



VNSG 2431 Advanced Nursing Skills

Course Title	VNSG 2431 Advanced Nursing Skills												
Length of Course	32 Lecture Hours 96 Lab Hours												
Course Description	Mastery of advanced level nursing skills and competencies in a variety of health settings utilizing the nursing process as a problem-solving tool. End-of-Course Outcomes: Demonstrate competency in advanced nursing skills; implement the steps in the nursing process and describe how each step relates to nursing care; and discuss the delivery of advanced nursing skills in a variety of health care settings.												
Course Objectives	Students will apply this course content in the performance of nursing care and integration of other course materials.												
Course Delivery Mode	Residential/On-Campus												
Required Resources	Fundamental Concepts and Skills for Nursing, 7 th ed., Williams Study Guide for Fundamental Concepts and Skills for Nursing, 7 th ed., Williams												
Prerequisites	Admission to the Vocational Nursing Program and successful completion of prior level courses.												
Outside Work	Not applicable (clock-hour school)												
Course Evaluation Methods	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Theory Test</td> <td style="width: 33%;">35%</td> <td style="width: 33%;">Quizzes</td> <td style="width: 33%;">5%</td> </tr> <tr> <td>Skills Lab Test</td> <td>35%</td> <td>Homework</td> <td>5%</td> </tr> <tr> <td>Final</td> <td>20%</td> <td></td> <td></td> </tr> </table>	Theory Test	35%	Quizzes	5%	Skills Lab Test	35%	Homework	5%	Final	20%		
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Final	20%												
Grading Scale	<p>A (Excellent) 92%--100%</p> <p>B (Above Average) 83%--91%</p> <p>C (Average) 78%--82%</p> <p>F (Failure) Below 78%</p> <p><i>A final course grade of 78%* is required to pass this course</i></p> <p><i>*Students must pass all skills lab tests with a 78% or higher by the 3rd and final attempt or the student will be terminated from the VN Program, regardless of whether the student's overall final grade is passing.</i></p>												
Methods of Instruction	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Lecture</td> <td style="width: 50%;">4. Lab practice</td> </tr> <tr> <td>2. Visual Aids</td> <td>5. Tutoring</td> </tr> <tr> <td colspan="2">3. Group Discussions</td> </tr> </table>	1. Lecture	4. Lab practice	2. Visual Aids	5. Tutoring	3. Group Discussions							
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Classroom Policies	Students should adhere to the school conduct policy and dress code policy at all times. NO EXCUSES. Student who fail to comply with uniform requirements or other VN policies will be dismissed from this class period, and absence hours will be accrued. The use of cell phones is prohibited during class time. No food or drinks are allowed in classroom.												
Attendance	Attendance is mandatory for all class and clinical; students missing a day of school are responsible for obtaining any missed assignments or materials from their instructor or classmates. It is the student's responsibility to ensure he/she fully understands any material that was covered during his/her absence. Per the VN Attendance Policy, a student cannot be absent more than 20 hours a semester or 60 hours for the total program. Any excessive absences may cause the student to be dismissed from the program. If a student is more than 5 minutes tardy to class, this will count as 1 hour absent. Also, repeatedly leaving the classroom/skills lab will not be tolerated. If this occurs, your time out of the classroom will be treated as a tardy, with 1 hour being deducted from your allotted absences												

Course Procedures



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<p><i>Please be aware that this syllabus is subject to changes throughout the semester. Should any changes occur, the course instructor will notify you of the changes as soon as possible.</i></p>	
Policies	<p>All VN and VGI policies are expected to be followed by every student. Violations of these policies may result in counseling write-ups or possible dismissal from the program. Please be familiar with your VN Handbook and the expectations of the VN program. For any concerns regarding policies, please consult the VN Assistant Director and/or the VN Director.</p>
Course Material	<p>All VN courses have a great deal of material, and while the instructors attempt to relay the bulk of material in lecture, you are ultimately responsible for reading each chapter in its entirety, taking notes, and thinking critically. It is recommended you try to read prior to coming to class, make an outline of the chapter, and write questions on areas that are difficult for you to understand. These questions can then be asked during class discussion and/or during instructor's office hours or tutoring sessions to help you grasp the material.</p>
Key Terms	<p>Medical terminology and key terms in each textbook can be difficult and confusing. Please take the time to identify & review key terms for each chapter to ensure your comprehension. This terminology will be frequently used in lecture, on exams/quizzes, and at your clinical sites, so it is necessary for you to fully understand these words.</p>
Final Exam	<p>The final exam will be comprehensive! This means that material from Day 1, even from 1st semester Basic Skills, will be covered on your final exam. While an outline for the final exam is provided, it is ultimately up to you to be responsible for all content covered in this course. The final exam may contain up to 100 questions.</p>
Grades	<p>No grades will be dropped, so do your best on every attempt for every assignment, quiz, or test. No extra credit work will be given. It is the student's responsibility to keep track of his/her grades and to immediately notify the course instructor if any grade may have been entered incorrectly.</p>
Lab Tests	<p>Successful completion of all pertinent skills in the lab is necessary for students to understand their roles as nurses and excel in the clinical settings. Due to this, ALL skills lab tests must be completed with a passing grade of 78% or higher by the 3rd and FINAL attempt. If the student does not achieve at least a 78% on the 2nd attempt, the student will be placed on academic probation and provided remediation. The 3rd attempt will take place at the end of the level. If a student does not successfully pass the 3rd skills lab test, he/she will fail the course, will not be permitted to continue to the next level, and will be dismissed from the program for unsuccessful completion. This will occur even if the student's overall final classroom average is passing. After being dismissed from the program for unsuccessful skills completion, a student must follow the Readmission Policies as outlined in the VN Handbook.</p>
Challenging an Exam Question	<p>All challenges must be received within three days of the test. The challenge must include the question, the student's perception of the correct answer and the page # in the book where the answer is found. The challenge is on an individual basis only. The test grade will be adjusted for the student if the challenge is correct.</p>
Make-up Work	<p><u>Missed Quizzes (Pop or Scheduled) are not allowed to be made up. Exams are to be taken at the time scheduled by the course instructor. If a student</u></p>



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	<p>fails to take the scheduled exam, then he/she will have 10 points deducted from the make-up exam grade.</p> <p>Student is responsible for getting with course instructor, the day he/she returns to school, and discuss the ability to take make-up exam.</p> <p>If student fails to take the make-up exam when rescheduled, then 20 points will be deducted from the exam grade. (10 points off for each time the exam is missed) If the student misses the exam again, 30 points will be deducted from the exam grade. (10 points off for each time the exam is missed) If exam is not made up on the 4th and final attempt to test the student, the student will receive a “0” for a grade.</p> <p>Make-up Exams are made up at the discretion of the instructor and may be in any format, including but not limited to: essay, fill-in-the-blank, matching, ordering, select all that apply, multiple choice, or other type questions.</p> <p>Late assignments may or may not be accepted, depending on the discretion of the instructor. If late assignments are accepted, 10 points will be deducted for every day the assignment is late, starting with the day it was initially due. Late assignments will not be accepted after the 7th date from when it was initially due.</p>
<p>Assistance/Tutoring</p>	<p>For help in this course, please contact your course instructor via email and/or by visiting during his/her assigned office hours. Furthermore, consult your tutoring schedule and attend tutoring as needed for help in any of your courses. Tutoring is encouraged for all students.</p>
<p>ADA Statement</p>	<p>No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the school, or be subjected to discrimination by the school. Nor shall the school exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g)</p>
<p>Students with Disabilities</p>	<p>Students with disabilities must be registered with the School Director and provided appropriate documentation before program accommodations are provided.</p>
<p>Academic Dishonesty</p>	<p>Each student is charged with notice and knowledge of the contents and provisions Valley Grande Institute rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies, including possible dismissal from the VN Program. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. (See the Student Handbook for further explanation of Scholastic Dishonesty.)</p>



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Skills Testing Guidelines

We have an open lab policy, meaning students can come into the lab and practice skills when other classes are not utilizing it; this time frame must be Monday-Friday between 8am – 5pm. It cannot be used after hours. Please notify your instructor(s) if you would like to practice the skills outside of your scheduled class time.

A skills lab test will be given on specified skills per chapter. This will include some skills lab tests in written format. Skills lab tests will be timed, and the student will be made aware of the time frame before they start their testing. **To instill in you the level of responsibility that will be expected of you in the nursing profession, students are required to come prepared for a skills lab test.**

In the event there is a skills lab test and a written skills test in the same chapter the 2 grades will be averaged together:

- Example: Skills lab test = 82%, written skills test = 88% for an average of 85%. The 85% is the grade that will be entered into the grade.

In the event a student earns below a 78% on a skills lab test and/or written skills test that student will be required to retake the skills test in an attempt to earn a grade of 78% or greater. The test grades will be averaged together, and that grade will be entered into the grade book.

- Example: 1st skills lab and/or written skills test = 75%, 2nd skills lab and/or written skills test = 88%, the grades will be averaged together for a grade of = 82%. The 82% is the grade that will be entered into the grade book.
- Example: 1st skills lab test = 86%, 1st written skills test = 72%. 2nd written skills test = 92% capped at 88%. The 3 grades (86%, 72%, 88%) are averaged together for a grade of 82% that will be entered into the grade book.

On all retests, the maximum score the student will be able to earn will not exceed 88%.

- Ex: The student has met the criteria on the rubric to receive 100% on the retest, but due to it being the second or third test, the highest possible grade that can be earned is 88%.

In the event a student fails a skills lab and/or written test in both attempts.

- Ex: 1st test grade=72%, 2nd test grade=75% (both grades below a 78%), the student must:
 1. Test this skill again (**3rd time**) at the end of the level in an attempt to earn a 78% or better on the skills lab and/or written test.
 2. Again the 3 test grades will be averaged together. Ex: 1st test grade=68%, 2nd test grade=75%, 3rd test grade=88%. These three grades will be averaged together for a grade of 77%. The 77% is the grade that will be entered into the grade book.

***Successful completion of all pertinent skills in the lab is necessary for students to understand their roles as nurses and excel in the clinical settings. **Due to this, ALL skills lab and/or written tests must be completed with a passing grade of 78% or higher by the 3rd and FINAL attempt. If the student does not achieve at least a 78% on the 2nd attempt, the student will be placed on academic probation and provided remediation.** The 3rd attempt will take place at the end of the level. If a student does not successfully pass the 3rd skills lab and/or written test with a 78% or higher, **he/she will fail the course**, will not be permitted to continue to the next level, and will be dismissed from the program for unsuccessful completion. This will occur even if the student's overall final classroom average is passing. After being dismissed from the program for unsuccessful skills completion, a student must follow the Readmission Policies as outlined in the VN Handbook. **A student can only be readmitted to the VN Program once.**



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In the event the student does not complete the test within the specified time frame or the student failed to maintain procedural steps out of the 50% category.

- The test will be stopped and the following consequences will occur:
 1. The student will not get credit for the Standard Steps before, during, or after each procedure that were not completed. (see the rubric)
 2. Procedural steps not completed include cues and/or lack of safe care, not following proper sequence, unable to verbalize relevant information, answer instructor's questions.
 3. The student will be graded based off what was accomplished accurately versus what was not accomplished.

The student cannot practice or perform a skill in the clinical setting until it has been successfully tested and passed in the skills lab.

Supplies needed for every skills lab test are:

- Grading rubric for specific skill(s) being tested
- Essential criteria
- Supplies needed to complete the skill(s) test (i.e. watch, pen, paper, nursing utensils, etc.)

If a student arrives to a skills lab test unprepared, the following consequences will apply.

1. The test will be rescheduled for that student.
2. An appointment for testing will be made at the instructor's earliest convenience and depending on instructor's availability.

Tested Skills by Chapter

- Chapter 29: Skills 29-1, 29-4 & 29-6 --Skill 29-5 & 29-7 will be tested in written format
- Chapter 30: Skills 30-3, 30-4, Steps 30-2 --Skills 30-2, 30-5, & Steps 30-1 will be tested in written format.
- Chapter 35 - Skills 35-1, 35-2, 35-3, Steps 35-1-- Skill 35-4 will be tested in written format
- Chapter 39: Skills 39-1, 39-2 & 39-3
- Chapter 38: Skills 38-1, Steps 39-1
- Chapter 36: Skills 36-1, 36-2, 36-3, Steps 36-1, 36-3, 36-4, 36-5
- Chapter 37: Skills 37-1, 37-3, 37-4, Steps 37-3-- Skill 37-6 will be tested in written format



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Library Resource Websites

The following on-campus resources are desktop icons on each school computer and are accessible from home.

<http://www.weslacopl.us>

Mayor Sanchez Public Library

click on the ONLINE DATABASES link on the left side (or under references)

www.mayoclinic.org

Mayo Clinic

www.cdc.gov

Centers for Disease Control and Prevention

www.nih.gov/

National Institute of Health

This website provides resource material related to disease processes and physiology.

www.webmd.com/

Web MD

www.medlineplus.gov

Med-Line Plus

www.quia.com/web

Quintessential Instructional Archive

<https://emilms.fema.gov/IS100b/indexMenu.htm>

FEMA - Introduction to the Incident Command System Web-based Certification

www.medlineuniversity.com

Medline University

Certification for--HIPPA, Blood borne Pathogens, and Customer Satisfaction

<https://evolve.elsevier.com/>

This website corresponds the majority of Vocational Nursing textbooks; this websites provides access to practice tests, challenge questions, case studies, images, videos, and games to help students understand and reinforce content presented in the classroom and/or lab.

<http://www.drugs.com/>

This website covers topics related to the administration of drugs.

<http://www.studyblue.com>

This website allows for the creation of online flashcards for studying & has a phone app associated with it.



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Course Delivery Schedule

	Textbook Fundamental Concepts and Skills Book & Study Guide for Nursing 7 th Edition by Williams	Assignments	Homework – 9 Quiz – 9 Written/Hands on Skills test Lab Test – 7 Theory Test - 7
Week 1	Chapter 29: Assisting with Respiratory and O2 Delivery	Intro to Level 2 Review Syllabi	Homework #1: (late assignments will have 10pts deducted, see syllabi)
Week 2	Chapter 29: Assisting with Respiratory and O2 Delivery	Skill 29-1, 29-4, 29-5, 29-6, 29-7 Steps 29-1	Quiz #1 Review your CH. 29 PPT & your chapter notes along with voice recordings
Week 3	Chapter 29: Assisting with Respiratory and O2 Delivery	Skill 29-1, 29-4, 29-5, 29-6, 29-7 Steps 29-1	Lab Test # 1 (written)
Week 4	Chapter 29: Assisting with Respiratory and O2 Delivery	Skill 29-1, 29-4, 29-5, 29-6, 29-7 Steps 29-1	Theory Test# 1 Lab Test # 1 (skills hands on test lab)
Week 5	Chapter 30: Promoting Urinary Elimination	Skill 30-1, 30-2, 30-3, 30-4, 30-5 Steps 30-1, 30-2	Homework #2
Week 6	Chapter 30: Promoting Urinary Elimination	Skill 30-1, 30-2, 30-3, 30-4, 30-5 Steps 30-1, 30-2	Quiz # 2 Written Test #2
Week 7	Chapter 30: Promoting Urinary Elimination	Skill 30-1, 30-2, 30-3, 30-4, 30-5 Steps 30-1, 30-2	Lab Test #2 (Hands on Skills Test lab) Theory Test #2
Week 8	Chapter 39: Providing Wound Care and Treating Pressure Injuries	Skills 39-1, 39-2, 39-3 Steps 39-1, 39-2, 39-3, 39-4	Homework #3 Quiz #3 Lab Test # 3 (written)



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Week 9	Chapter 39: Providing Wound Care and Treating Pressure Injuries	Skills 39-1, 39-2, 39-3 Steps 39-1, 39-2, 39-3, 39-4	Lab Test #3(skills hands on test lab)ab Test Theory Test #3
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Week 10	Chapter 38: Care of the Surgical Patient	Skills 38-1, 38-1	Homework #4 Quiz #4 Lab Test # 4 (written)
Week 11	Chapter 38: Care of the Surgical Patient	Skills 38-1, 38-1	Lab Test #4 (skills hands-on test lab Theory Test # 4
Week 12	Chapter 35: Administering Oral, Topical, and Inhalants	Skills 35-1, 35-2, 35-3, 35-4 Steps 35-1, 35-2	Homework #5 Quiz # 5 Lab Test # 5 (written)
Week 13	Chapter 35: Administering Oral, Topical, and Inhalants	Skills 35-1, 35-2, 35-3, 35-4 Steps 35-1, 35-2	Lab Test # 5 (skills hands-on) Theory Test # 5
Week 14	Chapter 36: Administering Intradermal, Subcutaneous, & Intramuscular Injections	Skill 36-1, 36-2, 36-3 Step 36-1, 36-2, 36-3, 36-4	Homework #6 Quiz #6 Lab Test # 5 (written)
Week 15	Chapter 36: Administering Intradermal, Subcutaneous, & Intramuscular Injections	Skill 36-1, 36-2, 36-3 Step 36-1, 36-2, 36-3, 36-4	Lab Test # 5 (skills hands-on) Theory Test # 6
Week 16	Chapter 37: Administering Intravenous Solutions and Medications	Skill 37-1, 37-3, 37-4, 37-6 Steps 37-3	Homework #7 Quiz #7 Lab Test # 7 (written)



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Week 17	Chapter 37: Administering Intravenous Solutions and Medications	Skill 37-1, 37-3, 37-4, 37-6 Steps 37-3	Lab Test # 7 (skills hands-on) Theory Test # 7
Week 18	Final Exam		



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VALLEY GRANDE INSTITUTE ACKNOWLEDGEMENT OF RECEIPT OF COURSE OUTLINE

By signing this form, I am acknowledging that I have received a Course Outline for Advanced Nursing Skills, VNSG 2431
I have been given opportunity to read the Course Outline.

I understand that it is my responsibility to read this Course Outline and ask questions of anything that I do not understand,
_____ (initials)

Student signature

Date

Instructor signature

Date