

 <b>Nashua Community College</b>	<p style="text-align: center;">NURS125N Fundamental Concepts and Skills for Nursing Practice Fall 2020 <b>8 credits (4 credits lecture, 4 credits clinical/lab)</b></p>
<b>Department</b>	<b>Nursing</b>
<b>Instructors</b>	Professor Cathy Allen MHA, BSN, CHPN – Level Coordinator Full-time Professor TBA Adjunct Professor TBA
<b>NCC Email</b>	<a href="mailto:caallen@ccsnh.edu">caallen@ccsnh.edu</a>
<b>Telephone Number</b>	Department of Nursing office at (603) 578-8900 X 1612
<b>Office Hours</b>	Faculty office hours are available to students and posted inside of the Department of Nursing office main door, room 319, on the 3 <sup>rd</sup> floor of the HSH building.
<b>Office Location</b>	HSH 319
<b>Class Days/Meeting Time</b>	<p><b>Lecture</b> All Groups - Fridays 0900-1300</p> <p><b>Clinical/Simulation Lab</b></p> <p><b>Group A:</b> Northeast Rehabilitation Center NCC Nursing Simulation Lab: Monday 0800-1430 Clinical: Tuesday 0630-1300</p> <p><b>Group B:</b> St. Joseph Hospital Rehabilitation Center NCC Simulation Lab: Tuesday 0800-1430 Clinical: Thursday 0630-1300</p> <p><b>Group C:</b> Northeast Rehabilitation Center NCC Nursing Simulation Lab: Wednesday 0800-1430 Clinical: Thursday 0630-1300</p>
<b>Class Location</b>	HSH 323
<b>Pre-Requisites,</b>	BIOL 201N, PSYC 101N
<b>Co-Requisites</b>	PSYC 201N, BIOL 202N

**Course Description:**

NURS 125N, Fundamental Concepts and Skills for Nursing Practice introduces the student to major concepts and skills required as a foundation for further studies in nursing. It prepares the student to deliver safe nursing care across the lifespan under the supervision of a Registered Nurse. Content in the theory portion of the class includes: Introduction to Nursing, Working in the Healthcare System, Care of the Human Being, the program's conceptual framework, Nursing Process and Critical Thinking, Health Assessment, Meeting Basic Human Needs Across the Lifespan, Patient/Family Education, Concepts of Medication Administration, and Contemporary Contexts for Professional Nursing. During lab and clinical, the student will practice skills related to the concepts in the theory portion of the class. Upon completion of the course, the student is eligible to seek NH licensure as a nursing assistant.

**End-of-Course Student Learning Outcomes:**

1. Identify developmental, cultural, and spiritual human needs, health, and alterations in health within the context of an epidemiological framework.
2. Apply the nursing process, incorporating principles and evidence from the biopsychosocial sciences and discipline of nursing to safely care for patients of diverse backgrounds and characteristics with the support of faculty.
3. Develop skills to assist patients in health and illness.
4. Describe the teaching-learning principles necessary for educating the patient/family on health promotion and health maintenance.
5. Discuss the role of the nurse within the context of the health care system
6. Identify organizational structure, policies, procedures, and various disciplines that interact with the health care system to provide patient care.
7. Determine priorities of nursing care with the assistance of faculty and the interdisciplinary team
8. Identify hazards of the patient care environment and implications for patient care.
9. Demonstrate a basic ability to identify, retrieve, and evaluate pertinent evidence as a foundation for patient care
10. Evaluate personal preparation and delivery of nursing care, and propose a plan for improvement
11. Use a variety of resources for remediating knowledge deficits
12. Define ways to manage time and resources effectively to accomplish goals of care.
13. Practice multi-modal communication skills through interaction with peers, faculty, agency staff, and patients.
14. Promptly and succinctly report relevant patient-oriented information to faculty and staff
15. Use the Standards of Practice, ANA Code of Ethics, and the New Hampshire Nurse Practice Act as guides for professional development and accountability.
16. Incorporate the ethical principles of confidentiality, autonomy, veracity, beneficence, and non-maleficence in patient care

**Topic Outline:**

- I. Introduction to NURS 125N Fundamental Concepts and Skills for Nursing Practice
- II. Introduction to Nursing Practice; Working in the Health Care System
- III. Care of the Human Being
  - A. Individualization of Care: Race, Gender, Spirituality, Culture
  - B. Nursing Care and Developmental Needs
  - C. Therapeutic Relationship and Communication
  - D. Family/Community/ Environment
  - E. Stress/Health/Illness
- IV. Basic Human Needs
  - A. Safety and Infection Prevention
  - B. Mobility, Transfers, Ambulation, Positioning/ Exercise, Activity
  - C. Hygiene
  - D. Sleep/Rest/Sensory Perception
  - E. Elimination
  - F. Oxygenation
  - G. Meeting Nutritional Requirements
  - H. Fluid and Electrolyte Balance
- V. The Nursing Process, Critical Thinking, Documentation and Reporting/ Health Care Informatics
- VI. Introduction to Simulation Lab and Health Assessment Skills
  - A. General Assessment and Vital Signs
  - B. Physical Assessment
  - C. Comfort and Pain Management
- VII. Concepts and Skills for Medication Management

VIII. Health Promotion/ Education for the Patient, Family, Community

IX. Contexts of Professional Nursing

- A. Historical
- B. Professional
- C. Legal
- D. Ethical

**Essential Questions:**

1. Why is infection prevention essential to the care of a patient?
2. What are safety concerns for patients across the lifespan?
3. What is the nursing process, and how is it used to provide care to the patient?
4. What is the role of the nurse in today's healthcare system?

**Required Textbook(s):**

Fundamentals of Nursing: The Art and Science of Person-Centered Care by Taylor, Lynn, & Bartlett. 9<sup>th</sup> ed. ISBN# 9781496362179

Taylor's Clinical Nursing Skills: A Nursing Process Approach by Lynn. 5<sup>th</sup> ed. ISBN# 9781496384881

Pharmacology: Connections to Nursing Practice by Adams & Urban (2019). ISBN# 9780134867366

Davis Drug Guide for Nurses by Vallerand. 17<sup>th</sup> ed. ISBN# 9781719640053

Davis's Comprehensive Manual of Laboratory & Diagnostic Tests, with Nursing Implications by Van Leeuwen. 8<sup>th</sup> ed. ISBN# 9780803674950

Nurse's Pocket Guide: Diagnoses, Prioritized Interventions & Rationales by Doenges. 15<sup>th</sup> ed. ISBN# 9780803676442

ATI Resources

**Supplemental Materials:**

Lab totes, uniforms, and other equipment listed in the Student Nurse Handbook are required and the responsibility of the student to maintain. Refer to the Nashua Community College Department of Nursing Student Handbook for details. Course resources and in-class activities require the use of a computer that must be brought to class/clinical simulation lab.

**Course Expectations:**

**Email is the primary method of communication** in the department of nursing; therefore, **students must check their email every day.** It is your responsibility to check in the morning and the evening for any changes to class or clinical the next day, and any important announcements. Online learning requirements are included in the course. Students are required to participate in the use of online resources and course materials posted on the Canvas Learning System, <https://ccsnh.instructure.com/courses/31125>

For students requiring assistance with technology related to online learning, the Student Handbook for Online Learners can be found at [https://www.nashuacc.edu/images/2019-images/PDF/Student Success Handbook for Online Learners Rev2.pdf](https://www.nashuacc.edu/images/2019-images/PDF/Student%20Success%20Handbook%20for%20Online%20Learners%20Rev2.pdf)

The nursing program uses a variety of technologies to accomplish course competencies and program student learning outcomes. All students are expected to be proficient in the use of the

college learning management system (LMS). All students are expected to have access to a computer with the appropriate hardware and software to complete assignments, coursework, and online exams given in class.

**Attendance and Punctuality Policy:**

Each class, laboratory, and clinical learning experience is an integral part of the nursing curriculum. The NH Board of Nursing requires that the Associate in Science in Nursing Program provide a minimum of 1080 hours of concurrent academic and clinical nursing experience (<https://www.oplc.nh.gov/nursing/laws-rules.htm>; Nur 602.12 Curricular Requirements). Students must demonstrate achievement of course competencies, level outcomes, student-learning outcomes, and end of program outcomes. Instructors will review relevant policies and procedures with students about communicating anticipated absence or lateness at the start of each course.

**Attendance is mandatory.** It is mandatory that students attend all learning experiences, including but not limited to class, clinical simulation lab, and clinical. Make up time for clinical (if approved) will be charged to the student at the current rate established by the college Business Office.

**Classroom/Clinical Simulation Lab/Clinical Punctuality** is essential to avoid disruption of learning opportunities for students and faculty and is part of professionalism. Punctual attendance in the classroom, clinical simulation lab, and clinical is expected unless the student is unable to attend due to serious extenuating circumstances. It is expected that the student will communicate absenteeism with the instructor promptly, and documented in email, within 24 hours of the missed class or clinical simulation lab. Absence from Clinical must be communicated by the student to the Clinical Instructor before the start of the clinical day.

**Clinical punctuality** is also essential for working with clinical affiliates and nursing staff. Students are expected to arrive at the clinical facility 15 minutes before the start of the shift to prepare to deliver safe patient care. If a student arrives after the beginning of the shift, s/he should report immediately to the Clinical Instructor. The Clinical Instructor will decide as to whether the student will be allowed to participate in the clinical day. The inability to complete the clinical assignment due to lateness constitutes an unexcused absence.

**Lateness** may be considered an unexcused clinical absence. Faculty will evaluate extenuating circumstances. An additional make-up assignment may be necessary, including making up a specific clinical experience or substitute assignment, as determined by the faculty. Satisfactory completion of the supplemental assignment within a given timeline will be essential for successfully meeting clinical requirements.

**Variance reports** may be used to document absence, lateness, or other inappropriate behavior in class or clinical assignments.

**Class/Clinical Cancellation.** Class or clinical may be canceled as a result of weather or other unforeseen occurrences. If the college cancels classes, experience at the clinical agency will also be canceled. Since the Department of Nursing is accountable for delivering the curriculum, faculty may choose a variety of alternate experiences to support course competencies. Class, exams, and alternate clinical experiences may be offered online or in the nursing laboratory. On occasion, the department may also have to cancel or relocate an experience. Students will be notified by email. Upon notification, please continue to check your emails and Canvas for further instructions.

**Grading:**

Evaluation of classroom learning will be based on quizzes, exams, special projects, and written assignments. Written assignments and special projects may be done in groups or individually at the discretion of the faculty. Exams and quizzes are administered using current practice guidelines. They will be taken separately, at home, open book, closed book, online, in the classroom, with notes or without notes, as determined by the faculty for the course.

In clinical, the students are evaluated using a clinical evaluation tool. A satisfactory clinical evaluation means that the student has been deemed by the faculty to be consistently safe and professional in all clinical activities and assignments; safely demonstrates clinical competencies and has followed the policies and procedures of the Department of Nursing and the clinical agency. An unsatisfactory clinical evaluation will result in failure of the course (grade of F). To pass this course, the student must achieve a minimum grade of B- for this course and any co-requisites.

**Course Assignments and Grading:** The assignments to be completed and their respective weights are listed below. Instructions are posted on Canvas.

Assignments	Percentage of Grade
Rationale Quizzes	5%
Unit Exams	40%
Midterm Exam	15%
Midterm Simulation	5%
Culture Project: Group Paper	5%
Culture Project: Presentation	5%
Final Exam	20%
Final Simulation	5%
<b>Total</b>	<b>100%</b>

**Clinical/Lab Assignments:**

Clinical Practice	Pass/Fail
Return Demonstrations of Clinical Nursing Skills (Per Clinical Skills Checklist)	Satisfactory/Unsatisfactory
ATI Resources: Completion/Revision per Direction of Faculty	Satisfactory/Unsatisfactory
Clinical Field Experience (Per Clinical Evaluation Tool)	Satisfactory/Unsatisfactory
Journals (>=/> 32 pts per Rubric =Satisfactory)	Satisfactory/Unsatisfactory
Nursing Process Project (>=/> 32%= Satisfactory)	Satisfactory/Unsatisfactory
ATI Post Test in lab (>=/>85% = Satisfactory)	Satisfactory/Unsatisfactory
Med-Math Test (>=/>90% = Satisfactory)	Satisfactory/Unsatisfactory

### Grade Scale

A 100 - 94	B 86 - 84	C 76 – 74	D 66 - 64
A- 93 - 90	B- 83 - 80	C- 73 – 70	D- 63 - 60
B+ 89 - 87	C+ 79 - 77	D+ 69 – 67	F 59 or Below

Students must earn both a minimum of B- in the classroom component of the course and a grade of "Satisfactory" in the clinical component to progress in the program.

### Description of Projects and Assignments:

Assignments, exams, and simulations are developed to support the student in meeting the course competencies as well as work toward the final program student learning outcomes. **It is important to note that even though not all assignments are given a letter grade, unsatisfactory assignments can lead to failure of clinical and, therefore, the course.**

**Rationale Quizzes:** Rationale Quizzes are take-home quizzes based on the current weekly reading assignment. There are 10 questions in multiple choice, completion and/or essay formats. Students are required to answer each question and provide the rationale for why each answer is either correct or incorrect. Rationales must be in the student's own words and includes the reference from the assigned weekly reading. Rationale quizzes are submitted on canvas by the due date listed on the course calendar.

**Unit Exams:** These exams consist of multiple-choice, short answer questions administered in class throughout the semester. Unit exams will be given at the end of class. See calendar for dates.

**Med Math Exams:** A medication math test covering word problems and basic math skills needed for medication calculations (ratios, decimals, fractions, percent's, and metric system equivalents is required. You must achieve at least a 90 on the math test and will have three chances to pass. The dates for the math tests are on the course calendar. Students may not give meds in clinical until after the medication administration lab and passing the med math exam. Please see the med math policy in the student nursing handbook.

**Midterm Exam:** There will be a midterm exam in class covering the first half of the semester. The exam will be multiple choice with possible alternative formats. See the calendar for the date.

**Midterm Simulation:** A simulation incorporating skills learned in the first half of the semester. A rubric will be used for grading. Students will have the rubric before the midterm dates.

**Final Exam:** There will be a cumulative final exam in class. This exam will be multiple choice with possible alternative formats. See the calendar for the date.

**Final Simulation:** Each student will participate in a final clinical simulation at the end of the semester integrating concepts and skills learned in NURS 125N, including a simulation and an observation scenario. The grading rubric will be posted before the final.

**ATI Modules in preparation for the lab:** Assigned ATI modules are to be reviewed before lab, and the pre-test is to be completed before the simulation lab. The post-test will be taken at the beginning of the lab. You must receive a grade of 85% or higher on the post-test. If you do not receive an 85% or higher, you will need to remediate and will take the post-test before

the lecture on Friday of the same week.

**ATI Proctored Exams:** All students are required to take specific standardized ATI tests during the semester. The exam for this course will be the ATI Critical Thinking Assessment Entrance.

**ATI Practice Tests:** There are practice tests on ATI that will be given as assignments during the semester to support your learning. These can be taken as many times as you would like. They will help with the remediation of any content areas in which you are having difficulty.

**Return Demonstration of Skills:** Your skills checklist will be used to document the completion of skills. Please bring the checklist to each lab and clinical. You will use it to practice with a peer for peer coaching, and then your clinical instructor will view your demonstration and complete the check off the list. The procedure and rationale for each step in a skill will be taken from your Skills Book. It is the student's responsibility to make sure the instructor has checked off the skill. The checklist will go into your student file at the end of the semester. You should keep a copy for yourself as well as submit one for your instructor.

**Culture Project:** This is an assigned group project. The faculty will divide the class into groups: three groups of 4 and one group of 3. Each group will choose a faculty selected cultural group in the greater Manchester-Nashua area. The group will develop a written paper using APA format as well as a presentation to present to the class as a whole. See the rubric on Canvas for specifics of what to include. The rubric will be used to grade the project and presentation. The rubric will be posted on Canvas. (See calendar for paper due date and presentation date).

**Nursing Process Project:** The purpose of this project is to begin to understand how a care plan is developed using the nursing process. The grading rubric will be posted on Canvas

Part 1: The project involves using ATI Electronic Health Records (EHR). You will review an assigned case and assess all documentation in the Electronic Health Record (EMR). After completing the record review, you will complete a nursing problem-related concept map. This completed concept map will be submitted to your clinical instructor for feedback, and you will make the appropriate changes for the final nursing process project. (Refer to the calendar for due date)

Part 2: You will prioritize the six top problems from your concept map and develop six correctly written nursing diagnoses in prioritized order. This portion will be submitted to your clinical instructor for input and to make appropriate changes for the final nursing process project. (Refer to the calendar for due date)

Part 3: Using your resources, you will develop three interventions for each of the top three prioritized nursing diagnoses from your six diagnoses. These interventions will be relevant to the patient and each diagnosis. You will find one evidenced-based professional resource to support one of your nursing interventions. Highlight the intervention on the document that you are supporting with evidence. Highlight the area in the article/ resource that supports your intervention.

The final nursing process project includes the corrected concept map, the corrected six prioritized nursing diagnoses, and three nursing interventions for each of the top three diagnoses with the article/resource you found to support one intervention. Remember to highlight the intervention as well as where in the article/resource the intervention is supported. (Refer to the calendar for due date).

**Clinical Reflections:** There will be weekly reflections due for the semester. Late submissions are subject to the late assignment policy (see syllabus). Your instructor will use a rubric for grading your reflections. There is a possibility of 40 points, 32 points are needed to pass. Your faculty will provide feedback on Canvas. The rubric for grading will be posted on Canvas. Instructions for what to include are posted on Canvas under the reflections tab as well as on the rubric. Each student will complete the reflection in the space available on Canvas. Do not attach a word document from outside this section.

**Clinical Evaluations:** Each student will complete a self-evaluation, and the instructor will complete the same evaluation on each student. The instructor will then meet with each student to discuss and review the evaluation. The evaluations are completed at midterm and the end of the semester. This clinical evaluation tool is posted on Canvas and contains the student learning outcomes for the program as well as the specific course competencies. You should refer to the Theory to Practice documents for specific competencies to be evaluated and achieved for each unit in this course. "Needs Improvement" scores or "Unsatisfactory" marks may result in clinical failure. Refer to the NCC Nursing Student Handbook for the policy regarding clinical evaluations.

**Course, Clinical Site, Faculty Evaluations:** At the end of the semester, you will be asked to complete the course, clinical site, and faculty evaluations. These evaluations are necessary and, we take them very seriously. They are used to improve the program. Evaluation is an integral part of your professional role, and this supports your progress toward meeting your end of program student learning outcomes.

### Available Support Services

**Tutoring, The Writing Center, Available Academic Services:** The Academic Success Center is located in the library, offers academic support services that are open to all NCC students looking for additional help with their college assignments. Math tutoring and writing assistance are available. The Writing Center is for any student seeking assistance with the writing process for any class, not just College Composition. For more information and to view the tutoring schedules view here: <http://www.nashuacc.edu/student-services/academic-success-center>

**Classroom Accommodations:** Students who have a documented disability (physical, learning, or mental health) and require reasonable classroom accommodations must meet with the Disabilities Support Coordinator to set up an NCC Reasonable Accommodation Plan (RAP). If you had an IEP or 504 in high school, you might qualify for a plan. If you would like more information or if you are not sure if you are eligible for a plan, please contact Jodi Quinn, Disabilities Support Coordinator, located in The Academic Success Center in the library, 603-578-8900 ext. 1451. View additional information and the application here: <http://www.nashuacc.edu/student-services/academic-success-center/disability-services> To receive classroom accommodations, it is the student's responsibility to meet with his/her instructor privately and provide a hard copy of the signed Reasonable Accommodation Plan (RAP) each term the student wants to utilize classroom accommodations even if the student has had that instructor in a previous time.

**Audio Record Classroom Lecture:** Please note that as a student in this class, you may have a classmate who, by permission, can audio record class lectures for his/her learning purposes. **Only students with prior written permission** from the instructor or the Disabilities

Support Coordinator may audio record class lectures - *for educational purposes only*. Students who audio record class lectures are prohibited from selling, transcribing, or distributing the recordings in *any manner* and are asked to delete the recordings when it is no longer essential for their learning purposes.

**Title IX Statement:** Classroom instructors at Nashua Community College are encouraged to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in written work, and meetings with professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence, and exploitation of individuals per federal statute and in compliance with established policies and procedures at Nashua Community College. If you have been subjected to sexual misconduct, violence, or exploitation, we encourage you to contact your Title IX representative Lizbeth Gonzalez, 603-578-8900 x1528, or [lgonzalez@ccsnh.edu](mailto:lgonzalez@ccsnh.edu) for support and assistance.

Additional information including resources can be found at: New Hampshire Coalition Against Domestic and Sexual Violence: [http://www.nhcadv.org/Catchment%20map\(1\).pdf](http://www.nhcadv.org/Catchment%20map(1).pdf)

**Library and Media Center: THE WALTER R PETERSON LIBRARY** offers a variety of resources for students, including paper and electronic texts, encyclopedias, journals, and online search engines for various topics, including health professions and nursing such as EBSCO, OVID and the Joanna Briggs Library. Computers are free to use and on a first-come-first-serve basis. A printer is available for making copies for a fee. Private study rooms may be reserved for small study groups. A reservation must be made with the head librarian or library aide. A complete list of hours and contact information can be found on the Nashua Community College website under the 'Current Students' 'Library and Media Services' tab.

### Department Policies

For a complete listing and details of department policies, please see the Department of Nursing Student Handbook posted on Canvas. Students are responsible for the policies in both the nursing department student handbook as well as the Nashua Community College student handbook available on the NCC website <http://www.nashuacc.edu>.

**Student Testing Policy: Examinations and Quizzes:** Students are expected to take examinations and quizzes on the days they are scheduled by faculty. All exams must be completed by the end of the course. Students may not enroll in a class for which the pre-requisite course has not been passed. Many nursing courses include the use of online testing. Online exams are expected to be taken individually and within the posted timeframe. Faculty will provide specific instructions related to online testing procedures and expectations for students. Online exams have one attempt allowed. After missing two (2) quizzes or exams, the student will not be allowed to make up further exams and will be given a zero (0) for each one unless unusual circumstances exist. In the event of unusual circumstances, the progress of each student will be reviewed on an individual basis by the faculty and chair of the department.

**Med Math Exam Policy:** At the freshman level, a med math test will be administered at the beginning of each of the semesters. The math test must be passed with a grade of 90% before allowing a student to administer medication to patients in the clinical setting. The ability to

accurately calculate medication doses is essential for the safety of patients. Failure to pass the med math exam may be cause for termination from the program.

**ATI Exam Policy:** The Associate in Science in Nursing Program requires students to purchase and use as instructed in each course syllabus, the Comprehensive Review and Assessment Program (CARP) materials from Assessment Technologies Institute, LLC (ATI). The correct use of this product helps keep the student on track to pass the NCLEX at the conclusion of the program. The student is required to achieve a proficiency of Level 2 or greater.

Proficiency is the minimum benchmark for all proctored assessments. A student who is unable to meet the designated standard for a specific exam must make plans for remediation with the coordinator of the course in which the student is currently enrolled. Please see the Department of Nursing Student Handbook for more details.

**Late Assignments, Quizzes, Graded Projects:** Assignments, quizzes, and graded projects must be taken and submitted as scheduled unless extenuating circumstances have been discussed with the course faculty before the due date. Faculty may lower any grade by 5% on any assignment, quiz, or graded project that is unexcused and submitted after the due date and time, up to 7 days after. If submitted after seven days, it will result in a grade of 0. Incomplete assignments or graded projects will be graded as submitted but may be returned to the student for completion. A second unexcused late assignment, quiz, graded project will result in a variance.

#### **Clinical Simulation Lab Policies and Guidelines**

Refer to the Nashua Community College Department of Nursing Student Handbook for guidelines and policies related to the Nursing Arts Lab.

**Classroom, Clinical, and Simulation Lab Safety:** To prevent potential accidents or injury, the student must be aware of policies and procedures that ensure the safety of students, faculty, staff, and any other persons in the college and clinical agencies. Refer to the GENERAL POLICIES AND SERVICES section in the Nashua Community College Student Handbook for details about 'Safety' and fire regulations, the 'Immunization' policy, and the 'Student Code of Conduct' policies. There is the potential for exposure to sharp objects, bloodborne pathogens and other diseases in the clinical setting. Students must complete the Centralized Clinical Placement modules regarding safety and infection prevention before entering the clinical setting, which can be found on the following website: <http://www.mass.edu/mcncps/orientation/welcome.asp>

#### **Guidelines and Policies for Clinical Practice**

1. Students are expected to transport themselves to the assigned clinical facility.
2. Students are expected to report on time for all clinical experiences.
3. Students are expected to promptly notify the faculty by text or faculty's cell phone when tardiness or absence appears likely or has become inevitable.
4. Students must be prepared physically, cognitively, and emotionally to deliver patient care.
5. Students are expected to adhere to the uniform dress code as established by the nursing program.
6. Students must have a current personal health insurance policy. Should the student become ill or injured while at a clinical agency, treatment will be given, and the student will be billed for services.

**Medication Administration Policies for Nursing Students:** Students will not, under any circumstance, medicate a patient by any route without the knowledge, instruction, and supervision of a faculty member of the Department of Nursing.

**Withdrawal from a Course:** A student who desires to withdraw from the Associate of Science in Nursing Program should review the situation with the Department Chair to determine whether the precipitating issue can be resolved. If the problem is not resolved, the student may meet with the Vice President of Student and Community Affairs to reserve the possibility of re-enrolling in the program the following year. Re-enrollment would be in the new freshman class or at the point of last academic success on a space-available basis (see Re-Enrollment Policy in the Department of Nursing Student Handbook). If the student chooses not to meet with the VPSCA about returning to the program and subsequently desires to resume studying nursing, the student must reapply for admission. The ATI TEAS scores shall remain valid for two years.

**Classroom/Clinical Simulation Lab/Clinical Rules of Conduct:** This policy is supplemental to the Student Code of Conduct Policy found in the Nashua Community College Student Handbook and the Department of Nursing Student Handbook.

The Department of Nursing seeks to cultivate an atmosphere of **mutual respect at all times**. There is a policy of "**Zero Tolerance**" for inappropriate student behavior that is disruptive, hostile, rude, dishonest, threatening, or in any way directly or indirectly compromises the physical, mental, emotional, spiritual, cultural, or environmental well-being of another. Inappropriate and unacceptable behavior may be a warning sign of impending hostility or violence and will be managed by prompt reporting and immediate assessment.

Consequences may range from variances to dismissal from the nursing program. Specific offensive behaviors by the student may be evident in one-to-one encounters, group settings, or electronically, including email, cell phone, and social media. Offensive behaviors toward classmates, faculty, or others that occur in any setting, including the NCC campus, clinical agencies, and the broader community, will be managed under this guideline. Examples of unacceptable behavior include, but are not limited to, discrimination against a classmate for any reason, name-calling, making fun of others, direct or indirect threats, unwanted physical contact, damage to the property of others, lying, intimidation, and harassment.

**Confidentiality and Privacy Regulations:** The program of nursing at Nashua Community College adheres to federal guidelines for confidentiality and the protection of private patient and student information and confidentiality as outlined by both HIPAA and FERPA laws. Ensuring the confidentiality of all information about a patient is an ethical, moral, and legal requirement of healthcare professionals. The student must safeguard the patient's right to privacy by maintaining confidentiality. Students may not discuss patients in elevators, cafeteria, lobby, by phone, email, social media, or under other inappropriate circumstances. Information about a patient may be discussed with faculty and peers as an aspect of clinical or classroom education and must not be further discussed or repeated to other individuals.

If a faculty member inadvertently assigns a student to a family member or a friend, the student must request another assignment. Students are expected to avoid reading the medical records of family members, friends, or acquaintances, and to confine their use of the electronic medical record to only that necessary to complete their assignments.

Special care must be taken to protect the rights of patients and maintain confidentiality when students are preparing for clinical experience. Documents, such as lab reports needed to

complete assignments, may not contain the patient's name or other identifying data, and must be carefully protected during transit.

Disclosure of confidential information may subject the student to legal consequences as well as dismissal from the Associate of Science in Nursing Program. A student who is a Licensed Nursing Assistant and discloses confidential information will be reported to the Board of Nursing. Students will receive instruction about the program's policy on confidentiality and its maintenance early in the first nursing course and will be required to sign a document to that effect.

### **College Policies**

**AF Policy:** If a student misses more than the number of hours the course meets during two weeks (e.g., six hours for a three-credit course), the faculty may withdraw a student from the course with an "AF" grade. Please note that absences, tardiness, and leaving class early all count towards "missed class time." The grade may also be issued if a student registered in a clinic, practicum, internship, or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure.

Students should also understand an instructor or an administrator can assign an AF grade at any time for reasons other than low-grade performance or failure to meet attendance requirements, e.g., violation of the Student Code of Conduct, disruptive behavior, etc.

Please be advised that if the behavior of any student (or students) continually disrupts the learning of his/her classmates, the following steps will be taken 1) verbal warning; 2) meeting with the instructor and department chair; 3) referral to Vice President of Academic Affairs and possible removal from the course with AF grade.

An "AF" grade is calculated in the GPA as an "F." Students should refer to the student handbook for additional information about the AF policy.

**Canvas:** All instructors at NCC will use Canvas. Canvas is the online learning management system used by instructors and learners at Nashua Community College. Instructors may post syllabi, course-related documents, and grades in Canvas. Students may be required to submit assignments or take assessments through Canvas or participate in discussion boards.

24/7 Canvas Support: Students and faculty seeking help can now call a toll-free number, begin a Live Chat, submit a ticket or search a FAQ knowledgebase, all 24/7 by going to this site: <http://www.ccsnh.edu/online-resources>

From your Canvas account, please click on the "Help" button at the bottom right of your screen. This menu will bring up a menu of options.

To directly link to Canvas On Demand tutorials, please visit the following link: <https://community.canvaslms.com/docs/DOC-10701>

If you have forgotten your Easy Login Password information, please visit the following link: <https://passwordstu.ccsnh.edu/showLogin.cc>

**If class is ever canceled because of instructor illness or inclement weather, students will need to check Canvas for assignments.**

**College Email System:** Nashua Community College has established a College electronic mail ("email") system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication: 1) sent to the students from their instructors and all College personnel; and, 2) sent by the students to their instructors and all College personnel.

Also:

- Students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications, and other critical and time-sensitive information.
- Students should also check their college email account to be sure that they are current with all email communication from their faculty.
- The student email account/address should be the only email address students use to send emails to faculty and College personnel so that student email is recognized and opened.
- This service is provided exclusively to the students of NCC. Accounts are for individual use only and are not transferable or to be used by any other individual.
- Students using their College email account do so under the policies outlined in the Student Handbook under "Student Computer Conduct Code."

**Sensitive Materials Policy:** During the semester, to cover specific academic topics, there may be occasions to view or discuss material which may not meet the student's definition of appropriateness. At such times, every student has the right to decide not to participate. Every effort will be made by the instructor to notify students in advance of when such sensitive material will be used so that students can make alternative arrangements. Faculty will guide students in the identification of alternate learning opportunities consistent with relevant course objectives so that students opting out of scheduled "sensitive" learning experiences will not be penalized academically in any way. Please note the opportunity to leave the classroom discretely is always available to each student when such sensitive material is being discussed. The student then has the responsibility before the next class meeting to inform the instructor as to the reason for leaving.

**Plagiarism Policy:** Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her original work. Such acts of plagiarism include, but are not limited to:

1. A student is submitting as his or her work an entire essay or other assignment written by another person.
1. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and that the material is quoted.
2. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
3. The paraphrasing of another person's unique work with no acknowledgment of the original source.
4. Copying another student's work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student's program coordinator will automatically be notified, and the incident will be documented. If any further incidents of plagiarism are reported to the student's program coordinator, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs, loss of credit for the course; suspension or dismissal from a department program; academic probation, or expulsion from the College.

### **Credit Hour Guidelines**

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two (2) hours of out-of-class student work each week for 15 or 16 weeks.
2. A credit hour shall be allocated based on the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 week semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3 to 5	45-75
Practicum, Fieldwork	3	45
Internship	3 to 6	45-90
Co-op	Variable by Dept.	Variable by Dept.

### **Academic Calendar**

#### **Fall 2020 NURS125N**

#### **Lecture and Assignment Calendar**

\*see supplemental detailed course calendar available in Canvas course

Week	Month	Day	Topic	Assignment Due	End of Course Student Learning Outcomes
1	AUG	31	Introduction to Nursing Practice: Working in the Health Care System	<ul style="list-style-type: none"> <li>• ATI Post Test - Infection Control</li> </ul>	#1-8
2	SEP	7	Care of the Human Being	<ul style="list-style-type: none"> <li>• ATI Post Test - Ambulation, Transferring, and Range of Motion</li> <li>• CCP Due</li> <li>• Rationale Quiz</li> </ul>	#1-8

<b>3</b>	SEP	14	Health Assessment-Part I	<ul style="list-style-type: none"> <li>• ATI Post Test - Personal Hygiene</li> <li>• Rationale Quiz</li> </ul>	#1-8
<b>4</b>	SEP	21	The Nursing Process: Critical Thinking and Problem Solving;  Part I	<ul style="list-style-type: none"> <li>• Rationale Quiz</li> <li>• ATI Post Test -Vital Signs, Pain Management</li> </ul>	#1-8
<b>5</b>	SEP	28	Health Assessment Part II	<ul style="list-style-type: none"> <li>• Rationale Quiz</li> </ul>	#1-8
<b>6</b>	OCT	5	Nursing Process Part II	<ul style="list-style-type: none"> <li>• Rationale Quiz</li> </ul>	#1-8
<b>7</b>	OCT	12	Nutrition in Health and Illness	<ul style="list-style-type: none"> <li>• ATI Post Test - Assessment -Adult</li> <li>• Nursing project part I</li> <li>• Rationale Quiz</li> </ul>	#1-8
<b>8</b>	OCT	19	Elimination	<ul style="list-style-type: none"> <li>• Rationale Quiz</li> </ul>	#1-8

<b>9</b>	OCT	26	Fluid and Electrolyte Balance	<ul style="list-style-type: none"> <li>• ATI Post Test – Enemas, Ostomy Care, Urinary Cath Care, Foley Insertion</li> <li>• Nursing Process Part 2</li> <li>• Rationale Quiz</li> </ul>	#1-8
<b>10</b>	NOV	2	Sensory perception- Sleep/Rest	<ul style="list-style-type: none"> <li>• ATI Post Test -Oxygen Therapy</li> <li>• Rationale Quiz</li> </ul>	#1-8

<b>11</b>	NOV	9	Concepts for Medication Administration	<ul style="list-style-type: none"> <li>• ATI Post Test -Enteral Tube Feedings, Nutrition, Feeding, and Eating,</li> </ul>	#1-8
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				Nasogastric Tubes, IV Therapy <ul style="list-style-type: none"> <li>• Rationale Quiz</li> <li>• Final Nursing Process Project</li> </ul>	
<b>12</b>	NOV	16	Contexts of Professional Nursing: Historical, Legal, Ethical	<ul style="list-style-type: none"> <li>• ATI Post Test - Medication administration 1, 2</li> <li>• Rationale Quiz</li> </ul>	#1-8
<b>13</b>	NOV	23	NO CLASS	<ul style="list-style-type: none"> <li>• ATI Post Test - Medication administration 3</li> <li>• Culture Paper</li> <li>• Rationale Quiz</li> </ul>	#1-8

<b>14</b>	NOV	30	Health Promotion/Education for the patient, family, community		#1-8
<b>15</b>	DEC	7	Freshman/Senior Presentation Day	<ul style="list-style-type: none"> <li>• Culture Presentations</li> </ul>	#1-8
<b>16</b>	DEC	14	Comprehensive Final		#1-8

**This calendar is subject to change**

***Please note: This syllabus intends to identify essential categories, not to dictate format or to limit content.***