

\*V – Your instructor confirms you are participating regularly.

\*H – Your instructor feels you would benefit from additional assistance and has referred you to the Center for Student Success for academic tutoring.

\*Q – Your instructor believes that your lack of attendance/participation may prevent your success and has recommended to the registrar that you be dropped and/or withdrawn from the course.

**Student Responsibilities and Professor Expectations:**

1. All quizzes and designated lab skills are to be completed as scheduled for the student to receive credit. Please plan accordingly. There is **no make-up or acceptance of late assignments**.
2. Select skill return demonstration evaluations will be completed during lab class time. All **others will be completed outside of lab class time**. The Nursing Skills course is fast paced requiring dedication, commitment, and **extra time outside of the classroom**. **TIME MANAGEMENT IS A PRIORITY!!**
3. An integral part of a nursing student's education is developing professionalism, a sense of integrity and responsibility. Students are expected to dress professionally and maintain professional conduct **AT ALL TIMES** in the classroom and laboratory setting. In the classroom, as in the workplace or at home, exhibiting appropriate behavior reflects maturity and professionalism. Missing class, tardiness, being unprepared, inappropriate talking while class is in session, etc. negatively reflects and affects the student and classmates. Behavior that is disruptive to a positive learning environment reported to the instructor may result in a performance notice on the first instance and may result in expulsion from the course. Please be considerate.
4. Students are responsible for previously learned material.
5. Students are expected to seek instructor guidance as needed.
6. Students are expected to follow all Jackson College and Jackson College Nursing Handbook policies including academic integrity, ethical behavior, cheating, privacy, social media, etc. Please review these policies which are all located and accessible online.

**Student Expectations:**

The following expectations apply during the laboratory experience.

1. **Attendance**

- **Attendance in NRS 111 (Nursing Skills) course is mandatory.** It is the student's responsibility to make **prior arrangements** with the instructor to attend another lab section if they are unable to attend or plan to be absent from their regularly scheduled lab class. If a student must miss lab class, it is **the student's responsibility** to contact the lead faculty to obtain a specific lab learning contract over the content and activities missed. The lab learning contract must be completed **prior** to the student's **next scheduled lab class**. If a student fails to complete ALL the lab learning contract assignments by the designated due date(s), the student is not allowed to attend the subsequent lab class and receives a nursing department performance notice. Additionally, it is the **student's responsibility** to obtain all lecture materials /notes and other information shared in lab class **PRIOR** to returning to the next scheduled lab class session. The student is held responsible for all class material and information. All content missed because of absence(s) must be made up prior to the start of the clinical experience.

**Note:** It is the student's responsibility to contact an open lab instructor to make the necessary arrangements and appointments to ensure completion of the learning contract on time.

## 2. **Tardiness**

- Students are expected to arrive on time to class. Tardiness causes classroom disruptions, therefore, may result in a student only being allowed to enter at break time. Additionally, the student risks the loss of pre-lab quiz points.

## 3. **Completion of Lab Learning Objectives**

- Students are expected to prepare for class. Preparation includes: reading assignments, completing the lab learning objectives and viewing skill video(s).
- Students are expected to complete (write in the answers) for all lab learning objectives assigned in the unit prior to the beginning of each lab class period.
- Objectives that are (\*) may be written out on an index card (for easy skill review) or written in the laboratory course pack.
- Readings (textbook, assigned articles, handouts, etc.) should be completed and read for understanding BEFORE coming to class for which they are assigned. Students are encouraged to bring questions to class.
- Students should view skill videos prior to attending lab class. The selected available skill video(s) may be accessed through a link located in NRS 111 JetNet.

## 4. **Quizzes**

### A. **Pre-lab class quiz - [3-point short answer quiz]:**

***Administered at the beginning of lab class.***

- Beginning the **second week of lab class**, a short answer 3-point quiz is administered weekly over the information from the lab learning objectives for that lab class.
- The quiz is administered at the beginning of class and must be completed within the first five minutes of the class period.
- If a student arrives after the beginning of class but prior to the five-minute time limit, the student will only have the time remaining of the original five minutes to complete the quiz.
- If a student arrives after the original five-minute timeframe, they will **NOT** be allowed to take the quiz and will receive zero points. **No exceptions.**

*As a student in the nursing program, you are expected to adhere to the same professional behaviors and polices as you will encounter in the workplace. Appropriate planning including arriving on time and being prepared is expected in all professional activities.*

### B. **Post-lab class quiz – [20-point multiple choice and short answer quiz]:**

***Administered during open proctored quiz sessions with no appointment necessary.***

- Before a student can perform any simulation skill return demonstration (video or face-to-face), the student must pass a 20-question written quiz which covers the weekly lab learning objectives, class demonstration information, and skills assigned in the corresponding lab unit with  $\geq 78\%$  mastery.
- The quizzes are administered during open proctored quiz sessions and do not require an appointment. [This includes the medication calculation and administration competency quiz.]
- If a student is not successful on the first attempt, the quiz needs to be **retaken within 2 days** during a subsequent scheduled proctored testing session.
- If the second quiz attempt is  $< 78\%$ , individual remediation with an instructor is required before another attempt to take the quiz is permitted.
- **FOR GRADING PURPOSES, THE GRADE EARNED ON THE FIRST ATTEMPT WILL BE USED IN DETERMINING THE FINAL LABORATORY GRADE.** This applies to the medication calculation /administration competency quiz.

**NOTE:**

- The associated lab skill quiz must be completed prior to any student simulation demonstration checkoff (video or face-to-face).
- The associated lab skill quiz **does not need** to be completed prior to any instructor or peer skill validation.

**C. Medication calculation and administration competency quiz:**

- A 20-question written medication calculation and administration competency quiz is required to be completed with a score of  $\geq 90\%$  to pass NRS 111. A student has a **maximum of three attempts** to achieve  $\geq 90\%$ . Failure to meet this criterion results in a 1.5 in NRS 111 and dismissal from the ADN nursing program without petition for readmission. **NO exceptions!! Please plan ahead!! Prepare appropriately!!**
- If a student is not successful on the first attempt, the quiz needs to be retaken another day during a subsequent proctored testing session. The repeat quiz is not to be retaken on the same day as the unsuccessful attempt.
- **FOR GRADING PURPOSES, THE GRADE EARNED ON THE FIRST ATTEMPT WILL BE USED IN DETERMINING THE FINAL NRS 111 COURSE GRADE.**
- The student must complete the medication calculation and administration quiz by the **END** of the **THIRD** WEEK of lab class, with a score of  $\geq 90\%$ . Failure to complete this assignment by the due date will result in the student receiving a **ZERO** for the medication quiz. The student must successfully meet the quiz competency to attend the week 4 medication lab and to continue in the nursing program.
- Please review the Medication Calculation and Administration Competency Quiz information form provided in the admission orientation packet.

**5. Simulation Skill Return Demonstration Points:**

- Two points are credited toward the overall course grade. Student preparation prior to any simulation skill return demonstration is essential! Student simulation skill return demonstrations (video or face-to-face) assigned in labs 1-6 are expected to be performed satisfactorily on the first attempt. Each time a student does not satisfactorily complete a simulation skill return demonstration, 2 points are deducted from the total lab points. Additionally, a student may have points deducted for failing to meet professional responsibilities related to scheduling, professional behavior and appearance as described throughout the syllabus and the JC Nursing Handbook.

**6. Mandatory Skill Practice:**

- Skill practice is **mandatory** prior to completing any video or face-to-face simulation skill return demonstrations.
- Practice must be completed in the lab during open lab hours. It is the **student's responsibility** to ensure adequate practice has taken place to successfully demonstrate skill competency on the **FIRST** attempt.
- Video or face-to-face simulation skill return demonstrations are **NOT** allowed to be performed on the same day of **PRACTICE** or **REMIEDIATION** with an instructor of that specific skill.
- If a student has studied and practiced and still needs help, instructor assistance is available by scheduling an appointment.

**\* Please be sure to have a peer and lab instructor validate your sufficient skill practice by signing their name(s) and date in the designated area on each simulation skill return demonstration check-off form.**

- The instructor's signature validates that the student has practiced and had the opportunity to have questions answered.

- The peer's signature validates sufficient practice and competency to be successful with the return skill demonstration check-off on a first attempt.

**Note:** Open lab hours are posted outside the lab doors and are subject to change.

#### 7. General Practice Lab Usage Guidelines

- Students may **not be** in the practice lab or schedule check-offs during **any** of their scheduled JC course class times.
- If a student suspects or has a **latex allergy** it is the student's responsibility to inform the instructor, lab manager, and lab staff. Latex free gloves and equipment are available upon student request.
- All students are to wash their hands when entering the lab. Hand washing is required before practicing or performing all return demonstration skill check-offs.
- All students are to sign the purple Lab Usage Record when using the lab.
- Food and drink are allowed in the lab classroom (HLC 118) but **not in the open lab** (HLC 114), which is considered a patient care area.
- Shoes need to be removed before using beds.
- Children under the age of 14 years are not allowed in the lab.
- Please be considerate of sharing lab space, beds, equipment and supplies.
- All supplies should be put away and patient care areas left neat and clean.
- All beds should be neatly made and left in the low position.

#### 8. Video Recorded or Face-to-Face Simulation Skill Return Demonstration Information

**Note:** Instructor validation is required prior to video skill simulation return skill demonstration.  
Instructor validation is not required for face-to-face simulation return skill demonstration.

##### A. Overview:

- All required validations (peer and/or instructor) must be completed.
- The associated skill lab quiz must be completed with a  $\geq 78\%$  prior to simulation skill return demonstration.
- Students are to arrive to their scheduled appointment in sufficient time to prepare.
- Students are provided a client simulation scenario for each skill return demonstration requiring critical thinking, client-centered care, safety, and professional communication/behavior.
- The skill is demonstrated via video recording or face-to-face evaluation and must be completed within the designated time noted on the Nursing Lab Record form.
- During a skill return evaluation, a student may verbalize "starting over" using only their remaining allotted time to repeat the skill. The evaluator uses a new evaluation rubric for the restarted skill.
- Skill expectations and performance guidelines are described on the bright yellow pages at the end of each lab unit.
- Students may not observe another student's simulation skill return demonstration.

##### B. Satisfactory performance guidelines include the student's ability to:

- Perform skill safely and accurately during the video recording or face-to-face simulation skill return demonstration.
- Maintain appropriate infection control measures throughout the skill demonstration.
- Execute skills independently, confidently, and without coaching.
- Demonstrate coordination and dexterity.
- Generally, appear relaxed and confident throughout with occasional display of anxiety.
- Complete the skill within the allotted time frame.
- Focus on the client initially, as the skill progresses focuses on the task.
- Accurately apply knowledge related to the principles of the skill.
- Respond appropriately to the client scenario.

- C. Unsatisfactory performance guidelines consist of the student:
- Failing to perform the skill safely and accurately in the video recording or face-to-face simulation skill return demonstration.
  - Failing to maintain appropriate infection control measures throughout skill demonstration, including omissions of hand hygiene with beginning or final ending skill procedures.
  - Requiring direction or cues from the instructor during face-to-face demonstration.
  - Demonstrating partial lack of dexterity or awkwardness.
  - Wasting energy due to poor planning and/or anxiety.
  - Focusing primarily on the task, not the client.
  - Inability to complete the skill within the allotted time.
  - Inability to appropriately respond to the client scenario.
- D. **Professional dress for return demonstration: (Begins with 2<sup>nd</sup> week skills)**
- Skill return demonstrations are considered patient care simulations; therefore, the student must dress in the JC student nurse uniform, and follow the JC Nursing Handbook uniform policy and guidelines.
  - Any student non-compliant with the JC uniform policy will **incur a 2-point deduction** for lack of professional responsibility and is not allowed to perform the scheduled skill return demonstration. Additionally, this will require the student to reschedule their skill demonstration.
  - Students are to wear uniforms **ONLY** for return skill demonstrations and should **NOT** be worn during class or skills practice. This contributes to preserving and extending the wear time of the uniform minimizing student expense. Uniforms must be clean and wrinkle-free. Hemline on pants must be off the floor.
  - Lab coats are optional and may be removed for sterile procedures.
- E. **Scheduling return demonstrations:**
- Skills are expected to be completed in sequential order as indicated on the blue Nursing Skills Lab Record.
  - Video simulation skill return demonstrations appointments are scheduled on *SignUpGenius* located in the Nursing Skills JetNet course.
  - Face-to-face simulation skill return demonstration appointments are scheduled in the practice lab. The amount of time needing to be scheduled is indicated on each simulation skill check list sheet and on the blue Nursing Lab Skills Record. Specific scheduling instructions and guidelines will be provided during the mandatory new nursing student orientation.
  - A student is **NOT** allowed to schedule more than **3 skills per day**.
  - **NOTE:** Until a previous skill is completed with a satisfactory check-off evaluation, students may only progress ahead **ONE** skill as sequenced on the blue Nursing Lab Skills Record. Remediation of an unsatisfactory skill should be completed as soon as possible. **Failure to comply with this guideline will result with the student receiving a 2-point deduction of professional failure points.**
  - A student is expected to follow scheduling guidelines. **Failure to comply with scheduling and cancelation policies will result with the student receiving a 2-point deduction for lack of professional responsibility.**
- F. **Video recording or face-to-face skill return demonstration guidelines:**
- It is expected that the student:
    - Is dressed in the full JC uniform with name tag and compliant with handbook guidelines.



- Bring their lab manual with the mandatory practice validation signed by a peer and lab instructor.
- Is adequately prepared to perform the skill safely, correctly, confidently, and within the allotted timeframe.
- Has all needed supplies ready at the bedside by appointment time.
- Lack of professional responsibility criteria resulting in a **2-point** deduction:
  - The student fails to follow scheduling and/or cancelation guidelines.
  - The student is not prepared and ready to proceed at their scheduled appointment time.
  - The student misses their appointment – “no call no show” or failure to follow scheduling guidelines.
  - The student arrives late for their appointment, such that they are unable to complete the skill in the designated amount of time.
- Unsatisfactory skill return demonstration guidelines:
  - The student is not permitted to schedule or perform a return skill demonstration of the failed skill on the same day of the skill failure.
  - The student completes a “*Jackson College Simulation Skill Return Demonstration Failure and Remediation Form*” obtained from a lab instructor or from a link located in the JetNet lab class section.
  - **Face-to-face skill failures:**
    - The student reviews and discusses with the instructor evaluator’s feedback and then completes a “*Jackson College Simulation Skill Return Demonstration Failure and Remediation Form.*”
  - **Video skill failures:**
    - The student **first** reviews their return skill demonstration video and **completes** a “*Jackson College Simulation Skill Return Demonstration Failure and Remediation Form.*”
    - The student makes a 15 minute appointment with an open lab faculty to **review the student’s completed** self-evaluation form and the information written by the original video evaluator. The lab instructor and student then review an appropriate remediation plan to support student success.
- A **second** mandatory skill practice for the remediated skill is required and must be documented with an instructor signature.
- If the same skill is failed twice:
  - The student will receive another **2-point** deduction from their total lab score.
  - In addition, it is the student’s responsibility to arrange a one hour mandatory remediation session scheduled with a lab instructor before a third attempt.
  - If a **third attempt** of the same skill is unsatisfactory the student **fails** NRS 111 course and is not allowed to proceed in the ADN nursing program. The student will receive a final course grade of 1.5 for NRS 111 with no petition for readmission to the ADN nursing program.

#### 9. **Evidence-based practice nursing research assignment:**

- Each student signs-up for one of the lab topics and selects an original research study from a professional nursing journal on the chosen topic. [The JC librarians are an excellent resource for assistance in accessing full text articles in-house or from online databases.]
- The student prepares a short oral presentation summarizing the evidence-based research article specific to the related skill presented in lab class. In addition, the student submits a concise summary of the nursing research article written in the American Psychological

Association (APA) format **ALONG WITH** a copy of the **ORIGINAL NURSING RESEARCH ARTICLE** to the instructor. The summary includes:

- The purpose and type of study
- Description of the sample
- Description of the research methods
- Results or significant findings
- Implications for nursing practice / evidence-based practice as it relates to the skill
- Students may work in pairs for this assignment **only** if they make prior arrangements with the instructor. Each student prepares and submits their own report.
- A **late assignment** will result in a **2-point deduction** from the total lab points.
- Failure to complete this assignment will result in loss of 1% of the total course grade under (*Professional Accountability / Responsibility*).

10. **Staying on Schedule:**

- All simulation return skill demonstrations are expected to be completed in sequential order and must be **satisfactorily completed by the indicated deadline date** to progress to the clinical component of NRS 110 (Nursing Fundamentals) course. **PLAN YOUR TIME APPROPRIATELY! STAY ON SCHEDULE AND DO NOT ALLOW THE SKILLS TO ACCUMULATE AT THE END OF THE LABORATORY EXPERIENCE. COMPLETE ANY SKILL FAILURE REMEDIATION AS SOON AS POSSIBLE.** Please contact the lab manager or one of the instructors if you are having trouble in meeting the established deadline dates.

11. **Quiz Policy:**

- Students are encouraged to take quizzes supporting optimal performance (rested, relaxed and after practicing the associated skill(s)).
- Ear plus are allowed while taking quizzes.
- During quizzes, nothing is allowed on the desks except for the quiz, answer sheet, pencils, eraser, and a school issued basic calculator if needed.
- If there are any specific student needs or concerns, the student is responsible for communicating and/or consulting with the proctoring instructor.
- All hats and hoodies are to be removed while taking quizzes.
- Please use the restroom prior to beginning any quiz. A student will not be allowed to leave the proctored quiz room until completing their quiz.
- Quizzes are not to be taken from the proctored quiz classroom and must be returned to the instructor after completion. Any student removing a quiz from the room will receive a **ZERO** in place of their score for that quiz and may be dismissed from the course.
- It is expected that students follow the guidelines delineated in the JC Student Rights and Responsibilities Code of Conduct and Nursing Handbook regarding cheating and academic honesty.
- **Cheating in any form is not tolerated and may result in dismissal from the course.** Please review the JC college policies and those in the JC nursing handbook.
- **ALL types of electronic devices are not allowed in the classroom during any proctored quiz sessions. Please do not bring them into the classroom!** Failure to abide by this policy will result in dismissal from the course. **No exceptions!!**
- **Posting of any or all portions of quiz information to the web** or any form of social media is prohibited! Periodic audits of the internet are performed. If any portion of a quiz question, answer, or rationale for a specific quiz question as determined by faculty to be part of a course quiz is posted to any website, or social media forum it will be considered a serious violation of responsible use of technology. The student will be subject to the policies as written in the JC Nursing Handbook and Responsible Use Policy of Jackson College and risks dismissal from the nursing program.

**12. Retention Action Plan:**

- It is in the student's best interest to seek the needed assistance early.
- Students scoring < 78% on any lab quizzes are advised to make an appointment with an instructor. The quiz will be reviewed for reasons questions were not answered correctly.
- Study and test taking skills will be explored.
- If a second quiz score is < 78% it is the **student's responsibility** to make an appointment with the a lab instructor. The student may be referred to a tutor for assistance and the Center for Student Success. <http://www.jccmi.edu/success/>

**13. Disability Support Services:**

- Jackson College is committed to providing reasonable accommodations to persons with disabilities. Students who qualify and follow federal and state laws under the Americans with Disabilities Act (ADA) are advised to seek accommodations and services available through the Center for Student Success.

**14. Use Of Electronic Devices:**

- Laptops and Handheld devices are allowed in class for note-taking purposes only. Video recording is not allowed.
- Cell phones are allowed for **audio recording** only during class time. The use of cell phones for any other reason during class is **prohibited**. Please see the instructor regarding extenuating circumstances.
- **Students are expected to follow all Jackson College Social Media Policies.**

**15. E-MAIL and JetNet Policies:**

- All students have access to a Jackson College email account. It is the responsibility of the student to activate this account and check it often to be current with college, program, and course information. Jackson College Faculty only use a student's **Jackson College e-mail account** and JetNet for student communications and for things such as posting grades, updates, changes, announcements, assignments, etc. Please check these sites regularly.

**16. Diversity:**

- The healthcare arena and our classrooms are becoming more diverse. We can all learn from each other. Students are invited to share their unique perspectives on class topics. It is expected that students and instructor will be considerate of one another.

**17. Smoking:**

- Jackson College campus sites are smoke free in all public locations.
- No person shall use, ingest, chew, smoke or sell tobacco products at any time or in any place on JC properties, including sidewalks within the boundaries of any JC campus.
- Electronic cigarettes are not allowed in class or lab.

**18. JC Nursing Handbook:**

- All students enrolled in the JC nursing program receive a copy of the JC Nursing Handbook. Students are required to submit their signed HANDBOOK VERIFICATION AND NURSING PROGRAM TESTING AGREEMENT sheet to the NRS 110 instructor by the second week of the semester. This document will be filed in the Nursing Department Office. All students are responsible for the information contained in the publication. The current edition may be accessed on-line on the Jackson College Nursing Department website.

**19. Weather Closings – Cancellations:**

- If one or all of the College locations are closed or classes cancelled due to weather or other emergency situations:
  - The message on the college's main phone number (517-787-0800) will be updated providing information

- Information will be posted on the JC website ([www.jccmi.edu](http://www.jccmi.edu)), and email messages sent to students via JC student e-mail accounts
- When the college closes or cancels classes local TV and radio stations are notified (<http://www.jccmi.edu/info/closings.htm>). However, the College cannot guarantee that any station will broadcast the information.

*The instructor reserves the right to adjust the syllabus policies at the discretion of the instructor due to individual extenuating circumstances.*

**Office Hours:** Posted outside instructor's office door each semester

	8 - 9	10 - 11	12 - 1	2 - 3	4 - 5	6 - 7
<b>Monday</b>			NRS 111.51 9/4 – 10/16		Office by appointment	
<b>Tuesday</b>		NRS 111.52 9/5 – 10/17	lunch	NRS 111.53 9/5 – 10/17	Office by appointment	
<b>Tuesday</b>		NRS 1101.51 10/31 – 12/12 [6:30 am - 12:30 pm]			Office by appointment	
<b>Wednesday</b>	NRS 110.01 9/6 – 12/20	NRS 110.02 9/6 - 12/20		NRS 111.54 9/6 – 10/18	Office by appointment	
<i>Face-to-face</i>	7:30 AM – 8:00 AM ☞ JW 219 or JW 201 10:05 AM – 10:35 AM ☞ JW 219 or JW 201 12:45 PM – 1:15 PM ☞ JW 219 or JW 201					
<b>Thursday</b>	NRS 110.01 9/7 – 12/21	NRS 110.02 9/7 -12/21		Office by appointment		
<i>Face-to-face</i>	7:30 AM – 8:00 AM ☞ JW 219 or JW 201 10:05 AM – 11:35 AM ☞ JW 219 or JW 201 12:45 PM – 1:15 PM ☞ JW 219 or JW 201					
<b>Friday</b>	Office by Appointment 9/ 8 – 12/15					
<i>Office hours by appointment are face-to-face scheduled at a location and time to best meet an individual student's needs.</i>						

**Lab class Pre-quiz:**

Week 2 \_\_\_\_\_ /3 points  
 Week 3 \_\_\_\_\_ /3 points  
 Week 4 \_\_\_\_\_ /3 points  
 Week 5 \_\_\_\_\_ /3 points  
 Week 6 \_\_\_\_\_ /3 points  
 Week 7 \_\_\_\_\_ /3 points

**Lab class Post-quiz:**

Week #1 \_\_\_\_\_ /20 points  
 Week #2 \_\_\_\_\_ /20 points  
 Week #3 \_\_\_\_\_ /20 points  
 Week #4 \_\_\_\_\_ /20 points  
 Week #5 \_\_\_\_\_ /20 points  
 Week #6 \_\_\_\_\_ /20 points  
 Week #7 \_\_\_\_\_ /20 points

Med Calc Quiz \_\_\_\_\_ /20 points **\*[Due by the end of the 3<sup>rd</sup> week of class!]**

\* A maximum of 3 attempts to meet  $\geq 90\%$  competency to continue in ADN program.

Student receives 2-points credit toward overall skill return demonstration performance.

**GRADE CALCULATION**

**Total quiz points earned:** \_\_\_\_\_ **plus 2-points skill return demonstration credit =** \_\_\_\_\_ **Minus (-) any point deductions** \_\_\_\_\_ **Equals (=) total points earned:** \_\_\_\_\_

**Total points earned** \_\_\_\_\_ **divided by** **180** **total possible lab points =** \_\_\_\_\_ **% which is your final NRS 111 course grade.**

**A student must earn** **140** **points to meet the required**  $\geq 78\%$ .

**A  $\geq 78\%$  is required in NRS 111 to progress in the ADN nursing program.**

**Lack of professional responsibility deductions:**

2-point deduction for late evidence-based research assignment  
 2-point deduction for noncompliance with JC Nursing Handbook uniform &/or appearance guidelines before or during a check-off  
 2-point deduction for any missed appointment  
 2-point deduction for failure to follow skill scheduling guidelines  
 2-point deduction for incomplete skill completion r/t tardiness  
 2-point deduction for failure to maintain skill sequence /remediation  
 2-point deduction for a skill failure (1<sup>st</sup> or repeat)

Record of skill failures &/or professional responsibilities:

First attempt

Second attempt

Date / Skill: \_\_\_\_\_

Date / Skill: \_\_\_\_\_

Date / Skill: \_\_\_\_\_

Date / Skill: \_\_\_\_\_

Date(s) / Lack of professional responsibilities: \_\_\_\_\_

**Total Point Deductions:** \_\_\_\_\_

## Fall 2017 Schedule and Calendar

Date	Topics
<b>Lab 1 - Week of</b> <b>Sept. 4<sup>th</sup></b>	<b>Orientation:</b> Quick review of expectations, professional behaviors, and/or Q&A <b>Infection Control:</b> Medical and surgical asepsis, Standard & Transmission based precautions, Hand washing, Isolation (protective and reverse/ neutropenic), Hazardous waste disposal, Principles of sterile technique, Sterile gloving <b>Simulation</b>
<b>Lab 2 - Week of</b> <b>Sept. 11<sup>th</sup></b>	<b>Vital Signs:</b> Pain assessment, Temperature, Pulse, Respiration, and Blood pressure <b>Safety:</b> Basic practices, <b>Protective devices/restraints</b> <b>Mobility:</b> Body mechanics, Positioning clients, Lifting, Moving, Transferring (with and without assistive devices) <b>ROM: Active, Active-assistive, Passive</b> <b>Simulation</b>
<b>Lab 3 - Week of</b> <b>Sept. 18<sup>th</sup></b>	<b>Hygiene:</b> Bed bath, Peri-care, Oral care, Hair care, Hearing aid care, eye/contact care <b>Changing an occupied bed</b> <b>Nutrition:</b> Clinical assessments, Feeding - assisting adults and those with special needs, Enteral feedings and tube care <b>Capillary Blood Glucose Monitoring</b> <b>Simulation</b> <b>Medication Calculation and Administration Quiz due with <math>\geq 90\%</math> by the end of the week!</b>
<b>Lab 4 - Week of</b> <b>Sept. 26<sup>th</sup></b>	<b>Medication Administration:</b> Oral, Topical, Optic, Otic, Vaginal, Rectal, Inhalants <b>Parenteral Medications:</b> <b>Intradermal</b> , Subcutaneous, Mixing insulin, Intramuscular <b>Nasogastric Medication Administration</b> <b>Reconstitution of Medications</b> <b>Simulation</b>
<b>Lab 5 - Week of</b> <b>Oct. 2<sup>nd</sup></b>	<b>Elimination:</b> Bedpans, specimens <b>Urinary Elimination Care:</b> Catheters (retention, straight, condom), catheter care, diversions <b>Bowel Elimination Care:</b> Constipation, Fecal impactions, Diarrhea, Incontinence, Enema administration, Ostomy care <b>Simulation</b>
<b>Lab 6 - Week of</b> <b>Oct. 9<sup>th</sup></b>	<b>Wound Care:</b> Skin integrity, Pressure injury staging and care (formerly termed pressure ulcers), Dressings, Dressing changes, Wound irrigation, Wound specimen collection <b>Suture and Staple Removal</b> <b>Simulation</b>
<b>Lab 7 - Week of</b> <b>Oct. 16<sup>th</sup></b>	<b>Oxygenation:</b> Pulses oximetry, Coughing and deep breathing, Incentive Spirometry, Oxygen delivery devices –cannula, masks, concentrators <b>Antiembolism stockings and sequential compression devices</b> <b>Application of Heat and Cold Therapy:</b> Dry and moist applications <b>Intake and Output Calculation</b> <b>Monitoring IVs</b> <b>Simulation</b>
<b>Week of</b> <b>Oct. 23<sup>rd</sup></b>	<b>Complete final skill evaluation and remediation.</b>

**JACKSON COLLEGE**  
**Department of Nursing**  
**Skills Laboratory Waiver**

I, \_\_\_\_\_, a student of the Jackson College Nursing Program, give my permission to participate in nursing procedures and skills required of the nursing program, including but not limited to receiving a finger stick for blood glucose testing. In signing this document, I relieve the college, faculty, staff and participating students from any responsibility associated with all aspects of learning the above stated skill and all skills required of the nursing program.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**JACKSON COLLEGE**  
**Department of Nursing**  
**Student Skills Laboratory Contract**

I, \_\_\_\_\_, a student in the Jackson College Nursing Skills course agree to adhere to the following nursing laboratory guidelines below as well as those listed in the lab syllabus.

- Student will be in full professional uniform and in compliance of all JC Nursing Handbook guidelines for ALL return skill demonstrations beginning with the second week skills – vital signs and blood pressure.
- Return demonstration skills must be practiced sufficiently to ensure competency PRIOR to return demonstration appointment.
- Student agrees to be prompt and prepared for return demonstration appointments.
- Student performs skills with confidence and accuracy in a timely manner.
- Student leaves patient care area clean and neat upon completion.

Failure to adhere to the guidelines may be subject to a written performance notice.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



*Return signed document at the beginning of Lab 2 after lab orientation and an opportunity to*



*read syllabus.*