



# INSTRUCTIONAL PACKAGE

PNR 183

Special Topics in Practical Nursing

201830  
Summer/2019

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: 201830

COURSE PREFIX: PNR 183

COURSE TITLE: Special Topics in Practical Nursing

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

### **RATIONALE FOR THE COURSE:**

This course is designed to allow the student the opportunity to discuss and explore professional issues pertinent to their entry practice.

### **COURSE DESCRIPTION:**

This course covers special topics in practical nursing.

### **PREREQUISITES/CO-REQUISITES:**

PNR 154

PNR 140

### **REQUIRED MATERIALS:**

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **ADDITIONAL REQUIREMENTS:**

HGTC library card

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

Kaplan Student Resources

Data Storage Device

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

## **Part II: Student Learning Outcomes**

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

Upon successful completion of this course, the student will be able to:

1. Safety
  - a. Contribute to the establishment and maintenance of a safe environment within health care settings.
2. Clinical decision making
  - a. Make decisions using critical thinking and information technology, which reflect competence in practical nursing judgments and problem solving skills.
3. Teamwork and collaboration
  - a. Deliver effective, coordinated patient care by communicating and collaborating with other health care team members.
4. Professional behaviors
  - a. Practice within ethical, legal, and regulatory standards for licensed practical nurses.
5. Patient centered care
  - a. Administer patient-centered care that combines recognition of individual needs with a respect for diversity.

**Module 1:** Sociological Integrity related to the Need for Receptive and Contributive Behaviors

**Materials covered:** SCLLR and NCSBN websites

**Assessments:** In class activity

#### **Learning Outcomes:**

1. List NCLEX-PN and the state board of nursing licensure requirements
2. Discuss the application process to enable a graduate of practical nursing to take the NCLEX-PN exam.
3. Identify methods to prepare for the NCLEX-PN.

**Module 2:** Sociological Integrity related to the Need for Receptive and Contributive Behaviors

**Materials covered:** Anderson, Chapters 2, 7, 10, 12, and 13

**Assessments:** Activity completion, portfolio, standardized assessments, reflective journal

#### **Learning Outcomes:**

1. Describe reality shock in relation to the transition from student to graduate.
2. Identify individual goals for one year, five years, and ten years from now.
3. Determine individual strengths, weaknesses, and personal choices through a self-assessment.

4. Develop strategies to accomplish goals.
5. Discuss the pros and cons of various orientation programs.
6. Identify appropriate communication techniques among health care professionals.
7. Identify strategies related to dealing with conflict and change in the clinical setting.

**Module 3:** Psychological integrity related to the need for positive self-concept

**Materials covered:** Anderson, Chapters 4, 8, and 9

**Assessments:** Activity completion, portfolio, standardized assessments, reflective journal, resume and cover letter creation, mock interview

**Learning Outcomes:**

1. Identify the factors essential to the job desired.
2. List methods of finding job openings.
3. Discuss the purpose of a resume.
4. Identify the components of a resume.
5. Write a resume
6. Discuss the purpose of a cover letter.
7. Write a cover letter.
8. Identify preceptor expectations
9. Discuss the interview process.
10. Identify strategies that result in a successful interview.
11. Describe how to correctly resign a position.
12. Write a letter of resignation.
13. Discuss the various reasons for dismissal/termination from practice.
14. Identify the employer expectations of the newly graduated entry-level practical nurse.

**Module 4:** Sociological integrity related to the need for receptive and contributive behaviors

**Materials covered:** Anderson, Chapters 15, 16, 17, 18, and 19

**Assessments:** Activity completion, portfolio, standardized assessments, reflective journal, group activity

**Learning Outcomes:**

1. Identify behaviors and symptoms exhibited by the chemically impaired nurse.
2. Discuss the nurse's role in dealing with the chemically impaired nurse.
3. Discuss treatment programs and the professions response to the chemically impaired nurse.
4. Distinguish between witness and expert witness.
5. Discuss the nurse as a witness in a legal case.
6. Describe methods to protect yourself from malpractice claims.
7. Describe the nurse's role in the political process.
8. List the strategies to consider when writing a legislator.
9. List the qualities needed for effective leadership.
10. Describe the three leadership styles.
11. Identify skills related to managing a patient unit.

12. Describe options available to advance your nursing career.
13. Discuss methods to maintain competency.
14. Discuss the changes occurring in the health care delivery system.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Part III: Grading and Assessment**

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

Assignments/Kaplan	60%
Group Assignments in Class/Portfolio	15%
<u>Group Presentation</u>	<u>25%</u>
TOTAL	100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

#### **GRADING SYSTEM:**

A	90-100
B	80-89
C	77-79
D	69-76
F	0-69

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

## Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## Statement of Equal Opportunity/Non-Discrimination Statement

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu). Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, [Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu).

## Title IX Requirements

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<b>Inquiries regarding the non-discrimination policies:</b>	
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<p>Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.</p>	<p>Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.</p>
<p><b>Dr. Melissa Batten, VP Student Affairs</b>  <i>Title IX Coordinator</i></p> <p>Building 1100, Room 107A, Conway  Campus  PO Box 261966, Conway, SC 29528-6066  843-349-5228  <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a></p>	<p><b>Jacquelyne Snyder, VP Human Resources</b>  <i>Section 504, Title II, and Title IX Coordinator</i></p> <p>Building 200, Room 212A, Conway Campus  PO Box 261966, Conway, SC 29528-6066  843-349-5212  <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a></p>