INSTRUCTIONAL PACKAGE

PNR 183
Special Topics in Practical Nursing

202020
Spring 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: <u>202020</u>

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:

ENG 101
PSY 201
PNR 154
PNR 140

***Online/Hybrid** courses require students to complete the DLi Online Student Orientation prior to completing an online course. The DLi Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

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

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.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

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.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette.](#)

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 One: Introduction to professional practice in today's healthcare environment
Materials Covered:
Dahlkemper: Ch's 4, 5, 14,11,12, 2

Kaplan: PN Basics Text/E-Book; Pathway to success videos; orientation videos; question trainers; essential nursing content videos; SCLLR Website; NCSBN Website.

Learning objectives:
After completing this module the student should be able to:
1. **Identify the roles and tasks of the practical nurse in healthcare agencies.**
2. **Examine advantages of using informatics in the care of patients.**
3. **Discuss the process of setting personal and professional priorities.**
4. **Define effective communication.**
5. **List and discuss descriptors and steps necessary to develop cultural competence.**
6. **Discuss caring as a personal and professional behavior.**

Module Two: From student to nurse
Materials Covered:
Dahlkemper: Ch's 8, 9, 17, 18
Kaplan: PN Basics Text/E-Book; Pathway to success videos; orientation videos; question trainers; essential nursing content videos, SCLLR Website; NCSBN Website.

Learning Objectives:
After completing this module the student should be able to:
1. **Discuss the practical nurse entry into practice as it pertains to the: Nurse practice act, role transition, employment search, self-evaluation and monitoring and professional networking.**
2. **Identify crucial employer expectations.**
3. **Write a professional resume.**
4. **Discuss interview preparation techniques.**
5. **Describe how ethics and law apply to nursing practice.**
6. **Understand the use of power in the practical nurse role.**
7. **Describe empowerment in nursing.**

Module Three: Leadership and Management
Materials Covered:
Dahlkemper: Ch's 10, 21, 15, 16
Kaplan: PN Basics Text/E-Book; Pathway to success videos; orientation videos; question trainers; essential nursing content videos; SCLLR Website; NCSBN Website.

Learning Objectives:

After completing this module the student should be able to:

1. **Compare the concepts of leadership and management as a professional concept.**
2. **Describe the processes related to making assignments, coaching and analyzing performance.**
3. **Describe common causes of conflict.**
4. **Describe the effective use of delegation in clinical environments.**
5. **Describe the basic principles of chaos theory.**

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

GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes through online assessments and class activities. Upon completion of this course, students will be able to:

☒ Communicate effectively;

☒ Think critically

☒ Self and professional development.

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*

Unit Exams
   **3 lecture exams; 1 KIT (4 unit exams) 60%
  Kaplan Assignments   20%
 Kaplan Integrated Test (Final Exam)   20%
                                                          100%

Kaplan Integrated Test Grading Scale

KIT Score (Unit Exam)	Grade
Met Benchmark or above	100%
67-76	89%
62-66	77%

50-61	70%
<50	34%

KIT Score (Final Exam)	Grade
Met Benchmark or above	100%
60-64	89%
50-59	77%
41-49	70%
<40	30%

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

GRADING SYSTEM:

Unit tests and final exam will be averaged using the weighted calculation at the end of the course to determine total points. If the student achieves a 77 or greater after calculation of the Unit Exams and Final Exam, the (20%) calculated weighted points for Kaplan assignments will be added together to calculate the final grade. See the course information sheet for specific calculation guidelines.

Kaplan Integrated Tests will be graded using the grading scale shown above and based on the benchmark score of the KIT test.

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. 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.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:
1.   **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2.   Online **tutoring** and academic support resources.
3.   Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email sstc@hgtc.edu or 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.

STUDENT INFORMATION CENTER: TECH Central

TECH Central 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) including scheduled technology training, Office 365 support, password resets, and username information.
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.
5.   **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:
- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNow, our online proctoring service. To find out more about proctoring services, please visit the Online Testing section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's Accessibility and Disability Service webpage. The Accessibility and Disability staff 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.

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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

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.

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

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
EEO and Title IX Coordinator
Building 200, Room 212A, Conway Campus
PO Box 261966, Conway, SC 29528-6066
843-349-5212
Jacquelyne.Snyder@hgtc.edu