COURSE INFORMATION

Course: NUR 223  
Course Title: Advanced Nursing Skills  
Courses Credits: 2

Course Locations:  
Instructional Building (IB) 1313 Nursing Arts Lab  
IB 1414 Small lecture room  
IB 1415A Large lecture room

Course Start Date: 1-6-10 and 1-7-10, Wednesday and Thursday  
Course End Date: 3-16-10, Tuesday  
Course time: 1:00-5:00PM and 8:30-12:30PM (See Calendar)  
Required Open Lab: 3-15-10, Monday  
Open Lab time: 1:00-4:00PM

Special course math requirement: Students are required to score a minimum of 90% on the math test in order to attend clinical, this is a NSCC clinical policy. Students have until the end of the quarter and three chances to score 90% on the math test. A math tutor is available if needed. The retake math tests will need to be done at the Testing Center at a cost of $25.00 unless you have a learning disability that has been disclosed to the Disability Services.

Required text book:  

Recommended text book:  

Required websites:  
Angel website: [http://northseattle.angellinking.com](http://northseattle.angellinking.com)  
Logon Instructions: Your user name is your full student ID number and your password is also your full student ID number.

In Angel, NUR 223 course website OR  
NSCC faculty website: [http://facweb.northseattle.edu/snagai/](http://facweb.northseattle.edu/snagai/)  
User name: nsccfall09  
Password: nsccfall09

Recommended website:  
In Angel, communication link, nursing skills video clip link OR  
To access the video clips follow the instructions written inside of the text cover.
Required Materials:
- Uniform for lab: School uniform hunter green scrubs with NSCC logo or any type of nursing scrubs, closed toe low heeled shoe (preferably white) and name tag.
- Scantrons, pen, pencil, work sheets, and note paper
- Stethoscope with a bell and diaphragm (For appropriate lab activity, only)
- Pen light (For appropriate lab activity, only)

INSTRUCTORS INFORMATION
Instructor: Stephanie Nagai, RN, CRRN, MSN  
Email: snagai@northseattle.edu
Voice mail: 206-969-2277
NSCC Office Location: 2405A
Office hours: Please request an appointment

Instructor: Denise Filiatrault, RN
Email: DFiliatrault@sccd.ctc.edu
Office phone: 206-528-4566
NSCC Office Location: 2403A
Office hours: Please request an appointment

Instructor: Lena Hristova, RN, MN, OCN, CMSRN
Email: lhristova@sccd.ctc.edu
Office phone: 206-528-4560
NSCC Office Location: 2304B
Office hours: Please request an appointment

Instructors’ biography and teaching philosophy can be accessed at the NUR 223 course website.

Computer Requirements:
If your hardware and software do not meet the computer requirements you may need to use computers provided at your school or the public library. Some users may need to download Quicktime to play the video clips.

If you have difficulties retrieving the video clips please call 24 hour student technical support at 1-800-401-9962

TEACHING STRATEGIES:
Case studies with and without simulations
Demonstrations
Game and role play
Group discussion
Lecture
Peer sharing (students teaching each other and working together)
Question and answer
Web enhanced learning
Assignment submission:
The completed assignments are hand delivered to the instructor at the beginning of class on the due date. If the assignment is to be submitted by email, please save all assignments with the course, the student’s first initial and last name and the assigned chapter. For example: N223SNagaiCH4. Also, please save your assignment in rich text format .rtf before you submit your assignment. The instructor that is presenting the topic is the person responsible for grading your assignment. If a paper is late and is hand delivered to the instructor’s mailbox in the Health and Human Services Division an e-mail notice must also be sent to the instructor. (Please read the late policy).

COURSE CONTENT

Course Description: In conjunction with NUR 227 and NUR 228, this course provides the student with theoretical knowledge and laboratory practice of advanced nursing skills. Permission required.

Course Outline:
Session, group, location, critical due dates, reading, and written assignments

<table>
<thead>
<tr>
<th>Session, room, group, date, time and instructors</th>
<th>Reading assignments, topics and activities</th>
<th>Assignments’ due date</th>
<th>Bring Lab Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 Room: IB 1414 &amp; IB 1413</td>
<td>Welcome! Syllabus introduction Facilitated by Stephanie Nagai LPN skills review Chapter 5, Vital signs Chapter 6, Health assessment Chapter 7, Medical asepsis Chapter 8, Sterile technique Chapter 9, Safe patient handling, transfer and positioning Chapter 10, Exercise and ambulation Chapter 20, Safe medication preparation Chapter 21, Oral and topical medications Chapter 22, Parenteral medications Chapter 34, Bowel elimination Chapter 43, Specimen collection</td>
<td>Review lab checklist to be completed during lab</td>
<td>Please print and bring your review lab checklist. For the best experience, please bring the following supplies: Text book, drug book, pen, stethoscope, pen light, face mask, yellow gown, trach care kit.</td>
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<tr>
<td>Group A 1-6-10 1:00-5:00PM</td>
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<tr>
<td>Group B 1-7-10 8:30-12:30PM</td>
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<tr>
<td>Instructors: Stephanie Nagai Denise Filiatrault</td>
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</tbody>
</table>
### Session 2
**Room:** IB 1415A  
**Group A & B**  
1-13-10  
1:00-5:00PM  
**Instructors:**  
Denise Filiatrault  
Lena Hristova

Facilitated by Denise Filiatrault

**1:00-2:15PM**  
**Math test:** Minimum score of 90% is required.

**2:15-5:00PM**  
**Oxygenation**  
Chapter 23, Oxygen Therapy  
Chapter 25, Airway management  
Chapter 26, Closed Chest Drainage  
Chapter 27, Insertion of an Oral Airway

Assignments due:

- Chapter 23, page 653, Critical Thinking Exercises
- Chapter 25, page 697, Critical Thinking Exercises
- Chapter 26, page 719, Critical Thinking Exercises

Please bring a calculator and a pen or pencil.  
**Phones are not allowed to be used as calculators.**

### Session 3
**Room:** IB 1313  
**Group A**  
1-20-10  
1:00-5:00PM  
**Group B**  
1-21-10  
8:30-12:30PM  
**Instructors:**  
Denise Filiatrault  
Lena Hristova

Facilitated by Denise Filiatrault

**Nursing skill performance:**  
- Oxygen Therapy  
- Chest Physiotherapy  
- Airway management  
- Closed Chest Drainage  
- Insertion of an Oral Airway

**Review skills:**  
- 23-4 Noninvasive ventilation  
- 23-5 Mechanical ventilator  
- 25-1/25-2 Closed (in-line) & Airway Suctioning  
- 25-3 Endotracheal Tube Care  
- 24-1 Postural drainage  
- 24-2 Percussion/vibration  
- 26-1 Chest Tube Care  
- 26-2 Removal of chest tube  
- 27-1 Inserting and Oral Airway

Equipment:  
Please bring your text book, face mask, foam tape, and trach suction kit. (trach care kit is optional)
<table>
<thead>
<tr>
<th>Session 4</th>
<th>Room: IB1414 and IB 1313</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
<td>1-27-10 1:00-5:00PM</td>
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<tr>
<td>Group B</td>
<td>1-28-10 8:30-12:30PM</td>
</tr>
</tbody>
</table>

**Instructors:**
Denise Filiatrault, Lena Hristova

**Facilitated by:**
Denise Filiatrault

**Mock code:**
Chapter 27, Emergency Measures for life support
Chapter 44, Diagnostic Procedures, Moderate sedation, Skill 44-1, ECG, Skill 44-6

**Nursing skill performance:**
Emergency Measures for life support
Diagnostic Procedures

**Review skills:**
27-2 Use of an AED
27-3 Code Management
44-1 Moderate Sedation
44-6 Obtaining an EKG

**Assignments due:**
Chapter 27, pages 738-739, Critical Thinking Exercises
Chapter 44, Page 1194, Critical Thinking Exercises

**Text book**

<table>
<thead>
<tr>
<th>Session 5</th>
<th>Room: IB 1415A</th>
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</thead>
<tbody>
<tr>
<td>Group A &amp; B</td>
<td>2-3-10 1:00-5:00PM</td>
</tr>
</tbody>
</table>

**Instructors:**
Lena Hristova, Denise Filiatrault

**Unit Test I 1:00-2:00 PM**
Facilitated by Lena Hristova 2:00-5:00PM

**IV**
Chapter 22, Parenteral Medications
Chapter 28, Intravenous and Vascular Access

**Blood**
Chapter 29, Blood transfusions

**Nutrition**
Chapter 32: Parenteral nutrition
Chapter 30, Oral nutrition
Chapter 31, Enteral nutrition

Assignments due:
Chapter 22, Pages 62-63, Critical Thinking Exercises
Chapter 28, pages 783-784, Critical Thinking Exercises

Please bring a scantron and number 2 pencil.

<table>
<thead>
<tr>
<th>Session 6</th>
<th>Room: IB 1313</th>
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</thead>
<tbody>
<tr>
<td>Group A</td>
<td>2-10-10</td>
</tr>
</tbody>
</table>

**Facilitated by:**
Lena Hristova

**Review Unit test 1**

**Nursing skill performance:**
IV insertion

Assignments due:
Chapter 29, Page 800, Critical Thinking

Please bring your text book, IV start kit, IV extension set, primary and secondary IV
<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Exercises</th>
<th>Assignments due:</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00-5:00PM</td>
<td>Parenteral Medications</td>
<td>Exercises</td>
<td>Chapter 32, page 859, Critical Thinking Exercises</td>
<td>tubing.</td>
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<tr>
<td>Group B</td>
<td>Intravenous and vascular access</td>
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<tr>
<td>2-11-10</td>
<td>Blood transfusions</td>
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<tr>
<td>8:30-12:30PM</td>
<td>Parenteral nutrition</td>
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<td><strong>Instructors:</strong></td>
<td>Lena Hristova</td>
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<td></td>
<td>Denise Filiatrault</td>
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<tr>
<td><strong>Review skills:</strong></td>
<td>28-1 Initiating Intravenous Therapy &amp; Discontinuing</td>
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<td></td>
<td>22-6 Admin. IV meds by piggyback, Infusion sets &amp; miniinfusion pump</td>
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<td>22-7 Administering Medications by IV Bolus</td>
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<td></td>
<td>28-2 Regulating IV Flow Rates</td>
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<td></td>
<td>32-1 Administering Central Parental Nutrition (TPN)</td>
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<td></td>
<td>32-3 Administering PPN with Lipids</td>
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<td></td>
<td>29-1 &amp; 29-2 Initiating Blood Therapy &amp; Monitoring for Adverse Transfusion Reaction</td>
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<tr>
<td><strong>Session 7</strong></td>
<td>Facilities by Stephanie Nagai</td>
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<tr>
<td><strong>Room:</strong></td>
<td>Health Care System</td>
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<tr>
<td><strong>IB 1415A</strong></td>
<td>Chapter 1, Using evidence in nursing practice</td>
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<tr>
<td><strong>Group A &amp; B</strong></td>
<td>Chapter 4, Reporting and recording</td>
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<td>2-17-10</td>
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<tr>
<td>1:00-5:00PM</td>
<td><strong>Integument</strong></td>
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<td><strong>Instructors:</strong></td>
<td>Stefanie Nagai</td>
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<td>Lena Hristova</td>
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<td><strong>Facilitated</strong></td>
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<tr>
<td>by Stephanie Nagai</td>
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<tr>
<td><strong>Chapter 39,</strong></td>
<td>Dressing bandages and binders</td>
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<tr>
<td><strong>Chapter 12,</strong></td>
<td>Support surfaces and special beds</td>
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<tr>
<td><strong>Chapter 18,</strong></td>
<td>Pressure ulcer care</td>
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<td><strong>Chapter 38,</strong></td>
<td>Wound care and irrigations</td>
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<td><strong>Session 8</strong></td>
<td>Facilities by Stephanie Nagai</td>
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<td><strong>Room:</strong></td>
<td>Nursing skill performance: Role play checklist</td>
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<tr>
<td><strong>IB 1313</strong></td>
<td>Reporting and recording</td>
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<tr>
<td><strong>Group A</strong></td>
<td>Complex dressing changes</td>
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<tr>
<td>2-24-10</td>
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<tr>
<td>1:00-5:00PM</td>
<td>Facilities by Stephanie Nagai</td>
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<tr>
<td><strong>Role play checklist</strong></td>
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<tr>
<td><strong>Assignments due:</strong></td>
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<tr>
<td><strong>Chapter 39,</strong></td>
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<tr>
<td><strong>Please bring your role play checklist, text book and equipment:</strong></td>
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<td>4x4, 2x2,</td>
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<tr>
<td>Group B</td>
<td>2-25-10  8:30-12:30PM</td>
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<tr>
<td><strong>Instructors:</strong></td>
<td>Stephanie Nagai  Lena Hristova</td>
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<tr>
<td><strong>Review skills:</strong></td>
<td>4-1 Shift report  4-2 Documentation  4-3 Incident report  38-1 Wound assessment  38-1 Irrigation  38-2 Staple removal  39-1 Moist to dry  39-2 Pressure bandage  39-3 Transparent  39-5 NPWT (Vac)  39-6 Elastic bandage</td>
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<tr>
<td><strong>Session 9</strong></td>
<td>Room: IB 1415A</td>
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<tr>
<td><strong>Group A &amp; B</strong></td>
<td>3-3-10  1:00-5:00PM</td>
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<tr>
<td><strong>Instructors:</strong></td>
<td>Lena Hristova  Stephanie Nagai</td>
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<td><strong>Facilitated by:</strong></td>
<td>Lena Hristova</td>
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<tr>
<td><strong>Pain management</strong></td>
<td>Chapter 15, Pain Assessment and Basic Comfort Measures</td>
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<tr>
<td><strong>Peritoneal Dialysis</strong></td>
<td>Procedural Guideline 33-3, pages 892-895</td>
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<tr>
<td><strong>Game Night!</strong></td>
<td>Chapter 33, Urinary Elimination</td>
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<td><strong>Session 10</strong></td>
<td>Room: IB 1313</td>
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<tr>
<td><strong>Group A</strong></td>
<td>3-10-10  1:00-5:00PM</td>
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<tr>
<td><strong>Instructors:</strong></td>
<td>Lena Hristova  Denise Filiatrault</td>
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<tr>
<td><strong>Facilitated by:</strong></td>
<td>Lena Hristova</td>
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<tr>
<td><strong>Nursing skill performance:</strong></td>
<td>PCA  Epidural</td>
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<tr>
<td><strong>Peritoneal Dialysis</strong></td>
<td>Urinary catherization</td>
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<tr>
<td><strong>Review skills:</strong></td>
<td>15-1 Providing Pain Relief  15-2 PCA  15-3 Epidural Analgesia  33-3 Continuous Ambulatory Peritoneal Dialysis (CAPD)</td>
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<tr>
<td><strong>Unit Test II</strong></td>
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<tr>
<td><strong>Assignments due:</strong></td>
<td>Chapter 15, pages 400-401, Critical Thinking Exercises</td>
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<td><strong>Equipment:</strong></td>
<td>Need text book and face mask.</td>
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<tr>
<td><strong>Need a scantron and number 2 pencil</strong></td>
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</tbody>
</table>
**Session 11**  
**Room:** IB 1313  
**Group A & B**  
3-15-10  
1:00-4:00PM  
**Instructors:**  
Denise Filiatrault  
Lena Hristova

<table>
<thead>
<tr>
<th>Required Open Lab Unit test 2 review Practical exam practice</th>
<th>Bring your own equipment for skills that you will review.</th>
</tr>
</thead>
</table>

**Session 12**  
**Room:** IB 1313  
**Group A**  
3-16-10  
1:00-5:00PM  
**Group B**  
3-16-10  
8:30-12:30PM  
**Instructors:**  
Stephanie Nagai  
Denise Filiatrault  
Lenna Hristova  
Nancy Whittier

<table>
<thead>
<tr>
<th>Practical Final Exam</th>
<th>Please bring equipment required by the skills listed. For example: Pen, foam tape, face mask with shield, primary and secondary IV tubing, IV extension set, IV start kit, trach care and suction kits.</th>
</tr>
</thead>
</table>

**Student Learning Outcomes:**

**NSCC General Education Student Learning Outcomes:**
- Quantitative reasoning. Outcome 2: Use quantitative reasoning processes to understand, analyze, interpret, and solve quantitative problems.

- Information literacy. Outcome 4: Access, evaluate, and apply information from a variety of sources and a variety of contexts.

- Teamwork. Outcome 6: Work and communicate effectively in groups.

**LPN to RN Ladder Nursing Program Student Learning Outcomes:**
1. Holistically care for self, others and community within an ethical, legal and diverse framework within the scope of practice of the RN.
2. Demonstrate competency in educating and communicating with patients, patient’s family, healthcare team, system administration and wider community with a focus on Health Promotion.
3. Demonstrate competency in assessment, analysis, planning, implementing patient care and comprehensive evaluation of outcomes within a variety of settings utilizing appropriate technology.

4. Synthesizes patient assessment data with anatomy & physiology, pathophysiology, and pharmacology using critical thinking in order to safely manage rapidly changing, complex patient problems.

5. Provides leadership to effectively delegate and collaborate with patient, patient’s family, healthcare team, system administrators, and the wider community.

Course Outcomes:
1. Demonstrate care of others within an ethical, legal and diverse framework inside the scope of practice of the Registered Nurse in the campus lab.
2. Demonstrate competency in assessment, analysis, planning, implementing patient care, and comprehensive evaluation of outcomes utilizing appropriate technology in a variety of simulated situations in the lab.
3. Begin synthesis of patient assessment of data with anatomy, physiology, pathophysiology, and pharmacology using critical thinking in order to safely manage rapidly changing complex patient problems in the simulation lab.

At the end of this course the student will be able to:
1. Review and perform previously learned LPN nursing skills.
2. Demonstrate the nursing process which includes assessment, planning, implementation, and evaluation.
3. Perform a SBAR change of shift report.
4. Understand how to write a nurse’s progress note using SOAP, SOAPIE, PIE, focus and SBAR charting formats.
5. Understand the legal guidelines for delegation and recording.
6. Understand evidenced based nursing practice.
7. Reflect on time management and organization skills.
8. Demonstrate communication skills.
9. Understand the different types of IV fluids, IV pharmacology and IV compatibility.
10. Understand fluid and electrolyte balance and values in adults.
11. Identify common venipuncture sites, IV catheter types and equipment necessary to administer IV therapy.
12. Understand the responsibility and safety for IV administration.
13. Understand various types of central venous access devices.
14. Demonstrate aseptic technique with peripheral IV and central line care.
15. Understand IV therapy complications and appropriate nursing assessment, interventions and evaluations.
17. Perform administration of continuous, piggyback, and intermittent IV infusions.
18. Demonstrate spiking an IV bag, timing of an IV drip, IV priming and back priming.
19. Demonstrate administrating a medication by intravenous bolus.
20. Demonstrate the use of electronic infusion devices: TF pump, IV pump, miniinfusion pump and PCA.
21. Understand wound assessment, dressing change procedure, and dressing change products that are utilized to facilitate healing.
22. Demonstrate a complex dressing change. This includes wound measurement, irrigation, packing and taping.
23. Demonstration of applying leads appropriately to obtain an ECG rhythm strip.
24. Understand advanced oxygen therapy delivery equipment, bipap, cpap, and mechanical ventilator care.
25. Demonstrate the set-up and management of chest tubes.
26. Understand pain management.
27. Understand epidural and local infusion pain management procedure.
28. Understand and demonstrate the administration of parenteral nutrition.
29. Perform the procedure for blood transfusion.
30. Understand monitoring for adverse reactions during blood transfusion.
31. Understand basic ECG interpretation.
32. Demonstrates the use of an AED during a mock code.
33. Understand the different methods and procedure of peritoneal dialysis.

**Course Grading**

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Percent of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism, Participation, and Nursing Skills Performance</td>
<td>30%</td>
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<tr>
<td>Homework</td>
<td>10%</td>
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<tr>
<td>Unit Test I *</td>
<td>20%</td>
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<tr>
<td>Unit Test II *</td>
<td>20%</td>
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<tr>
<td>Nursing Skills Final Exam *</td>
<td>20%</td>
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</tbody>
</table>

*Unit tests and the final exam must be passed with at a score of 77% or higher. A score of less than 77% for a unit test will result in a discussion counseling form with suggestions to assist the student to raise the students score to a passing grade. If the student’s total grade falls below 77% a learning agreement will be written with suggestions for improvement. If the student’s total score is below 77% at the end of the course the student will receive a failing grade.

**Grading**

<table>
<thead>
<tr>
<th>Percent</th>
<th>Pass or Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-77%</td>
<td>Pass</td>
</tr>
<tr>
<td>Less than 77%</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Passing score must be greater than or equal to an overall grade of 77% per Nursing Program Policy. Please refer to student handbook for additional information. If at any time a student’s overall grade falls below 77% the student must meet with the instructor to discuss specific concerns and devise a strategic plan of action aimed at enhancing student success. Goals will be outlined on a discussion/counseling form to assist a student to pass the course. A learning agreement may be created if the learning
objectives for the course are not met. If course objectives are not met the student will be dismissed from the course with a failing grade.

Criteria for Professionalism and Participation: This course strives to maintain an enthusiastic student/instructor team-like, partnership. Please contribute ideas, interact with peers and instructor. Engage in class activities, bring needed supplies to class as specified, adhere to dress policy, and come prepared for class. Prepare for class by reading the course content, complete assignments, and read the required skills before class. Expect to be called upon at any time during the course to respond to thought-provoking questions. Tardiness, unexcused absences and excused absences will affect the student’s overall grade. Point reductions will occur if the student does not notify the instructors of absence or illness per NSCC policy. If the student attends the course without adhering to the NSCC dress code or exhibit professional behavior, the student will be dismissed from the clinical lab and a zero will be given for professionalism, participation and skill performance.

Policy on Late Work: All homework assignments are due immediately at the start of each class.

1. An assignment is considered late if it is not turned in within the first 10 minutes of class. A late assignment will be accepted for ½ credit of what would otherwise have been earned.
2. If the assignment is turned in later than one week after the due date the homework assignment will automatically receive zero points.
3. Late papers may be submitted by email. If the assignment is to be submitted by email, please save all assignments with the course, the student’s first initial and last name and the assigned chapter. For example: N223SNagaiCH4. Also, please save your assignment in rich text format .rtf before you submit your assignment. Rich text format allows computers with different software to communicate with each other.
4. The instructor that is presenting the topic is the person responsible for grading your assignment.
5. If a paper is late and is hand delivered to the instructor’s mailbox in the Health and Human Services Division it must be time stamped by the receptionist and an e-mail notice must also be sent to the instructor that the assignment has been submitted in her mailbox.
6. In extenuating circumstances students can provide substantiating documentation to reduce the points deducted on an assignment.

Skills Performance:
1. Students may be paired with another student to perform nursing skills.
2. If the instructor observes that a student is unable to perform a skill, the instructor will provide further instruction which is considered part of the process of the first cue.
3. If the student is unable to perform the skill satisfactory after receiving a second set of instruction this is considered the second cue.
4. If the student is unable to demonstrate the skill and requires a third set of instructions or requires step by step instructions this will result in a percentage reduction on nursing skills performance.

5. Selected nursing skills may be assigned to be observed by the instructors only.

6. The Nursing Skills Final Exam is graded by the instructors only.

7. Each skill must be performed correctly in a timely manner with a maximum of two cues. A cue is considered a prompting by the instructor for omitted steps, improperly performed steps or steps performed out of sequence that are crucial to the procedure. In the event that a student is able to independently recognize and correct an omitted step, improperly performed step or out of sequence step, a cue will not be issued; however, recognition and correction of an omitted step, improperly performed step or out of sequence step by the student will be allowed only twice during testing, additional occurrences will result in a point reductions. Students are expected to come prepared for testing.

Course Withdrawal: The student is responsible for an official withdrawal from the course. Please refer to the Academic Calendar on NSCC’s home page for withdrawal deadlines.

Incomplete Grade: According the North Seattle Community College Faculty Handbook 2009:

An incomplete indicates that the student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. Incomplete is given only at the discretion of the instructor when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student’s control. Coursework must be completed during the following quarter, excluding summer quarter. If the student fails to remove the “I” by completing the coursework in the specified time period, the “I” will remain on the transcript. If the student elects to repeat a course rather than make up the work, the “I” will remain on the transcript. The grade earned will compute in the GPA; after receiving an “I” in a course, a student may repeat that course only once.

Course and Classroom Policies

Guidelines for Student Conduct: Students are expected to comply with student conduct policy and procedure. Information on student responsibilities and rights is available at the following website: http://www.seattlecolleges.com/ccrights.aspx
4.1 Attendance

All students must attend all laboratory sessions, arrive on time, not leave early and be prepared to actively participate. Any scheduled lab time missed will be considered an absence.

Guidelines for lab:

1. Absences will jeopardize meeting daily objectives and therefore success.

2. A student is allowed one medical or family emergency absence from lab each quarter. Any additional absences OR a tardy greater than 45 minutes OR absences that are not a medical emergency (unexcused) will result in a 0 for participation, professionalism, and skill performance for that day which may result in failing the course.

3. Two tardies of greater than 5 minutes in clinical will constitute an absence and a zero for participation, professionalism, and skill performance for the day which may result in failing the course.

4. There are no scheduled “make up” laboratory days.

5. In the case of an absence, the student must:
   a. Call your lab instructor that is presenting the topic and report the absence and state the reason for the absence.
   b. Provide a note in writing to the Director of Nursing explaining the reason for the absence.
   c. Any injuries or change in health status requires a providers release to attend lab.

6. The first episode of tardiness or leaving the course early without permission will result in a 50% reduction for the participation, professionalism and nursing skill performance credit for the day.

7. All subsequent tardiness or leaving the course early without permission, the student will receive 0 credits for participation, professionalism and nursing skill performance credit for the day.

8. More than one unexcused absence for the quarter will result in a failing grade.

9. Students will receive a zero for quizzes or exams missed due to tardiness or unexcused absences. Make-up quizzes or exams will be allowed for excused absences as arranged by the instructor/s.

10. If the student attends the course without adhering to the NSCC dress code or exhibit professional behavior, the student will be dismissed from the lab and a
zero will be given.

11. An excused absence will be granted only for extreme illness or injury. The email or call for illness must be sent to the instructor/s a minimum of 1 hour before the start of lab with the reason for absence or tardy to not be counted as an unexcused absence. Sending a message with a fellow student will not be accepted.

12. Students are responsible for scheduling make-up sessions with the instructor/s for all excused and unexcused absences. Students are responsible for obtaining all instructions, announcements and handouts missed due to absence or tardiness.

13. You may prearrange a change in your schedule with the instructor/s if you are in group A to attend a group B lesson or vice versa if you know you will be absent or tardy on a specific date.

**Dress Code:** If the student attends the course without adhering to the NSCC dress code or exhibit professional behavior, the student will be dismissed from the clinical lab and a score of zero will be given for professionalism and participation.
- Wear NSCC or any type of nursing scrub, shirts and pants to skills lab.
- NSCC name tag.
- Closed toed shoes (preferably white) with a low heel.
- No Fake Nails or Nail Polish. Nails must be ¼ inch in length or shorter.

**Fragrance Policy:** Students are encouraged to refrain from wearing heavily scented products during class sessions, since some individuals may experience chemical sensitivities to fragrances that interfere with their learning. Do not wear any scents, perfumes, strong smelling deodorants or lotions.

**Cell Phone Etiquette:** To avoid disruption of the learning environment, students are expected to turn off or silence cell phones during class. You may check messages and make calls during break.

**Recording and Video Devices:** Recording and video devices may be used with permission of the instructor during instructional or lecture oriented class times only. **Recording and video devices are prohibited during test sessions.**

**Academic Honesty and Plagiarism:** Academic honesty is highly valued at NSCC. A student must always submit work that represents his/her original words or ideas. If any words or ideas are used that do not represent the student’s original words or ideas, the student is expected to cite all relevant sources both in the text and in the references listing at the end of the paper. The student should also make clear the extent to which such sources were used. Words or ideas that require citations include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all
verbal or visual communication when the content of such communication clearly originates from an identifiable source.

Academic dishonesty could involve:
1. Having a tutor or friend complete a portion of your assignment.
2. Having a reviewer make extensive revisions to an assignment.
3. Copying work submitted by another student.
4. Using information from online information services without proper citation.
5. Taking exam answers from another student’s paper.
6. Using materials not allowed answering exam questions.

Examination Conduct:
Calculators are allowed for all exams. Students are expected to complete examinations without the use of reference materials, notes, and electronic devices with memory, pictures, video or web search capacity. Students may not use each other as references unless instructed in writing on a quiz or exam.

Classroom Diversity Statement:
Respect and diversity is a core value of NSCC. Our college community fosters an optimal learning environment and an environment of mutual respect. We, the college community, recognize individual differences. Therefore, we are responsible for the content and tone of our statements and are empathetic speakers and listeners.

Respectful and Inclusive Environment:
The instructor and student share the responsibility to foster a learning environment that is welcoming, supportive, and respectful of cultural and individual differences. Open and respectful communication that allows for the expression of varied opinions and multicultural perspectives encourages us to learn freely from each other.

College Closure: If conditions necessitate delay or cancellation of day classes, notification on radio and television stations will begin as soon as conditions on campus can be evaluated. A closure decision is based on conditions at the main campus or a specific off-campus site adversely impacted.

General Disclaimer: There are many internal and external factors that influence the development of a course. Assignments and forms are used with permission from NSCC faculty and staff. This instructor/s reserves the right to make changes to the syllabus/schedule at any given time. If there is a discrepancy between the course syllabus and the NSCC Nursing Handbook, the Handbook supersedes any and all documents. The instructor/s may modify the terms of this syllabus in the event the instructor/s believes such modification will improve the student’s learning experience. Any changes will be highlighted in yellow and announced in writing to the students on the website or by email as soon as possible. Students are responsible for all changes once they have been communicated in writing. NSCC and the instructors are not responsible or liable for any claim, loss or damage arising from the use, misuse or loss of this health care information.
Student Support Services:
Students are encouraged to seek campus support services when necessary to support their learning and academic progress. Refer to student handbook, brochures/flyers, or college website for student support resources: Disability Services, Advising Center, Tutoring Services, Student Leadership Programs, Library, Financial Aid Office, LOFT Writing Center Plus, Admission/Registration/Records/Credentials (ARRC), Counseling, Women’s Center, Multicultural Services Office, and/or Wellness Center.

American Disability Act:
If you need classroom or course accommodations because of a disability or if you need to share emergency medical information, contact the instructor as soon as possible. Accommodations require documentation from the NSCC Educational Access/Disability Services Office at the beginning of the quarter. Website: http://www.northseattle.edu/services/disability/

Academic Advising: http://www.northseattle.edu/enroll/advise/
Counseling Services:
Website: http://www.northseattle.edu/services/counseling/index.htm

Counseling Services: Emotional/Academic Self Help
This site provides publications on Time Management, Stress Management, Dealing with Depression, Ways to Approach Decision Making, Dealing with Perfectionism, Study Skills, Study Tips for the First and Second Week of Classes, How to Prepare for Exams, and Strategies for Oral Participation for Students Who Feel Uncomfortable Speaking in Class. Website: http://www.northseattle.edu/services/counseling/selfhelp.htm

Counseling Services: Career Counseling
This site provides publications on Building Your Resume, Writing Your Cover Letter, Interview Resources and Resume Banks. Website: http://www.northseattle.edu/services/counseling/jobsearch.htm

Financial Aid: This site provides information on student aid eligibility, types of aid available, and policies/guidelines for federal, state and institutional programs. Website: http://www.northseattle.edu/enroll/finance/

Math and Science Tutoring:
The Math Learning Center located in the Education building offers free individual and small-group tutoring to all NSCC students currently enrolled in math, science, or computer science classes. Please bring a pharmacy drug calculation study guide to the tutoring sessions. The tutor will assist with math questions when you raise your hand.

Writing and Language Tutoring:
The Loft Writing Center Plus, located on the second floor of the Library building, offers free individual and small-group tutoring to all NSCC students in English writing, reading, listening, and speaking; world languages; and general study skills. Students can also use a variety of self-study computer programs.
More information on school-wide tutoring can be found at:
http://www.northseattle.edu/services/tutor/

The NSCC Nursing program also provides limited tutoring by a nursing student. To contact a nursing student tutor, ask your instructor for details.

Student Complaints:
Procedures for students who feel they have a complaint relating to grades or an action by a member of the North Seattle Community College. Before pursuing formal action, students are encouraged to first pursue an informal resolution. Please discuss issues/problems with your instructor/s first. Please remember to reflect upon the issue and provide constructive solutions to the problems. Students have 15 calendar days from the end of the informal process or 90 days from the cause of the complaint to submit a formal complaint. Contact Complaints Officer for further information: Vice President, Student Development Services at (206) 527-3656.