A. **Academic Division:** Health Sciences

B. **Discipline:** Practical Nursing

C. **Course Number and Title:** PNUR1010 Fundamentals of Practical Nursing

D. **Course Coordinator:** Katie Danielson, MSN, RN  
   **Assistant Dean:** Melinda Roepke, MSN, RN

**Instructor Information:**
- **Name:** Click here to enter text.
- **Office Location:** Click here to enter text.
- **Office Hours:** Click here to enter text.
- **Phone Number:** Click here to enter text.
- **E-Mail Address:** Click here to enter text.

- **Name:** Click here to enter text.
- **Office Location:** Click here to enter text.
- **Office Hours:** Click here to enter text.
- **Phone Number:** Click here to enter text.
- **E-Mail Address:** Click here to enter text.

E. **Credit Hours:** 7
   - **Lecture:** 4 hours
   - **Clinical/Laboratory:** 9 hours
     - **College Laboratory:** 3
     - **Clinical Laboratory:** 6

F. **Prerequisites:** None
   **Co-requisite(s):** BIOL1730C, PNUR1030C

G. **Syllabus Effective Date:** Fall, 2017

H. **Textbook(s) Title:**

   **Required Texts:**
   
   *Foundations of Nursing*
   - **Authors:** Cooper & Gosnell
   - **Copyright Year:** 2015
   - **Edition:** 7th
   - **ISBN #:** 9780323100038

   *Understanding Med- Surg Nursing*
   - **Authors:** Williams and Hopper
Copyright Year: 2015  
Edition: 5th  
ISBN #: 9780803640689

**Success in Practical Nursing**  
Authors: Hill and Howlett  
Copyright Year: 2013  
Edition: 7th  
ISBN #: 9781455703357

**Gerontological Nursing & Healthy Aging**  
Authors: Ebersole, Hess, Touhy, Jett  
Copyright Year: 2014  
Edition: 4th  
ISBN #: 9780323096065

**Pharmacology and the Nursing Process**  
Authors: Lilley, Rainforth-Collins, Harrington & Snyder  
Copyright Year: 2014  
Edition: 7th  
ISBN #: 9780323087896

**Essentials of Nutrition and Diet Therapy**  
Authors: Schlenker and Long  
Copyright Year: 2015  
Edition: 11th  
ISBN #: 9780323186865

Optional Texts:

**Test Success: Test-taking Techniques for Beginning Nursing Students**  
Authors: Nugent and Vitale  
Copyright Year: 2012  
Edition: 6th  
ISBN #: 9780803628182

I. **Workbook(s) and/or Lab Manual:**

Required Workbooks:

**Student Workbook for Understanding Medical Surgical Nursing**  
Authors: Hopper and Williams  
Copyright Year: 2014  
Edition: 5th  
ISBN #: 9780803640696

**Foundations of Nursing Study Guide**  
Authors: Cooper & Gosnell  
Copyright Year: 2015  
Edition: 7th  
ISBN #: 9780323112239

**Study Guide for Introduction to Maternity & Pediatric Nursing**  
Authors: Lifer
J. **Course Description:** This introductory course begins the study of the nursing process as it relates to meeting basic human needs of individuals in all age groups. Emphasis is placed upon principles of nursing care, performance of safe nursing measures, development of observational skills, and recording. Communication methods and nurse-patient relationships, health and health care organizations, and the role of the practical nurse as a member of the health care team are explored. Emphasis is placed upon increasingly complex principles of nursing care and performance of safe nursing measures as the semester progresses.

K. **College-Wide Learning Outcomes:**

<table>
<thead>
<tr>
<th>College-Wide Learning Outcome</th>
<th>Assessments - - How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication – Written</td>
<td>Agency Report assessed with Communication – Written VALUE rubric (weeks 5-8)</td>
</tr>
<tr>
<td>Communication – Speech</td>
<td></td>
</tr>
<tr>
<td>Intercultural Knowledge and Competence</td>
<td></td>
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<tr>
<td>Critical Thinking</td>
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<tr>
<td>Information Literacy</td>
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<tr>
<td>Quantitative Literacy</td>
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</tr>
</tbody>
</table>

L. **Course Outcomes and Assessment Methods:**

Upon successful completion of this course, the student shall:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Assessments – How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate knowledge and apply concepts of medical and surgical asepsis.*</td>
<td>Unit and final exams (weeks 4, 7, 11 &amp; 16) College lab skill testing- all skills include hand hygiene and application of other medical asepsis practices (weeks 3, 7, 8 &amp; 13) College lab skill testing with application of surgical asepsis practices (dry sterile dressing &amp; injections) (weeks 8 &amp; 13) Clinical lab—included on clinical lab evaluation (weeks 8 &amp; 15)</td>
</tr>
<tr>
<td>2. Discuss concepts of health, the health care team, health care agencies, the role of the practical nurse, and legal aspects of nursing.</td>
<td>Unit and final exams (weeks 4, 7, 11 &amp; 16) Clinical lab evaluation includes assessment of the student’s ability to function as a health team member (weeks 8 &amp; 15) Agency visit with written report (week 7)</td>
</tr>
<tr>
<td>Outcomes</td>
<td>Assessments – How it is met &amp; When it is met</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------</td>
</tr>
</tbody>
</table>
| 3. Utilize the nursing process in assisting selected patients with unmet basic needs.  
  a. Use data collection skills.  
  b. Begin to identify unmet basic human needs.  
  c. With instructor’s guidance, implement nursing measures identified by the individual plan of care.  
  d. Begin to evaluate nursing care given. | Unit & final exams (weeks 4, 7, 11 & 16)  
  Clinical lab evaluation includes assessment of the student’s ability to apply the nursing process in clinical situations with guidance (weeks 8 & 15) |
| 4. Utilize effective communication techniques to establish therapeutic nurse-patient relationships.*  
  a. Begin to identify psychosocial stressors which interfere with meeting basic human needs.  
  b. Begin to utilize therapeutic techniques. | Unit and final exams (week 4, 7, 11 & 16)  
  Resident interview activity in clinical lab (week 2)  
  Clinical lab evaluation at end of each clinical rotation (weeks 8 & 15) |
| 5. Perform nursing procedures following the criteria listed on the critical skills sheet.* | Unit and final exams (week 7, 11 & 16)  
  College lab skills testing of selected skills (weeks 3, 7, 8 & 13)  
  Clinical lab evaluation includes assessment of the student’s ability to safely perform skills at end of each clinical rotation (weeks 8 & 15) |
| 6. Apply concepts and principles related to common nursing interventions such as  
  a. Meeting hygiene & elimination needs  
  b. Promoting mobility  
  c. Promoting a safe environment  
  d. Therapeutic communication  
  e. Measuring vital signs  
  f. Meeting sleep & rest needs  
  g. Cultural Diversity  
  h. Administering medications  
  i. Pain management  
  j. Admission, discharge and transfer procedures  
  k. Infection control measures  
  l. Perioperative care  
  m. Wound management  
  n. Meeting nutrition & hydration needs  
  o. Meeting psychosocial needs  
  p. Terminal illness | Cultural Diversity Assignment  
  Unit and final exams (weeks 4, 7, 11 & 16)  
  College lab skills testing of skills (weeks 3, 7, 8 & 13)  
  Clinical lab evaluation includes assessment of the student’s ability to apply selected concepts while providing supervised patient care at end of each clinical rotation (weeks 8 & 15) |
| 7. Communicate with patients and health team members in an effort to meet overt basic health needs of selected adults.* | Unit and final exams (weeks 4, 7, 11 & 16)  
  Clinical lab evaluation includes assessment of the student’s ability to communicate with clients and members of the health care team at end of each clinical rotation (weeks 8 & 15) |
Outcomes

<table>
<thead>
<tr>
<th>#</th>
<th>Outcomes</th>
<th>Assessments – How it is met &amp; When it is met</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Function as an effective beginning team member in selected situations. *</td>
<td>Clinical lab evaluations reflect the student’s ability to effectively function as a health team member at end of each clinical rotation (weeks 8 &amp; 15)</td>
</tr>
<tr>
<td></td>
<td>a. Report pertinent information to appropriate team member.</td>
<td></td>
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<tr>
<td></td>
<td>b. Record essential data according to policies of clinical agency.</td>
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<td></td>
<td>c. Work cooperatively with other team members.</td>
<td></td>
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<td></td>
<td>d. Accept guidance from appropriate health team members.</td>
<td></td>
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<tr>
<td>9.</td>
<td>Describe physiological, psychological, and sociological impact of aging.</td>
<td>Unit and final exams (weeks 4, 7, 11 &amp; 16)</td>
</tr>
<tr>
<td>10.</td>
<td>Demonstrate ability to meet program requirements as listed in handbook. *</td>
<td>Clinical lab evaluation includes assessment of the student’s ability to adhere to the dress code and other clinical policies at end of each clinical rotation (week 8 and week 15). Unit test grades reflect penalties for handing in assignments late (weeks 4, 7, 11, &amp; 16).</td>
</tr>
<tr>
<td>11.</td>
<td>Demonstrate proficiency in basic mathematical skills*</td>
<td>Unit and final exams include calculations where appropriate (e.g., I&amp;O, measurement) (weeks 4, 7, 11, &amp; 16). College lab skill evaluation of medication administration can include dosage calculation (week 8).</td>
</tr>
</tbody>
</table>

*Mandatory clinical objectives.

**M. Topical Timeline (Subject to Change):**

<table>
<thead>
<tr>
<th>Week</th>
<th>Classroom</th>
<th>Topic(s)</th>
<th>College Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Health &amp; Nursing</td>
<td></td>
<td>STNA Skill Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Anti-embolism Hose</td>
</tr>
<tr>
<td>2</td>
<td>Medical Asepsis &amp; Hygiene</td>
<td></td>
<td>Nursing Process</td>
</tr>
<tr>
<td>3</td>
<td>Basic &amp; Therapeutic Communication Safety</td>
<td>Skill Evaluation #1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Nutrition &amp; Elimination Unit Exam #1</td>
<td>Vital Signs &amp; Deviations</td>
<td>Promoting Mobility</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Blood Pressure &amp; Pulses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Enemas</td>
</tr>
<tr>
<td>5</td>
<td>Assessment &amp; Charting Sleep</td>
<td>Cultural Diversity Assessments</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Aging</td>
<td>Medication Administration</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Unit Exam #2</td>
<td>Skill Evaluation #2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legal &amp; Ethical Issues in Nursing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Admission &amp; Discharge</td>
<td>Skill Evaluation #3</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Infection Control</td>
<td>Discharge Planning</td>
<td>Surgical Asepsis</td>
</tr>
<tr>
<td>10</td>
<td>Wound Care Surgical Care</td>
<td>Wound Care Procedures</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Unit Exam #3</td>
<td>Skill Evaluation #4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pain Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>IV Therapy</td>
<td>Bandages &amp; Binders</td>
<td>Heat &amp; Cold Treatments</td>
</tr>
<tr>
<td>13</td>
<td>Psychosocial</td>
<td>Skill Evaluation #4</td>
<td></td>
</tr>
</tbody>
</table>
N. Course Assignments:

- Agency Visit
- Cultural Diversity
- Exams and Quizzes
- Lab Skill Testing
- Clinical Assignments & Papers
- Resident Interview Activity

O. Recommended Grading Scale:

<table>
<thead>
<tr>
<th>NUMERIC</th>
<th>GRADE</th>
<th>POINTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>93–100</td>
<td>A</td>
<td>4.00</td>
<td>Superior</td>
</tr>
<tr>
<td>90–92</td>
<td>A-</td>
<td>3.67</td>
<td>Superior</td>
</tr>
<tr>
<td>87–89</td>
<td>B+</td>
<td>3.33</td>
<td>Above Average</td>
</tr>
<tr>
<td>83–86</td>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>80–82</td>
<td>B-</td>
<td>2.67</td>
<td>Above Average</td>
</tr>
<tr>
<td>77–79</td>
<td>C+</td>
<td>2.33</td>
<td>Average</td>
</tr>
<tr>
<td>73–76</td>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>70–72</td>
<td>C-</td>
<td>1.67</td>
<td>Below Average</td>
</tr>
<tr>
<td>67–69</td>
<td>D+</td>
<td>1.33</td>
<td>Below Average</td>
</tr>
<tr>
<td>63–66</td>
<td>D</td>
<td>1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>60–62</td>
<td>D-</td>
<td>0.67</td>
<td>Poor</td>
</tr>
<tr>
<td>00–59</td>
<td>F</td>
<td>0.00</td>
<td>Failure</td>
</tr>
</tbody>
</table>

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

Click here to enter text.
T. **College Procedures/Policies:**

**Attendance Requirements:** All students are required to attend all scheduled classes and examinations. Each faculty member has the right to establish regulations regarding attendance that he/she considers necessary for successful study.

Students who do not attend classes may be administratively withdrawn from those classes. However, failure to attend classes does not constitute withdrawal, and students are expected to process a formal withdrawal through the Student Records Office in Kee Hall.

**Student engagement requirements:**
Student engagement is based on the “active pursuit” of learning which can be measured by class attendance, class participation (in class or online), taking required quizzes/examinations, and submission of work assignments or papers. Student engagement consists of a student attending at least 60% of the class sessions (there should be attendance throughout the term) and/or completing 75% of the assignments listed on the syllabus at the midpoint in the term. Exceptions can be made when there is on-going communication between the student and faculty member. The communication must be documented and the faculty member and student must be in agreement regarding the exception. Students not meeting the expectation will be administratively withdrawn from class. If a student believes he/she was administratively withdrawn in error, he/she may file an appeal. Being administratively withdrawn may have program and financial aid implications.

**Academic Misconduct** is any activity that tends to compromise the academic integrity of the college, or subvert the educational process. Examples of academic misconduct include, but are not limited to:

1. **Violation of course or program rules** as contained in the course syllabus or other information provided to the student; violation of program requirements as established by departments and made available to students.

2. **Plagiarism** including, but not limited to, submitting, without appropriate acknowledgment, any written, visual or oral material that has been copied in whole or in part from the work of others (whether such source is published or not) even if the material is completely paraphrased in one’s own words. This includes another individual’s academic composition, compilation, or other product, or a commercially prepared paper. Plagiarism also includes submitting work in which portions were substantially produced by someone acting as a tutor or editor.

   Such practices constitute plagiarism regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed.

3. **Cheating** and dishonest practices in connection with examinations, papers and projects, including but not limited to using unauthorized notes, study aids or information on an examination; obtaining help from another student during an examination; taking an exam or doing work for another student; providing one’s own work for another student to copy and submit as his/her own; or allowing another student to do one’s work and then submitting the work as one’s own. Also included would be altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

4. **Fabrication** including but not limited to falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with defined appropriate guidelines, and failing to include an accurate account of the method by which data were collected.

5. **Obtaining an Unfair Advantage** including, but not limited to stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; taking, hiding or altering resource material; or
undertaking any activity with the purpose of creating or obtaining an unfair advantage over another student’s academic work.

6. **Aiding and Abetting Academic Dishonesty** including, but not limited to providing material, information or other assistance to another person with the knowledge that such aid could be used in any of the violations stated above, or providing false information in connection with any inquiry regarding academic integrity.

7. **Alteration of Grades or Marks** including but not limited to, action by the student in an effort to change the earned credit or grade.

In addition, cases of academic dishonesty may involve photocopied materials. Materials used may fall under the Copyright Act. Violations of said Act may subject the user and/or the College to sanctions.

**Statement on Disabilities:** Any student who requires reasonable accommodations related to a disability should inform the course instructor and the Coordinator of Specialized Services (Room 138 in Kee Hall; phone 419-755-4727).

Students who encounter difficulty in any of their courses are encouraged to visit the Tutoring Resource Center (Room 119 in Fallerius Technical Education Center) for tutoring assistance, and the Student Success Center (Room 136 in Kee Hall) for academic assistance, advising services, referrals for personal counseling and Learning Disability (LD) Testing.

**Statement on Withdrawals:** As a student, you are expected to attend class. If you are unable or choose not to attend class, or if for whatever reason you are unable to keep up with the requirements of a course, you need to officially drop the class at the Student Records Office. Refund dates and withdrawal dates will vary slightly from term to term. Contact the Student Records Office for applicable dates. Additionally these dates are posted on the academic calendar available on the college’s website, [www.ncstatecollege.edu](http://www.ncstatecollege.edu), under the Academics heading on the home page and are available at the Student Records Office in Kee Hall. Students should go to the Student Records Office (Room 142 in Kee Hall) to process their withdrawal from any class.

If you choose to walk away from your class without officially withdrawing from it, the faculty member teaching the class must grade your classroom performance on the material available to him or her. This normally results in an "F" grade. An "F" grade can lower your grade point average considerably depending on the total credits accumulated.