



SCHOOL OF  
**Nursing and  
Health Sciences**

**EAST TEXAS A&M**

**NURS 3211 Clinical Skills Foundation**

COURSE SYLLABUS: Fall 2026;  
Tuesdays 0800 - 1200 or 1300 - 1700 in NHS Room 294  
Tuesdays 1400 – 1500 (for tests)

**INSTRUCTOR INFORMATION**

**Instructor:** Bethany DeGarso

**Office Location:** NHS Building, Nursing Department # 231

**Office Hours:** TBD

**Cell Phone:**

**University Email Address:** Bethany.DeGarso@etamu.edu

**Preferred Form of Communication:** email

**Communication Response Time:** Two business days

**Instructor:** Stacy Anderson

**Office Location:** NHS Building, Nursing Department

**Office Hours:** By appointment only

**Cell Phone:**

**University Email Address:** carol.mccaslin@etamu.edu

**Preferred Form of Communication:** email

**Communication Response Time:** Two business days

**COURSE INFORMATION**

**Required Textbooks:**

“Clinical Nursing Skills” by Christy Bowen (senior contributing author) is licensed [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/). Available at <https://openstax.org/details/books/clinical-nursing-skills>

**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.

*The syllabus/schedule are subject to change.*

**Student Learning Outcomes**

By the end of the course, students will be able to:

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, 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.

**GRADING**

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

*The syllabus/schedule are subject to change.*

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

| Assignments                         | Weight          | SLO     |
|-------------------------------------|-----------------|---------|
| <b>Class</b>                        |                 |         |
| • Quizzes (9)                       | 25%             | 1, 5    |
| • Module Exams (5)                  | 40%             | 1, 5    |
| • Final Comprehensive Exam          | 15%             | 1, 5    |
| • ATI Skills Modules 3.0 (27)       | 15%             | 1, 5    |
| • Dosage Calculation Test           | 5%              | 1, 3, 4 |
| <b>Total</b>                        | <b>100%</b>     |         |
| <b>Clinical</b>                     |                 |         |
| • Instructor-Guided Skills Practice | 30 hours        | 2, 3, 4 |
| • Self-Guided Skills Practice       | 50 hours        | 2, 3, 4 |
| • Skills Check-Offs                 | 10 hours        | 2, 3, 4 |
| <b>Total</b>                        | <b>90 hours</b> |         |

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 a 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 the exam grade average is 75% or higher.

The clinical component is PASS/FAIL and must be passed to pass the course.

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

## ASSESSMENTS

### Class Assessments

- **Quizzes**

There are nine quizzes throughout the semester, administered through Exemplify. They will be administered at the end of each class as noted in the syllabus. Questions will be aimed at solidifying learning from the lecture/skills practice. They will **NOT** be counted toward your 75% average grade.

- **Module Exams**

There are five proctored module exams administered through Exemplify. 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.

*The syllabus/schedule are subject to change.*

Exams will occur on selected **Tuesdays (1400-1500)** per the course schedule attached.

- **Comprehensive Final Exam**

There will be a comprehensive final scheduled during finals week administered through Examplify.

All students with an exam grade of less than 75 are required to 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.

**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**

ETAMU School of Nursing utilizes Assessment Technologies Institute (ATI). Specific skills modules are assigned as prework assignments for most course modules. The purposes of the prework are to prepare you for class skills and to augment knowledge acquisition on the topics of interest. Test questions will be developed based on this information, your OpenStax readings, and class didactics.

## **Clinical Assessments**

- **Instructor-Guided Skills Practice**

Weekly didactic elements will be available online prior to class. Skill demonstration online and in-person will require attention and participation to receive a passing grade.

- **Self-Guided Skills Practice**

Weekly time in class to practice assigned skills within lab setting.

- **Skills Check-Off**

*The syllabus/schedule are subject to change.*

You will be required to check-off your skills with your instructor to verify competency. When you exhibit competency, this will be “signed-off” in your Project Concert Skills Check-off List. You will be using this list to also show competency in the clinical setting in your other clinical classes.

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.

### **COURSE SPECIFIC PROCEDURES/POLICIES**

#### **Assignment Submissions:**

All class and clinical assignments must be submitted on time. If an extension is needed, students **must request the extension before the posted due date/time**. An assignment extension request will be approved or denied 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 third 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.

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.

#### **BSN Program Student Guidebook**

Specific information regarding the nursing program and current policies and procedures can be found in the current BSN Program Student Guidebook located in the Nursing Success Course in the LMS.

Students are responsible for reviewing, understanding, and complying with the policies and procedures provided in the student guidebook.

#### **Classroom Policies**

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.

*The syllabus/schedule are subject to change.*

2. Class attendance is expected. The students must 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.

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 Thursday (0800-1200 or 1300-1700) and occasional Tuesdays for testing.** **You are expected to come to class prepared to engage in content discussions.**

### Clinical Policies

1. Clinical attendance is mandatory. Refer to the BSN Program Student Guidebook for clinical attendance policy information. Violations of the clinical attendance policy may result in the student receiving a Student Performance and Behaviors Evaluation Form and may lead to failure of the clinical portion of the course.
2. Based on student learning needs, the faculty will determine the appropriate amount of time and clinical assignments needed to assess student growth.
3. 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.
4. Students are expected to prepare for clinical practice to provide safe, competent care.
5. Clinical assignments must be completed on time and submitted to the clinical instructor as directed. No exceptions will be given without prior permission from the instructor.

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.

*The syllabus/schedule are subject to change.*

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

1. 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!**
2. Appearance should be professional and adhere to the nursing department's dress code policy. **Clinical uniform (scrubs) must be clean and pressed, stethoscope, watch and pen light are suggested, no raised rings, earrings 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.

### 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.

## 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:

[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

*The syllabus/schedule are subject to change.*

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 ETAMU 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 cellphone. 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.

## **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>

### **ETAMU Attendance**

For more information about the attendance policy please visit the [Attendance](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage.  
<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

*The syllabus/schedule are subject to change.*

**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 reasonable accommodation for their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

East 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@etamu.edu](mailto:studentdisabilityservices@etamu.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.

*The syllabus/schedule are subject to change.*

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

### **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 East Texas 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.etamu.edu/counsel](http://www.etamu.edu/counsel)

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

The East Texas A&M University School of Nursing has full approval by the [Texas Board of Nursing](#).

#### **Texas Board of Nursing**

1801 Congress Avenue, Suite 10-200  
Austin, TX 78701  
P: (512) 305-7400; F: (512) 305-7401  
[webmaster@bon.texas.gov](mailto:webmaster@bon.texas.gov)

The baccalaureate degree program in nursing and the master's degree program in nursing at East Texas A&M University are accredited by the [Commission on Collegiate Nursing Education](#).

#### **Commission on Collegiate Nursing Education**

655 K Street NW, Suite 750  
Washington, DC 20001  
202.887.6791

*The syllabus/schedule are subject to change.*

**COURSE OUTLINE / CALENDAR**  
**NURS 3211 – Clinical Skills Foundation**  
**Fall 2026**

**Thursdays 0800-1200 or 1300-1700 in NHS Room 294**  
**Tuesdays 1400 - 1500**

| Dates                    | Content Covered and In-Class work                                                                                                                                                           | Readings, Assignments, and Skills Check-offs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 1<br/>Aug 20</b> | <u>Classroom Didactics</u><br>Orientation PPT<br>Medical Terminology List<br><br><u>Demonstrate and practice</u> Vital Signs<br><br><u>ExamSoft/Examplify</u> set up.<br><br><b>Quiz #1</b> | <b>Pre-class Didactic (watch prior to first day of class)</b> <ul style="list-style-type: none"> <li>• Role of Nurses PPT</li> <li>• Vitals PPT</li> </ul> <b>Assignments due Aug 21 @ 2359</b> <ul style="list-style-type: none"> <li>• ATI Skills Modules 4.0 Health Care Policy               <ul style="list-style-type: none"> <li>◦ HIPAA section only</li> </ul> </li> <li>• ATI Skills Modules 4.0 Vital Signs</li> </ul> <p style="text-align: center;"><b>Read the following content:</b></p> <ol style="list-style-type: none"> <li>1. OpenStax: Clinical Skills Book: Chapter 1- Role of the Nurse (whole chapter)<br/> <a href="https://openstax.org/books/clinical-nursing-skills/pages/1-introduction">https://openstax.org/books/clinical-nursing-skills/pages/1-introduction</a></li> <li>2. OpenStax: Clinical Skills Book: Chapter 3- Patient Communication (3.2 section only)<br/> <a href="https://openstax.org/books/clinical-nursing-skills/pages/3-2-comprehensive-interview-practices">https://openstax.org/books/clinical-nursing-skills/pages/3-2-comprehensive-interview-practices</a></li> <li>3. OpenStax: Fundamentals Book: Chapter 3- Levels of Care (3.1section only)<br/> <a href="https://openstax.org/books/fundamentals-nursing/pages/3-introduction">https://openstax.org/books/fundamentals-nursing/pages/3-introduction</a></li> </ol> |
| <b>Week 2<br/>Aug 27</b> | <u>Review</u> of information from Didactics<br><br><u>Demonstrate and Practice</u><br>PPE<br>Handwashing<br>Gloves<br>Vitals<br><br><b>Quiz #2</b><br><br>Prep for Exam #1                  | <b>Pre-class Didactic</b> <ul style="list-style-type: none"> <li>• Infection Control PPT</li> <li>• Patient personal hygiene PPT</li> <li>• Nutrition PPT</li> </ul> <b>Assignments due Aug 26 @2359</b> <ul style="list-style-type: none"> <li>• ATI Skills Module 4.0 Infection Control               <ul style="list-style-type: none"> <li>◦ Infection Control section only</li> </ul> </li> <li>• ATI Skills Module 4.0 Nutrition               <ul style="list-style-type: none"> <li>◦ nutrition only)</li> </ul> </li> <li>• ATI Skills Modules 4.0 Hygiene</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Week 3<br/>Sep 1</b>  | <b>Exam 1 on Module 1 and 2</b>                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

*The syllabus/schedule are subject to change.*

|                          |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 3<br/>Sep 3</b>  | <u>Review</u> of information from Didactics<br><br><u>Demonstrate and Practice</u><br>Specimen Collection<br><br><u>Practice</u><br>Handwashing, PPE, Patient Hygiene, gloves<br><br>Check-Off<br>Vitals with AIDET<br><br>Quiz 3                                                                | <u>Pre-class Didactic</u> <ul style="list-style-type: none"> <li>Obtaining specimens and Sterile Field PPT</li> <li>Delegation, Documentation and Levels of Care PPT</li> </ul> <u>Assignments Due Sep 2 @ 2359</u> <ul style="list-style-type: none"> <li>ATI Skills Modules 4.0 Specimen Collection</li> </ul> <u>Read the following content:</u> <ol style="list-style-type: none"> <li>OpenStax: Fundamentals Book: Chapter 14- Guidelines for Effective Documentation (14.5 section only)<br/> <a href="https://openstax.org/books/fundamentals-nursing/pages/14-5-guidelines-for-effective-documentation">https://openstax.org/books/fundamentals-nursing/pages/14-5-guidelines-for-effective-documentation</a></li> <li>OpenStax: Fundamentals Book: Chapter 8 Admission, Transfer, Discharge (whole chapter)<br/> <a href="https://openstax.org/books/fundamentals-nursing/pages/8-introduction">https://openstax.org/books/fundamentals-nursing/pages/8-introduction</a></li> </ol> |
| <b>Week 4<br/>Sep 10</b> | <u>Review</u> Information from Didactics<br><br><u>Demonstrate and Practice</u><br>Oxygenation methods<br>Medication administration prep<br><br><u>Practice</u><br>Specimen collection<br>Sterile Gloves and field<br><br>Quiz #4<br><br>Check-off<br>Handwashing, PPE, Patient Hygiene, Feeding | <u>Pre-class Didactic</u> <ul style="list-style-type: none"> <li>Cardiopulmonary System PPT</li> <li>Medication Administration PPT</li> </ul> <u>Week 4 Assignments Due Sep 9 @ 2359</u> <ul style="list-style-type: none"> <li>ATI Skills Modules 4.0 Gas Exchange and Oxygenation <ul style="list-style-type: none"> <li>Airway Management</li> <li>Oxygen Therapy sections only</li> </ul> </li> <li>ATI Skills Modules 4.0 Medication Administration: <ul style="list-style-type: none"> <li>Concepts of Medication Administration:</li> <li>Medication Prescription and Preparing Medications sections only.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                     |
| <b>Week 5<br/>Sep17</b>  | <u>Review</u> Information from Didactics                                                                                                                                                                                                                                                         | <u>Pre-class Didactic</u> <ul style="list-style-type: none"> <li>PO Medication Administration PPT</li> <li>Basic Dosage Calculation PPT</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

*The syllabus/schedule are subject to change.*

|                          |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          | <u>Demonstrate and Practice</u><br>PO Medication Admin Dosage Calc<br><br><u>Practice</u><br>Oxygenation methods<br>Medication PO admin<br><br><b>Quiz #5</b><br><br><b>Check-off</b><br><b>Obtaining specimens</b><br><b>Sterile Gloves/Field</b><br><br>Prep for Exam 2<br>(Week 3, 4, 5 content)                           | <b>Week 5 Assignments Due Sep 16 @ 2359</b> <ul style="list-style-type: none"> <li>ATI Dosage Calculation and Safe Medication Administration 4.0             <ul style="list-style-type: none"> <li>Oral Medications (only)</li> </ul> </li> <li>ATI Skills Modules 4.0 Medication Administration             <ul style="list-style-type: none"> <li>Oral and Topical Medication Administration                 <ul style="list-style-type: none"> <li>Oral, Sublingual, and Buccal (only)</li> </ul> </li> </ul> </li> <li>ATI Skills Modules 4.0 Infection Control             <ul style="list-style-type: none"> <li>Surgical Asepsis                 <ul style="list-style-type: none"> <li>Sterile fields</li> <li>Sterile Gloves sections only</li> </ul> </li> </ul> </li> </ul>                                                                                                                                                                                                                                                                         |
| <b>Week 6<br/>Sep 22</b> | <b>Test 2 on Module 3, 4 &amp;5</b>                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Week 6<br/>Sep 24</b> | <u>Review</u> of information from Didactics<br><br><u>Demonstrate and Practice</u><br>Practice dosage calculation<br>Med Admin (Otic, Ophthalmic, dermal)<br>I/O Calc worksheet<br><br><u>Practice</u><br>PO Med Admin<br><br><b>Quiz #6</b><br><br><b>Check-off</b><br><b>Oxygen delivery methods</b><br><b>Using yonker</b> | <b>Pre-class Didactic</b> <ul style="list-style-type: none"> <li>Med Administration: Otic, Ophthalmic, Dermal PPT</li> <li>IM and SubQ Dosage Calc PPT</li> <li>I/O Calculations PPT</li> </ul> <b>Week 6 Assignments Due Sep 23 @ 2359</b> <ul style="list-style-type: none"> <li>ATI Skills Modules 4.0 Medication Administration:             <ul style="list-style-type: none"> <li>Oral and Topical Medication Administration                 <ul style="list-style-type: none"> <li>Nasal, Ophthalmic, Otic and Transdermal medication sections only</li> </ul> </li> </ul> </li> <li>ATI Dosage Calculation and Safe Medication Administration 4.0             <ul style="list-style-type: none"> <li>Injectable Medications</li> </ul> </li> </ul> <p><b>Read the following content:</b></p> <ol style="list-style-type: none"> <li>Online source: Eye and Ear Basics<br/> <a href="https://wtcs.pressbooks.pub/nursingskills/chapter/8-2-eye-and-ear-basics/">https://wtcs.pressbooks.pub/nursingskills/chapter/8-2-eye-and-ear-basics/</a></li> </ol> |

|                               |                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 7<br/>Oct 1</b>       | <u>Review</u> of information from Didactics<br><br><u>Demonstrate and Practice</u><br>Mobility<br>IM and SubQ Med Adm<br>Dosage calc<br>Restraints (watch video)<br><br>Practice<br>Med Admin- eyes, ears, skin<br><br><b>Quiz #7</b><br><br><b>Check-off</b><br><b>PO Medication Administration</b>                                                                       | <b>Pre-class Didactic</b> <ul style="list-style-type: none"> <li>• Mobility PPT</li> <li>• Pain Management PPT</li> <li>• IM SubQ Medication Administration PPT</li> </ul> <b>Week 6 Assignments Due Sep 30 @ 2359</b> <ul style="list-style-type: none"> <li>• ATI Skills Modules 4.0 Pain Management</li> <li>• ATI Skills Modules 4.0 Mobility</li> <li>• ATI Skills Modules 4.0 Medication Administration:             <ul style="list-style-type: none"> <li>○ Injectable Medication Administration</li> </ul> </li> </ul>                                                        |
| <b>NO CLASSES OCT 8 AND 9</b> |                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Week 8<br/>Oct 15</b>      | <u>Review</u> of information from Didactics<br><br><u>Demonstrate and Practice</u><br>Indwelling Foley<br>Sterile Field<br>IVP Medication Calc<br><br><u>Practice</u><br>Mobility<br>IM/SubQ Med Admin<br><br><b>Quiz #8</b><br><br><b>Check-off</b><br><b>Med Admin- eyes, ears, skin</b><br><b>I/O check off</b><br><br>Prep for Exam 3<br>(covers Week 6, 7, 8 content) | <b>Pre-class Didactic</b> <ul style="list-style-type: none"> <li>• Urinary Elimination PPT</li> <li>• Foley Catheter Insertion PPT</li> <li>• IVP medication Calculations PPT</li> </ul> <b>Week 8 Assignments Due Oct 14 @ 2359</b> <ul style="list-style-type: none"> <li>• ATI Skills Module 4.0 Elimination             <ul style="list-style-type: none"> <li>○ Urinary Elimination only</li> </ul> </li> <li>• ATI Dosage Calculation and Safe Dosage Administration 4.0             <ul style="list-style-type: none"> <li>○ Parenteral (IV) Medications</li> </ul> </li> </ul> |

*The syllabus/schedule are subject to change.*

| Week 9<br>Oct 20          | Test 3 on Module 6, 7,& 8                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Week 9<br/>Oct 22</b>  | <u>Review</u> of information from Didactics<br><br><u>Demonstrate and Practice</u><br>IV Starts<br>Flushing<br>Draw blood<br>Discontinue IV<br>IVP Med<br>Administration<br><br><u>Practice</u><br>Foley<br>Sterile Field<br><br>Quiz #9<br><br>Check-off<br>Mobility<br>IM/SubQ med administration | <u>Pre-class Didactic</u> <ul style="list-style-type: none"> <li>• IV Insertion PPT</li> <li>• Overview of medication administration PPT</li> </ul> <u>Week 9 Assignments Due Oct 21 @ 2359</u> <ul style="list-style-type: none"> <li>• ATI Skills Modules 4.0 Fluid, Electrolytes and Acid-base regulation <ul style="list-style-type: none"> <li>○ Initiating Intravenous Therapy</li> <li>○ Assessing and Maintaining Intravenous Therapy</li> <li>○ Discontinuing a Peripheral Intravenous Catheter <b>sections only</b></li> </ul> </li> </ul> |
| <b>Week 10<br/>Oct 29</b> | <u>Review</u> of information from Didactics<br><br><u>Demonstrate and Practice</u><br>Enema<br>Bedpan<br>Wound Dressing change<br>Staples and Stitches<br><br><u>Practice</u><br>IV starts<br><br>Quiz # 10<br><br>Check-off<br>Indwelling Foley<br>Sterile Field                                   | <u>Pre-class Didactic</u> <ul style="list-style-type: none"> <li>• Ostomy and Elimination Procedures PPT</li> <li>• Wound Assessment and Management PPT</li> </ul> <u>Week 10 Assignments Due Oct 28 @ 2359</u> <ul style="list-style-type: none"> <li>• ATI Skills Module 4.0 Elimination <ul style="list-style-type: none"> <li>○ Bowel Elimination</li> <li>○ Ostomy Care</li> </ul> </li> <li>• ATI Skills Module 4.0 Tissue Integrity</li> </ul>                                                                                                |

*The syllabus/schedule are subject to change.*

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Week 11</b><br/><b>Nov 5</b></p>  | <p><u>Review</u> of information from Didactics</p> <p><u>Demonstrate and Practice</u><br/>Change IV to saline lock<br/>Initiate IV fluids/prime tubing<br/>Calculating IV drip medications<br/>Central Line care</p> <p><u>Practice</u><br/>Wound care/dressing<br/>Enema/bedpan</p> <p><b>Quiz # 11</b></p> <p><b>Check-off</b><br/>IV Starts<br/>Flushing PIV<br/>Discontinue IV<br/>IVP Med<br/>Administration</p> <p>Prep for Exam 4<br/>(covers weeks 9, 10, and 11)</p> | <p><b>Pre-class Didactic</b></p> <ul style="list-style-type: none"> <li>• Central Line Overview and Care PPT</li> <li>• IV Fluids- what they are and how to run them PPT</li> </ul> <p><b>Week 11 Assignments Due Nov 4 @ 2359</b></p> <ul style="list-style-type: none"> <li>• ATI Skills Module 4.0 Fluid, Electrolyte, and Acid-Base Regulation <ul style="list-style-type: none"> <li>◦ IV Therapy and Peripheral Access <ul style="list-style-type: none"> <li>• Basics of Intravenous Therapy <b>section only</b></li> </ul> </li> <li>◦ Central Venous Access Devices- whole section</li> </ul> </li> <li>• ATI Skills Modules 4.0 Medication Administration <ul style="list-style-type: none"> <li>◦ Intravenous Medication Administration <ul style="list-style-type: none"> <li>• Preparing IV medications section</li> </ul> </li> </ul> </li> </ul> |
| <p><b>Week 12</b><br/><b>Nov 10</b></p> | <p><b>Exam 4 on Module 9, 10 &amp; 11</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>Week 12</b><br/><b>Nov 12</b></p> | <p><u>Review</u> of information from Didactics</p> <p><u>Practice</u><br/>IV drip medication administration</p> <p><b>Quiz # 12</b></p> <p><b>Check-Off</b><br/>Enema<br/>Bedpan<br/>Wound dressing change</p>                                                                                                                                                                                                                                                                | <p><b>Pre-class Didactic</b></p> <ul style="list-style-type: none"> <li>• Surgical Concepts PPT</li> <li>• IV drip medication administration</li> </ul> <p><b>Week 12 Assignments Due Nov 11 @ 2359</b></p> <ul style="list-style-type: none"> <li>• ATI Skills Module 4.0 Infection Control <ul style="list-style-type: none"> <li>◦ Surgical Asepsis <ul style="list-style-type: none"> <li>• Sterile Gown</li> <li>• Surgical Scrub</li> </ul> </li> </ul> </li> <li>• ATI Skills Module 4.0 Medication Administration <ul style="list-style-type: none"> <li>◦ Intravenous Medication Administration <ul style="list-style-type: none"> <li>• IV medication Administration</li> <li>• Using Central Venous Access Devices <b>sections only</b></li> </ul> </li> </ul> </li> </ul>                                                                           |

*The syllabus/schedule are subject to change.*

|                             |                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <b>Staples and stitches</b><br><br>Prep for dosage calc test                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Week 13<br/>Nov 17</b>   | <b>Dosage Calculation Test</b>                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Week 13<br/>Nov 19</b>   | information from Didactics<br><br><u>Demonstrate and Practice</u><br>NG tube placement<br>Enteral Tube feeding/ medication administration<br><br><b>Quiz #13</b><br><br><b>Check-off</b><br><b>Change IV to SL</b><br><b>Initial IV fluids/prime</b><br><b>IV drip med Admin</b> | <b>Pre-class Didactic</b> <ul style="list-style-type: none"> <li>• NG Tube placement PPT</li> <li>• Enteral Tube feeding and Medication Administration PPT</li> </ul> <b>Week 13 Assignments Due Nov 18 @ 2359</b> <ul style="list-style-type: none"> <li>• ATI Skills Modules 4.0 Elimination             <ul style="list-style-type: none"> <li>◦ Nasogastric tube <b>section only</b></li> </ul> </li> <li>• ATI Skills Modules 4.0 Nutrition             <ul style="list-style-type: none"> <li>◦ Enteral Tube Feeding <b>section only</b></li> </ul> </li> <li>• ATI Skills Modules 4.0 Medication Administration             <ul style="list-style-type: none"> <li>◦ Oral and Topical medication Administration                 <ul style="list-style-type: none"> <li>• Enteral Tube Medication Administration <b>section only</b></li> </ul> </li> </ul> </li> </ul> |
| <b>Week 14<br/>11/25-29</b> | <b>THANKSGIVING BREAK</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Week 15<br/>Dec 1</b>    | <b>Exam 5 covers content from Modules 12, 13 &amp; 14.</b>                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Week 15<br/>Dec 3</b>    | <u>Review</u> of information from Didactics<br><br><u>Demonstrate and Practice</u><br>Trach care<br>Chest tube drainage canister<br><br>Quiz #14<br><br><b>Check Off</b><br><b>NG Tube</b><br><b>NG tube placement</b><br><b>NG tube feeding</b><br><b>NG tube remove</b>        | <b>Week 15 Assignments due Dec 2 @ 2359</b> <ul style="list-style-type: none"> <li>• ATI Skills Modules 4.0 Gas Exchange and Oxygenation             <ul style="list-style-type: none"> <li>◦ Airway Management                 <ul style="list-style-type: none"> <li>• Airway Management Devices</li> <li>• Suctioning <b>sections only</b></li> </ul> </li> <li>◦ Closed Chest Drainage                 <ul style="list-style-type: none"> <li>• Types of Closed Chest Drainage Systems <b>section only</b></li> </ul> </li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                             |
| <b>Week 16<br/>May 5</b>    | <b>Comprehensive Final</b>                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

*The syllabus/schedule are subject to change.*

