



VNSG 1423 Basic Nursing Skills

Course Title	VNSG 1423 Basic Nursing Skills												
Length of Course	32 Lecture 128 Lab												
Course Description	Mastery of basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.												
Course Objectives	<ul style="list-style-type: none"> • Explain the rationale for selected nursing interventions based upon Evidenced Based Practice • Describe client safety concerns for nursing skills related to basic human needs • Demonstrate correct procedure for implementing selected nursing procedures and techniques related to basic human needs • Demonstrate the principles of physics as they apply to body movement and positioning • Demonstrates correct procedures for PPE, medical and surgical aseptic techniques • Demonstrate principles of oral and enteral feedings • Demonstrate correct interventions in assisting a patient with bowel elimination • Demonstrate concepts in the prevention of pressure ulcers • Demonstrate concepts in the care of a Surgical and Immobile Patient; Promoting Musculoskeletal Function 												
Course Delivery Mode	Residential; In Person												
Required Resources	Fundamental Concepts and Skills for Nursing, 6 th ed., deWitt, S. & O’Neill, P. A. Study Guide for Fundamental Concepts and Skills for Nursing, 6 th ed., by deWitt, S. & O’Neill, P. A.												
Prerequisites	Admission to the Vocational Nursing Program												
Outside Work	Not applicable (clock-hour school)												
Course Evaluation Methods	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Theory Test</td> <td style="width: 15%;">35%</td> <td style="width: 25%;">Quizzes</td> <td style="width: 15%;">5%</td> <td style="width: 20%;">Final</td> <td style="width: 10%;">20%</td> </tr> <tr> <td>Lab Skills Test</td> <td>35%</td> <td>Homework</td> <td>5%</td> <td></td> <td></td> </tr> </table>	Theory Test	35%	Quizzes	5%	Final	20%	Lab Skills Test	35%	Homework	5%		
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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%* or higher 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-collapse: collapse;"> <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>3. Group Discussions</td> <td></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 Vocational Nursing 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 lab/classroom.												



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Attendance	Attendance is mandatory for all classes and clinicals; students missing a school day are responsible for obtaining any missed assignments or materials from their instructor or classmates. The student must ensure he/she fully understands any material covered during his/her absence. Per the Vocational Nursing Attendance Policy, a student cannot be absent more than 20 hours per semester or 60 hours for the 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 deducted from your allotted absences.
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Course Procedures	
<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>	
Policies	Every student is expected to follow all VN and VGI policies. 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. If you have any policy concerns, please consult with the Vocational Nursing Director.
Course Material	All VN courses have a great deal of material, and while the instructors attempt to relay the bulk of the material in lectures, you are ultimately responsible for reading each chapter in its entirety, taking notes, and thinking critically. It is recommended you read before class, outline 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 the instructor's office hours or tutoring sessions to help you grasp the material.
Key Terms	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 lectures, on exams/quizzes, and at your clinical sites, so you must understand these words fully.
Final Exam	The final exam will be comprehensive! This means that material from Day 1 could 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.
Grades	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.
Lab Tests	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 "Pass" status or a passing grade of 78% or higher by the 3 rd and FINAL attempt. If the student does not achieve a "Pass" status or at least a 78% on the 2 nd attempt, the student will be placed on academic probation and provided remediation. The 3 rd attempt will take place at the end of the level. If a student does not successfully pass the 3 rd skills lab test, he/she will fail the course, will not be permitted to continue to the next level, and will be dismissed.



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	<p>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>
<p>Challenging an Exam Question</p>	<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 student's test grade will be adjusted if the challenge is correct.</p>
<p>Make-up Work</p>	<p><u>Missed Quizzes</u> (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 fails to take the scheduled exam, then he/she will have 10 points deducted from the make-up exam grade. The student is responsible for getting with the course instructor the day he/she returns to school and discussing the ability to take Make-up Exam. If student fails to take the make-up exam when rescheduled, then 20 points will be deducted from the exam grade. If exam is not made up at this time, then student will receive a "0" for a grade. 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.</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>Academic Dishonesty</p>	<p>Each student is charged with notice and knowledge of the contents and provisions of 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.

- Ex.: 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 book.

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 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.

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

On all retests (skills performed in the lab and written), the maximum score the student will be able to earn will not exceed 88%.

- Ex: The student has met the criteria on the 2nd or 3rd skills test to receive 100% on the retest, but due to it being the second or third test, the highest possible grade can be earned is 88%.

In the event a student fails a skills lab and/or written skills 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**) in the lab 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 “Pass” status or a passing grade of 78% or higher by the 3rd and FINAL attempt. If the student does not achieve a “Pass” status or 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 with a “Pass” status or 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



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must follow the Readmission Policies as outlined in the VN Handbook. A student can only be readmitted to the VN Program once.

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. Ten (10) points will be deducted from the earned grade.
 - Example: The earned skills test grade was a 100%. The final grade for that skills test will be recorded as a 90%.

TAUGHT/TESTED SKILLS BY CHAPTER

- Chapter 17: Skill 17-1, 17-2, Steps 17-1 will be tested for a calculated grade
- Chapter 22: Skill 22-1, 22-2, 22-3, 22-4, 22-6 – Pass or Fail status determined by Essential Criteria
- Chapter 21: Skill 21-1, 21-2 – Pass or Fail status determined by Essential Criteria.
 - Skill 21-3 Tested in lab and on paper for a calculated grade
- Chapter 20: Skill 20-1, 20-2. – Pass or Fail status determined by Essential Criteria
- Chapter 19: Skill 19-1 or 19-2, 19-3, 19-4, 19-5, 19-6 will be tested for a calculated grade
- Chapter 23: Skill 23-1, 23-2, Steps 23-1, 23-3, 23-4 will be tested for a calculated grade
- Chapter 25: Skill 25-2 will be tested and combined with chapter 23 skills test
- Chapter 31: Skill 31-1, 31-2 – both these skills will be tested on paper for a calculated grade
- Chapter 28: Skill 28-2, Steps 28-1, Steps 28-2 will be tested on paper for a calculated grade.
Skill: 28-3, Skill 28-4 will be tested for a calculated grade
- Chapter 26: Skill 26-1 will be tested and combined with chapter 26 skills test
- Chapter 18: Skill 18-3, Skill 18-4, Steps 18-1 – Pass or Fail status
 - Skills 18-3, 18-4 and Steps 18-1 must be tested and PASSED prior to testing on any of the invasive sterile procedures. There will be no calculated grade for Chapter 18 Skills; the Essential Criteria and Box 18-5 Principles of Aseptic Technique will be used to determine a Pass/Fail status.
- Chapter 40: Skills 40-1, 40-2 & 40-3 these skills will be tested on paper.



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Library Resource Websites

The following resources accessible from any electronic device on-campus and at 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 website 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 <u>Fundamental Concepts and Skills for</u> <u>Nursing</u>	Assignments	Quizzes – 11 Theory Test – 9 Graded Lab Test – 7 Pass/Fail Lab Test – 3 Homework - 5
Week 1	Chapter 17: Infection Prevention, and Control: Protective Mechanism and Asepsis Chapter 22: Measuring Vital Signs	Skills: 17-1, 17-2, Steps 17-1 Skills: 22-1, 22-2, 22-3, 22-4, 22-5, 22-6	Chapter 17 Quiz #1 Quiz #2 No Theory Test for Ch.17 Lab Test #1 - grade
Week 2	Chapter 22: Measuring Vital Signs	Skills: 22-1, 22-2, 22-3, 22-4, 22-5, 22-6	Chapter 22 Quiz #3 Theory Test #1 Lab Test #2 – grade Homework # 1
Week 3	Chapter 22: Measuring Vital Signs	Skills: 22-1, 22-2, 22-3, 22-4, 22-5, 22-6	Chapter 22 Quiz #3 Theory Test #1 Lab Test #2 – grade Homework # 1
Week 4	Chapter 19: Lifting, Moving, and Positioning Patient	Skills: 19-1, 19-2, 19-3, 19-4, 19-5, 19-6	Chapter 19 Quiz #4 Theory Test #2 Lab Test #3 – Pass/Fail
Week 5	Chapter 20: Assisting with Hygiene, Personal Care, Skin Care and the Prevention of Pressure Ulcers Chapter 21: Patient Environment and Safety	Skills: 20-1, 20-2, 20-3, 20-4 Steps: 20-1, 20-2 Skills: 21-1, 21-2, 21-3	Chapter 20 Quiz #5 Theory Test #3 Lab Test #4 – Pass/Fail (combined with 21-1, 21-2) Homework # 2 Chapter 21 Quiz #6 Theory Test #4 Lab Test #5 (21-3) – grade Homework # 3



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Week 6	<p>Chapter 23: Assessing Health Status</p> <p>Chapter 25: Tests and Specimen Collection</p>	<p>Skill 23-1, 23-2, Steps 23-1, 23-3, 23-4</p> <p>Skills Lab 25-2</p>	<p>Chapter 23 Quiz #7 Theory Test #5 Lab Test #6 – grade (combined with 25-2) Homework # 4</p>
Week 7	<p>Chapter 23: Assessing Health Status</p> <p>Chapter 25: Tests and Specimen Collection</p>	<p>Skill 23-1, 23-2, Steps 23-1, 23-3, 23-4</p> <p>Skills Lab 25-2</p>	<p>Chapter 23 Quiz #7 Theory Test #5 - Lab Test #6 - grade (combined with 25-2)</p>
Week 8	<p>Chapter 31: Promoting Bowel Elimination</p>	<p>Skills: 31-1, 31-2 Steps: 31-1, 31-3</p>	<p>Chapter 31 Quiz #8 Theory Test #6 Lab Test #7 - grade</p>
Week 9	<p>Chapter 28: Diet Therapy and Assisted Feeding</p> <p>Chapter 26: Fluid, Electrolyte, and Acid-Based Balance No theory content will be covered. Covered content will be as follows: Table 26.1, 26.7, 26.8 box 26.1 Clinical Goldmine pg 458, 467, 468 Assignment Consideration pg 467 Lifespan consideration pg 458,468 Skill 25-1 Measuring Intake and Output</p>	<p>Skills: 28-1, 28-2, 28-3, 28-4, 28-2 Steps: 28-1, 28-2</p> <p>Skills: 26-1</p>	<p>Chapter 28 Quiz #9 Theory Test #7 Lab Test #8 – grade (combined with 26-1)</p>
Week 10	<p>Chapter 28: Diet Therapy and Assisted Feeding</p> <p>Chapter 26: Fluid, Electrolyte, and Acid-Based Balance No theory content will be covered. Covered content will be as follows: Table 26.1, 26.7, 26.8 Box 26.1 Clinical Goldmine pg 458, 467, 468 Assignment Consideration pg 467 Lifespan consideration pg 458,468 Skill 25-1 Measuring Intake and Output</p>	<p>Skills: 28-1, 28-2, 28-3, 28-4, 28-2 Steps: 28-1, 28-2 Skills: 26-1</p>	<p>Chapter 28 Quiz #9 Theory Test #7 Lab Test #8 – grade (combined with 26-1)</p>



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Week 11	Chapter 18: Surgical Asepsis Starting on pg 266 « Surgical Asepsis »	Skills 18-1, 18-3, 18-4 Steps 18-1	Chapter 18 Quiz #10 Theory Test #8 Lab Test #9 – Pass/Fail
Week 12	Chapter 18: Surgical Asepsis Starting on pg 266 « Surgical Asepsis »	Skills 18-1, 18-3, 18-4 Steps 18-1	Chapter 18 Quiz #10 Theory Test #8 Lab Test #9 – Pass/Fail
Week 13	Chapter 18: Surgical Asepsis Starting on pg 266 « Surgical Asepsis »	Skills 18-1, 18-3, 18-4 Steps 18-1	Chapter 18 Quiz #10 Theory Test #8 Lab Test #9 – Pass/Fail
Week 14	Chapter 40: Care of the Surgical and Immobile Patient; Promoting Musculoskeletal Function	Skills 40-1, 40-2 & 40-3.	Chapter 40 Quiz # 11 Theory Test #9 Lab Test #10 Homework # 5
Week 15	Chapter 40: Care of the Surgical and Immobile Patient; Promoting Musculoskeletal Function	Skills 40-1, 40-2 & 40-3.	Chapter 40 Quiz # 11 Theory Test # 9 Lab Test #10 Homework # 5
Week 16			
Week 17			
Week 18	Comprehensive 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 Syllabus Outline for Basic Nursing Skills, VNSG 1423.

I have been given the opportunity to read the Course Syllabus.

I understand that it is my responsibility to read this Course Syllabus and ask questions about anything I do not understand.

_____ (initials)

Student signature

Date

Instructor signature

Date