



## **NURS 3311 Clinical Skills Foundation**

COURSE SYLLABUS: Fall 2024; Tuesdays 1200 – 1550 in NHS Room 294  
Thursday (as assigned) 1000 – 1150 OR 1300 – 1450 in NHS Room 294

### **INSTRUCTOR INFORMATION**

Instructor: Jennifer Ashcraft, MSN Ed., RN

Office Location: NHS Building, Nursing Department # 230

Office Hours: Monday: By appointment only; Tuesday: 1600-1700; Wednesday: 0730-1130 & 1430-1700; Thursday: 0730-1000 & 1500-1700; Friday: By appointment only

Office Phone: **903-886-5315**

Office Fax: **903-886-5729**

University Email Address: [jennifer.ashcraft@tamuc.edu](mailto:jennifer.ashcraft@tamuc.edu)

Preferred Form of Communication: email

Communication Response Time: Two business days

Instructor: Carol McCaslin, MSN Ed., RN

Office Location: NHS Building, Nursing Department

Office Hours: By appointment only

Office Phone: **903-886-5315**

Office Fax: **903-886-5729**

University Email Address: [carol.mccaslin@tamuc.edu](mailto:carol.mccaslin@tamuc.edu)

Preferred Form of Communication: email

Communication Response Time: Two business days

### **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

#### **Required Textbooks:**

Perry, A. G., Potter, P. A., Ostendorf, W. R., & Laplante, N. (2022). Clinical nursing skills & techniques (10th ed.) Elsevier. ISBN 978-0-323-70863-0.

*The syllabus/schedule are subject to change.*

**Software Required:**

- Microsoft Office
- ExamSoft Exemplify
- Assessment Technologies Institute, LLC. (2021). <https://www.atitesting.com>

**Course Description**

Focuses on developing foundational clinical skills essential for nursing practice; Emphasizes mastery of fundamental nursing procedures, documentation, and patient care practices in various healthcare settings; Engages students in hands-on learning experiences, and simulations to integrate theoretical knowledge with practical skills; Introduces dosage calculations methods; Emphasizes nursing practice standards that promote quality and safety.

**Student Learning Outcomes**

By the end of the course, students will be able to demonstrate a thorough understanding of foundational clinical psychomotor and dosage calculations skills and apply this knowledge to nursing practice, ensuring safe and effective patient care.

1. Examine critical thinking and nursing judgments that underlie nursing skills. (PLO 2; AACN Essentials 1, 2)
2. Use effective communication in lab or simulated clinical environments. (PLO 2, 4; AACN Essentials 1, 2, 6)
3. Demonstrate competence in the performance of nursing procedures and skills.(PLO 1, 2, ; AACN Essentials 1, 2, 4, 5) –
4. Apply standards of professional nursing practice during performance of nursing skills in a lab or simulated clinical environment. (PLO 1, 2, 4, 5, 6; AACN 1, 2, 3, 4, 5, 6, 7, 8, 9)
5. Identify priority patient and family information related to nursing skills. (PLO 1, 2; AACN Essentials 1, 2)

**COURSE REQUIREMENTS****Minimal Technical Skills Needed**

Using the learning management system, using Microsoft Word, Microsoft Excel and PowerPoint.

**Instructional Methods**

This course requires students to complete reading assignments, online activities, and independent study to be successful. Course objectives may be met through individual study using suggested resources, active involvement in classroom activities, formal, and informal exchange of ideas with classmates and colleagues regarding specific topics as well as utilizing critical thinking skills. Teaching methods include lecture, seminar,

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discussion, small group work, independent study of texts and library resources, computer-assisted instruction, audio-visual aids, and assignments. While the professor will provide guidance and consultation, the student is responsible for identification of learning needs, self-direction, seeking consultation, and demonstration of course objectives.

### **Student Responsibilities or Tips for Success in the Course**

- Logging into the course website and email regularly for faculty communication (especially the night before class/clinical)
- Updating semester calendar with communicated changes
- Regular study (recommend a minimum 2-3 hours study/course credit hour per week). For example 3-credit course = 6 to 9 hours study time/week.
- Attendance at all class meetings, clinical, seminars and simulations
- Review and remediation of examinations.

### **Advising Statement**

Before being accepted and entering the nursing program, undergraduate students may have been advised by a pre-nursing advisor. However, once admitted into nursing, the nursing faculty become the student's advisor. The nursing department subscribes firmly to the chain of command because, as nurses, that is how most employers will require you to resolve issues. If you have a problem with a course, you should contact your instructor, then the course coordinator, then the department head for nursing. Therefore, any advisement questions or any other concerns you have should first be discussed with your clinical or course instructor. She/he is your advisor for that semester.

### **GRADING**

Final grades in this course will be based on the following scale:

A = 90%-100%    B = 80%-89%    C = 75%-79%    D = 60%-74%    F = Below 60%

### **ASSESSMENTS**

Assignments	Weight
Exams (7) 10% each	70%
ATI Skills Modules 3.0 (26)	15%
ATI Virtual Scenario (5)	5%
Attendance and Participation	10%
Clinical Skills	Pass/Fail
Total	100%

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A minimum grade of 75 is required to pass the course. The average of the 5 modular exams and one comprehensive final exam **MUST** be 75% or greater before **ANY** other course grades are averaged to compose the final grade. If the exam average is below 75%, the student will receive the grade of “D or F” for the course regardless of any other grade(s).

Other graded assignments will not be added to the final grade unless exam grade average is 75% or higher.

All students with an exam grade of less than 75 should review their exam. It is the student’s responsibility to contact their course faculty or the Student Success Coach to set up an appointment to review the exam. The exam must be reviewed before the next scheduled exam. Only the most current exam may be reviewed. All students are welcome to review their exams by scheduling an appointment with course faculty.

Successful completion of the examinations and other required assignments will enable the student to meet the student learning outcomes.

### **For Clinical Courses:**

The clinical component is PASS/FAIL and must be passed in order to pass the course. To receive a passing grade in clinical you must achieve 75% or better on each of the clinical assignments and receive a satisfactory clinical evaluation. You may redo any assignments one time that are less than 75% but 75% is the maximum grade you will receive for the redone assignment.

**Clinical is graded Pass/Fail. If the student fails the clinical component, the entire course must be repeated.**

You must also adhere to the expected clinical behaviors. Any instance of violation of any of the objectives listed in the Student Performance and Behaviors Evaluation Form may result in clinical suspension, receipt of a Student Performance and Behaviors Evaluation form, failure of clinical, failure of the course, and/or removal from the nursing program. See Student Guide for more information.

### **For Standardized Exams:**

TAMUC School of Nursing utilizes Assessment Technologies Institute (ATI) assessment materials (content mastery practice assessments and content mastery proctored assessments) to guide and assess mastery of nursing content necessary for entry into practice. Specific ATI assessment and grading guidelines are outlined in the document entitled “ATI Content Mastery Series (CMS) Assessment Grading Rubric” in the LMS module folder entitled “ATI Assessment Grading Rubric”.

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### **Late Submissions:**

It is expected that you will submit all class and clinical assignments on time. **If you need an extension, it should be requested before the due date/time and may or may not be approved at the discretion of the course coordinator.** Unexcused late assignments will be penalized 10% per day for each of the first two days overdue; on the 3rd day, the grade will be assigned as 0%. Communication on these matters is the student's responsibility.

Multiple instances of late clinical assignments will result in receipt of a **Student Performance and Behaviors Evaluation Form** and, possibly, **failure of clinical/course.**

### **Paper Submissions:**

All documents submitted online are to be in .docx, .rtf, or .pdf format. No other formats will be accepted (JPEG, GIF, etc.). Assignments need to be submitted in a maximum of one document per assignment. Failure to follow these guidelines will result in a grade of "0" on the assignment.

### **Group Work:**

All members of the group will receive the same grade on any group work. However, a student can be removed from his/her team if the other students in the group come to the instructor and report that a student is not doing his/her fair share of the work. If that happens, the instructor will notify the student in writing. The student will then be responsible for doing the assignment on his/her own. It is expected that the group will make the attempt to resolve the situation within the group before instructor intervention.

## **Assessments**

- Module Exams

**Exams will be administered through ExamSoft.**

There are 5 proctored, computer-based examinations. The Course Schedule identifies exam dates and applicable content. Questions will be in multiple formats, which could include multiple-choice, select all that apply, matching, sorting, short answer, hot spot, and more.

**NOTE: Students arriving after the exam has begun may not be permitted entry. Students will need to take a make-up exam at a date/time schedule by faculty. Failure to arrive on time for a make-up exam may result in a zero.**

**If an exam is missed due to illness, the student must provide a doctor's note. Failure to provide a doctor's note will result in a zero for the exam. Students can utilize the Student Health Services on campus free of charge for medical evaluation and receive a doctor's note.**

- **ATI Skills Modules 3.0**  
TAMUC School of Nursing utilizes Assessment Technologies Institute (ATI). Specific skills modules are assigned as prework assignments for most course modules. The purpose of the prework is to prepare you for class.
- **ATI Virtual Scenarios**  
The ATI Virtual Scenarios are designed to allow you to integrate the skills you have learned in an interactive, non-threatening, online-learning environment.
- **Attendance and Participation**  
This assignment requires and recognizes student engagement in the teaching/learning process. Attendance is met by being present for the entirety of each class session. Participation is met by actively joining in classroom activities and post class participation assignments.

## **Class**

There are a variety of assignments for this class to meet the learning outcomes and to accommodate different learning styles. Assignment rubrics will be posted in D2L. Class meetings will occur **every Tuesday afternoon (1200 - 1550) and Thursdays from 1000- 1150 OR 1300 – 1450 per your class schedule**. You are expected to come to class prepared to engage in content discussions.

**Exams will occur on selected Tuesdays (1200 - 1300)** per the course schedule attached.

Any missed skills practice lab must be made up outside of regular scheduled class time. Failure to spending the required additional lab time could result in failure of the course.

Students will be assigned to lab groups. You will stay with the same group throughout the entire semester. Each lab group will be assigned a specific patient care area in the lab. The group is expected to keep the assigned lab area clean. At the end of lab time students should return to bed to the low position, pull covers over manikin's torso, ensure any sharp objects are disposed of in the sharps container, all lab supplies are stored, and the trash can is emptied into the large trash can in the front of the lab.

Specific skills to practice will be assigned each week. Students must practice all skills on the list. Each group member will sign the skills practice verification sheet each week as each group member completes skills practice. The signed sheet must be uploaded into D2L each week to receive credit for class participation. Signing a sheet for a fellow student who has not practiced a skill is an act of academic dishonesty and will be treated as such.

The clinical skills lab is treated as a clinical experience. The following is expected for this weekly clinical experience.

- Clinical attendance is mandatory. Refer to the BSN Student Guide for clinical attendance policy information. Violation of the clinical attendance policy may

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result in the student receiving a Student Performance and Behaviors Evaluation Form and may lead to failure of the clinical portion of the course.

- Based on student learning needs, the faculty will determine the appropriate amount of time and clinical assignments needed to assess student growth. Faculty may require additional assignments and clinical work to ensure students have met clinical objectives. Students are expected to comply with any additional assignments or clinical hours assigned.
- Students are expected to prepare for clinical practice in order to provide safe, competent care.
- **Clinical Skills are graded Pass/Fail. If the student fails the clinical skills component, he/she fails the entire course.**
- You must contact your clinical instructor BEFORE your clinical date/time if you know you will be late or absent for that clinical day. Failure to do so will result in a no call/no show description and you will receive a written warning per nursing department policy for this type of incident.
- You must be present in the skills lab for the entire session on Tuesdays and at your assigned time on Thursdays. DO NOT BE LATE!
- Appearance should be professional and adhere to the nursing department's dress code policy. Clinical uniform must be clean and pressed, stethoscope, watch and pen light are suggested, no raised rings, ear rings must be small stud, and tattoo must be covered, no body piercing visible, with appropriate shoes. Scrubs of any color may be worn to clinical skills lab. The top and bottom of the scrubs should be the same color and must be a solid color.

All work in this course is individual work unless specified as group work.

Any incidence of academic dishonesty (copying, plagiarism, cheating, etc.) will result in a failure of the assignment and may result in failure of the course as per the TAMUC Academic Dishonesty Policy.

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

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[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

It is expected that you will check your D2L course and email regularly for communication from the instructor(s). Be sure to check the night before class/clinical. A response to any email or message will occur within two (2) business days.

Communication between faculty and students is primary and taken seriously. Preferred communication methods are individualized office hours, email, or via cell-phone. If a phone call is not answered, please leave a message and send an e-mail using the direct e-mail link on the course home page. You will be treated with collegial respect and you are expected to communicate likewise in a professional manner.

Faculty will make every effort to return class assignments within two weeks of submission and feedback on clinical work before subsequent work is due.

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## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

#### **Nursing Student Guide**

Specific information regarding the nursing program and current policies and procedures can be found in the current BSN Student Guide found in the Student Success Coaching Course in D2L.

It is the student's responsibility to review and understand the policies and procedures provided in the student guidebook as all students are held to the statutes and policies therein.

#### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor(s) to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

#### **Class**

1. **Class Cancellation:** In the event that a class is canceled, the student is expected to do the readings and complete the objectives for that day. The content will still be included on examinations. The material in this syllabus and dates identified in the Course Calendar are subject to change.
2. **Class attendance** is expected. The students should notify course coordinator in advance of any absence.
3. Exam dates are listed in each course syllabus, and the student is expected to be present for exams. In the event that the student will be absent, the course coordinator must be notified in advance. Failure to do so may result in the student receiving a zero for the missed exam or quiz. Review the BSN Student Guide for the exam absence process.
4. As an adult learner and responsible professional, the student is responsible for reading and completing assignments prior to class and for being prepared to participate in discussions over the assigned material. It should not be expected that all material would be covered in class. Students are expected to come to class prepared.

#### **Medication Administration**

Medication Calculation content and quizzes will be covered in multiple courses throughout the curriculum. Medication calculation exam(s) will occur in the following nursing courses: NURS 3620, 3630, 3531, 4541, and 4650. The number of items may range from 5 to 20 to establish competency. Other courses may choose to incorporate medication calculation in class, clinical, or exams as identified in the course syllabus.

1. A medication calculation quiz will be given prior to the start of clinical

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- rotations. Students must achieve 100% on the quiz to administer medications.
2. In addition to being unable to administer medications, students not achieving 100% on the medication calculation exam will be required to complete mediation.
  3. Scheduling of remediation is the student's responsibility. A general remediation plan is located in the course syllabus. A specific remediation plan may be created between the student and course faculty at the discretion of the course faculty.
  4. Students may remediate with their clinical faculty, course faculty, skills lab coordinator or with tutor depending on availability. The student must email in advance to schedule remediation and receive a confirmation response.
  5. Students not achieving 100% on the medication calculation quiz will have the opportunity to take another medication calculation quiz at least weekly until 100% is achieved or until the 4<sup>th</sup> week of clinical.
  6. In lieu of a separate medication calculation quiz, a student who achieves 100% on medication calculation questions on a course exam will have demonstrated sufficient knowledge of medication calculation and will be taken off of remediation. After being removed from remediation, students will be allowed to administer medication in clinical. Clinical faculty will be notified once a student can administer medications.
  7. Students who fail to achieve 100% on the medication calculation quiz by the fourth week of clinical will be suspended from all clinical activities for inability to meet minimum patient care safety requirements. Clinical hours missed during suspension must be completed before the semester's end.
  8. While on suspension, it is the student's responsibility to set up and attend remediation. Medication calculation quizzes will be set up at the discretion of the course coordinator.
  9. A student may miss no more than 2 clinical experiences due to suspension before failure of the clinical portion of the course. A student must make a 100% on the medication calculation quiz during this time in order to pass the clinical portion of the course.

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).  
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:  
<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage.

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## **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)  
[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Academic Dishonesty 13.99.99.R0.10](#)  
[Graduate Student Academic Dishonesty Form](#)

## **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

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Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **Department or Accrediting Agency Required Content**

The Board of Nursing requires applicants, students throughout the program, graduates and licensure renewals to answer questions as to their ability to be admitted to a nursing program, sit for the NCLEX-RN exam or be re-licensed. You are responsible for checking those questions to be sure you remain in compliance. Keep in mind that your fingerprints are on file with the BON so if you should ever be arrested, they would be notified. You should notify them proactively. The link is as follows:  
[https://www.bon.texas.gov/licensure\\_eligibility.asp](https://www.bon.texas.gov/licensure_eligibility.asp)

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## COURSE OUTLINE / CALENDAR

### NURS 3211 – Clinical Skills Foundation

Fall 2024: Tuesday 1200 – 1550 in NHS Room 294

Thursdays 1000 – 1150 OR 1300 – 1450 (as assigned)

**\*See weekly module in D2L for specific page number for all reading assignments**

Week 1    Aug 26 – Sept 1	<p><b>Attend Class August 27 and August 29</b></p> <ul style="list-style-type: none"> <li>• Orientation/Syllabus Review</li> </ul> <p><b>Due August 30 @ 2359</b></p> <p>Week 1 Assignments</p> <ul style="list-style-type: none"> <li>• ATI Skills Modules 3.0 HIPAA</li> <li>• ATI Skills Modules 3.0 Healthcare fraud, waste, and abuse prevention</li> <li>• ATI Skills Modules 3.0 Vital Signs</li> </ul> <p><b>Read the following content:</b></p> <p>Chapter 1 Using Evidence in Nursing Practice*</p> <p>Chapter 2 Communication and Collaboration*</p> <p>Chapter 3 Admitting, Transfer, and Discharge*</p> <p>Chapter 4 Documentation and Informatics*</p> <p>Chapter 5 Vital Signs*</p> <p>Chapter 6 Health Assessment*</p>
Week 2    Sept 2 – Sept 8	<p><b>Attend Class September 3 and September 5</b></p> <p><b>Due September 2 @ 2359</b></p> <p>Week 2 Assignments</p> <ul style="list-style-type: none"> <li>• ATI Skills Module 3.0 Infection Control</li> </ul> <p><b>Read the following content:</b></p> <p>Chapter 9 Medical Asepsis*</p> <p>Chapter 10 Sterile Technique*</p>
Week 3    Sept 9 – Sept 15	<p><b>Attend Class September 10 and September 12</b></p> <p><b>EXAM 1 Covers Content from weeks 1 and 2</b></p> <p><b>Due September 9 @ 2359</b></p> <p>Week 3 Assignments</p> <ul style="list-style-type: none"> <li>• ATI Skills Module 3.0 Nutrition</li> <li>• ATI Skills Module 3.0 Urinary Elimination</li> <li>• ATI Skills Module 3.0 Ostomy Care</li> <li>• ATI Skills Module 3.0 Nasogastric Tube</li> <li>• ATI Skills Module 3.0 Bowel Elimination</li> <li>• ATI Skills Module 3.0 Enteral Tube Feeding</li> </ul> <p><b>Read the following content:</b></p> <ul style="list-style-type: none"> <li>• Chapter 31 Oral Nutrition*</li> <li>• Chapter 32 Enteral Nutrition*</li> <li>• Chapter 33 Parenteral Nutrition*</li> <li>• Chapter 34 Urinary Elimination*</li> </ul>

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- Chapter 35 Bowel and Gastric Intubation\*
- Chapter 36 Ostomy Care\*

Week 4 Sept 16 – Sept 22

Attend Class September 17 and September 19

Due September 16 @ 2359

Week 4 Assignments

- ATI Skills Modules 3.0 Specimen Collection

Read the following content:

- Chapter 7 Specimen Collection\*
- Chapter 10 Diagnostic Procedures\*

Week 5 Sept 23 – Sept 29

Attend Class September 24 and September 26

EXAM 2 Covers Content from weeks 3 and 4

Due September 23 @ 2359

Week 5 Assignments

- ATI Skills Modules 3.0 Mobility

Read the following content:

- Chapter 11 Safe Patient Handling and Mobility\*
- Chapter 12 Exercise, Mobility, and Immobilization Devices\*
- Chapter 13 Support Surfaces and Special Beds\*

Week 6 Sept 30 – Oct 6

Attend Class October 1 and October 3

Due September 30 @ 2359

Week 6 Assignments

- ATI Skills Modules 3.0 Pain Management

Read the following content:

- Chapter 14 Patient Safety\*
- Chapter 15 Disaster Preparedness\*
- Chapter 16 Pain Management\*
- Chapter 17 End-of-Life Care\*

Week 7 Oct 7 – Oct 13

Attend Class October 8 and October 10

EXAM 3 Covers content from week 5 and 6

Due October 7 @ 2359

Week 7 Assignments

- ATI Skills Modules 3.0 Personal Hygiene

Read the following content:

- Chapter 18 Personal Hygiene and Bed Making\*
- Chapter 19 Care of Eye and Ear\*

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Week 8 Oct 14 – Oct 20

Attend Class October 15 and October 17

Due October 14 @ 2359

Week 8 Assignments

- ATI Skills Modules 3.0 Dosage Calculation and Safe Medication Administration
  - Medication Administration
  - Safe Dosage
  - Dosages by Weight
  - Injectable Medications
  - Powered Medications
  - Parenteral (IV) Medications
  - Critical Care Medicine

Read the following content:

- Chapter 20 Safe Medication Preparation\*
- Chapter 21 Nonparenteral Medications\*
- Chapter 22 Parenteral Medications\*

Week 9 Oct 21 – Oct 27

Attend Class October 22 and October 24

Due October 21 @ 2359

Week 9 Assignments

- ATI Skills Modules 3.0 Concepts of Medication Administration
- ATI Skills Modules 3.0 Injectable Medication Administration
- ATI Skills Modules 3.0 Intravenous Medication Administration
- ATI Skills Modules 3.0 Therapy and Peripheral Access
- ATI Skills Modules 3.0 Oral and Topical Medication Administration
- ATI Skills Modules 3.0 Central Venous Access Devices
- ATI Skills Modules 3.0 Blood Administration

Read the following content:

- Chapter 29 Intravenous and vascular access Therapy\*
- Chapter 30 Blood Therapy\*

Week 10 Oct 28 – Nov 3

Attend Class October 29 and October 31

Exam 4 Covers Content from weeks 7, 8, and 9

Due October 28 @ 2359

Week 10 Assignments

- ATI Skills Modules 3.0 Airway Management
- ATI Skills Modules 3.0 Closed-chest drainage
- ATI Skills Modules 3.0 Oxygen Therapy

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**Read the following content:**

- Chapter 23 Oxygen Therapy\*
- Chapter 24 Performing Chest Physiotherapy\*
- Chapter 25 Airway Management\*
- Chapter 26 Cardiac Care\*
- Chapter 27 Closed Chest Drainage Systems\*
- Chapter 28 Emergency Measures for Life Support\*

**OCTOBER 31 – LAST DAY TO DROP**

Week 11 Nov 4 – Nov 10

**Attend Class November 5 and November 7**

**EXAM 5 Math Exam**

**Due November 4 @ 2359**

Week 11 Assignments

- ATI Skills Modules 3.0 Wound Care

**Read the following content:**

- Chapter 39 Wound Care and Irrigation\*
- Chapter 40 Pressure Injury Prevention and care\*
- Chapter 41 Dressings, Bandages, and Binders\*

Week 12 Nov 11 – Nov 17

**Attend Class November 12 and November 14**

**Due November 11 @ 2359**

Week 12 Assignments

- ATI Skills Modules 3.0 Surgical Asepsis

**Read the following content:**

- Chapter 37 Perioperative and Postoperative Care\*
- Chapter 38 Intraoperative Care\*

Week 13 Nov 18 – Nov 24

**Attend Class November 19 and November 21**

**Due November 18 @ 2359**

Week 13 Assignments

- ATI Virtual Scenarios
  - Pain Assessment
  - HIPAA
  - Vital Signs
  - Nutrition
  - Blood Transfusion

**Read the following content:**

- Chapter 42 Home Care and Safety\*
- Chapter 43 Home Care Teaching\*

*The syllabus/schedule are subject to change.*



Week 14 Nov 25 – Dec 1	Attend Class November 26 (No class Nov 28) Due November 25 @ 2359 NOTHING DUE Read the following content: NOTHING TO READ  <b>NOVEMBER 26 LAST DAY TO WITHDRAWAL</b>
Week 15 Dec 2 – Dec 6	Attend Class December 3 and December 5 Exam 6 Covers Content from weeks 10, 11, 12, 13 Due December 2 @ 2359 NOTHING DUE Read the following content: NOTHING TO READ
Week 16 Dec 9 – Dec 12	FINALS WEEK Attend FINALS December 10 0800 – 1000 Final Clinical Skills Comprehensive Exam

## Skills Instruction, Practice, and Check Off

Week 1	Aug 26 – Sept 1	<p>August 29</p> <p><b>Skill Instruction and Practice</b></p> <ul style="list-style-type: none"> <li>• Patient Identification</li> <li>• Vital Signs (Heart Rate, Respiratory Rate, Blood Pressure, Pulse Oximetry, Temperature, Pain)</li> <li>• Height and Weight</li> <li>• Siderails Up</li> <li>• Bed Position Check</li> <li>• Call Light in Reach</li> </ul>
Week 2	Sept 2 – Sept 8	<p>September 3</p> <p><b>Skills Practice</b></p> <ul style="list-style-type: none"> <li>• Patient Identification</li> <li>• Vital Signs (Heart Rate, Respiratory Rate, Blood Pressure, Pulse Oximetry, Temperature, Pain)</li> <li>• Height and Weight</li> <li>• Siderails Up</li> <li>• Bed Position Check</li> <li>• Call Light in Reach</li> </ul> <p>September 5</p> <p><b>Skills Instruction and Practice</b></p> <ul style="list-style-type: none"> <li>• Hand Hygiene</li> <li>• Personal Protective Equipment</li> <li>• Sterile Gloves</li> </ul>
Week 3	Sept 9 – Sept 15	<p>September 10</p> <p><b>Skills Check Off</b></p> <ul style="list-style-type: none"> <li>• Vital Signs</li> </ul> <p><b>Skills Practice</b></p> <ul style="list-style-type: none"> <li>• Hand Hygiene</li> <li>• Personal Protective Equipment</li> </ul> <p>September 12</p> <p><b>Skills Instruction and Practice</b></p> <ul style="list-style-type: none"> <li>• Nasogastric Tube Insertion</li> <li>• Checking Tube Placement</li> <li>• Administering Enema</li> <li>• Assist with Bedpan</li> </ul>

*The syllabus/schedule are subject to change.*

Week 4	Sept 16 – Sept 22	<p>September 17</p> <p><b>Skills Check Off</b></p> <ul style="list-style-type: none"> <li>• Vital Signs</li> <li>• Hand Hygiene and Personal Protective Equipment</li> </ul> <p><b>Skills Practice</b></p> <ul style="list-style-type: none"> <li>• Nasogastric Tube Insertion</li> <li>• Checking Tube Placement</li> <li>• Administering Enema</li> <li>• Assist with Bedpan</li> </ul> <p>September 19</p> <p><b>Skills Instruction and Practice</b></p> <ul style="list-style-type: none"> <li>• Indwelling Urinary Catheter Placement</li> <li>• Indwelling Urinary Catheter Removal</li> <li>• Urinary Specimen Collection</li> <li>• Empty Catheter Bag</li> <li>• Measure Intake and Output</li> </ul>
Week 5	Sept 23 – Sept 29	<p>September 24</p> <p><b>Skills Check Off</b></p> <ul style="list-style-type: none"> <li>• Nasogastric Tube Insertion</li> <li>• Checking Tube Placement</li> <li>• Administering Enema</li> <li>• Assist with Bedpan</li> </ul> <p><b>Skills Practice</b></p> <ul style="list-style-type: none"> <li>• Indwelling Urinary Catheter Placement</li> <li>• Indwelling Urinary Catheter Removal</li> <li>• Urinary Specimen Collection</li> <li>• Empty Catheter Bag</li> <li>• Measure Intake and Output</li> </ul> <p>September 26</p> <p><b>Skills Instruction and Practice</b></p> <ul style="list-style-type: none"> <li>• Assist with Ambulation</li> <li>• Assist to sit on side of bed</li> <li>• Apply Gait Belt</li> <li>• Passive Range of Motion</li> <li>• Side-lying (lateral)</li> <li>• Sims</li> <li>• Fowlers/Semi-Fowlers</li> <li>• Supine/Prone</li> <li>• Logrolling</li> </ul>

*The syllabus/schedule are subject to change.*

- Apply/Remove Restraints

Week 6      Sept 30 – Oct 6

October 1

**Skills Check Off**

- Nasogastric Tube Insertion
- Checking Tube Placement
- Administering Enema
- Assist with Bedpan

**Skills Practice**

- Indwelling Urinary Catheter Placement
- Indwelling Urinary Catheter Removal
- Urinary Specimen Collection
- Empty Catheter Bag
- Measure Intake and Output
- Assist with Ambulation
- Assist to sit on side of bed
- Apply Gait Belt
- Passive Range of Motion
- Side-lying (lateral)
- Sims
- Fowlers/Semi-Fowlers
- Supine/Prone
- Logrolling
- Apply/Remove Restraints

October 3

**Skills Check Off**

- Indwelling Urinary Catheter Placement
- Indwelling Urinary Catheter Removal
- Urinary Specimen Collection
- Empty Catheter Bag
- Measure Intake and Output

Week 7      Oct 7 – Oct 13

October 8

**Skills Check Off**

- Indwelling Urinary Catheter Placement
- Indwelling Urinary Catheter Removal
- Urinary Specimen Collection
- Empty Catheter Bag
- Measure Intake and Output

**Skills Practice**

- Assist with Ambulation

*The syllabus/schedule are subject to change.*

- Assist to sit on side of bed
- Apply Gait Belt
- Passive Range of Motion
- Side-lying (lateral)
- Sims
- Fowlers/Semi-Fowlers
- Supine/Prone
- Logrolling
- Apply/Remove Restraints

October 10

#### Skills Instruction and Practice

- Bed bath-complete
- Change patient gown
- Bedmaking: Occupied
- Bedmaking: Unoccupied

Week 8      Oct 14 – Oct 20

October 15

#### Skills Check Off

- Assist with Ambulation
- Assist to sit on side of bed
- Apply Gait Belt
- Passive Range of Motion
- Side-lying (lateral)
- Sims
- Fowlers/Semi-Fowlers
- Supine/Prone
- Logrolling
- Apply/Remove Restraints

#### Skills Practice

- Bed bath-complete
- Change patient gown
- Bedmaking: Occupied
- Bedmaking: Unoccupied

October 17

#### Skills Instruction and Practice

- Medication Calculation
- Oral Medication
- Sublingual
- Topical patch
- Topical cream
- Ophthalmic medications
- Otic medications

*The syllabus/schedule are subject to change.*

- Rectal suppository
- Preparing medication from an ampule
- Preparing medication from a vial
- Preparing insulin
- IM Deltoid and ventrogluteal injections
- Z-track
- Subcutaneous injection
- Intradermal
- Vastus Lateralis

Week 9      Oct 21 – Oct 27

October 22

**Skills Check Off**

- Bed bath-complete
- Change patient gown
- Bedmaking: Occupied
- Bedmaking: Unoccupied

**Skills Practice**

- Medication Calculation
- Oral Medication
- Sublingual
- Topical patch
- Topical cream
- Ophthalmic medications
- Otic medications
- Rectal suppository
- Preparing medication from an ampule
- Preparing medication from a vial
- Preparing insulin
- IM Deltoid and ventrogluteal injections
- Z-track
- Subcutaneous injection
- Intradermal
- Vastus Lateralis

October 24

**Skills Check Off**

- Bed bath-complete
- Change patient gown
- Bedmaking: Occupied
- Bedmaking: Unoccupied

Week 10      Oct 28 – Nov 3

October 29

**Skills Practice**

- Medication Calculation

*The syllabus/schedule are subject to change.*

- Oral Medication
- Sublingual
- Topical patch
- Topical cream
- Ophthalmic medications
- Otic medications
- Rectal suppository
- Preparing medication from an ampule
- Preparing medication from a vial
- Preparing insulin
- IM Deltoid and ventrogluteal injections
- Z-track
- Subcutaneous injection
- Intradermal
- Vastus Lateralis

October 31

**Skills Check Off**

- Medication Administration

Week 11      Nov 4 – Nov 10

November 5

**Skills Check Off**

- Medication Administration

November 7

**Skills Instruction and Practice**

- Starting an IV

Week 12      Nov 11 – Nov 17

November 12

**Skills Check Off**

- Starting an IV

**Skills Practice**

- All previous skills

November 14

**Skills Instruction and Practice**

- Discontinuing an IV
- Initiate IV Fluid/tubing
- Change IV bag
- Administer IVPB
- Administer IV Push medication
- Wound Care
- Central Line Dressing Change

Week 13      Nov 18 – Nov 24      November 18

*The syllabus/schedule are subject to change.*

**Skills Practice**

- Discontinuing an IV
- Initiate IV Fluid/tubing
- Change IV bag
- Administer IVPB
- Administer IV Push medication
- Wound Care
- Central Line Dressing Change

November 21

**Skills Instruction and Practice**

- Oxygen delivery devices
- Tracheostomy suction
- Tracheostomy care

Week 14      Nov 25 – Dec 1

November 26

**Skills Check Off**

- Discontinuing an IV
- Initiate IV Fluid/tubing
- Change IV bag
- Administer IVPB
- Administer IV Push medication

**Skills Practice**

- Oxygen delivery devices
- Tracheostomy suction
- Tracheostomy care

November 28

- NO CLASS Thanksgiving Holiday

Week 15      Dec 2 – Dec 6

December 3

**Skills Check Off**

- Oxygen delivery devices
- Tracheostomy suction
- Tracheostomy care
- Random Skills Check-off

**Skills Practice**

- All skills

December 5

**Skills Check Off**

- Random Skills Check-off