

**HOUSTON COMMUNITY COLLEGE SYSTEM**  
**Health Sciences Education Division**  
**Vocational Nursing Program**

**Course Syllabus**  
**CRN 84274 – Summer 2011-**

<b>Course Number &amp; Title:</b>	<b>VNSG 1266 Practicum- Licensed Vocational Nurse (LVN) Training</b>
<b>Credit Hours:</b>	<b>Two (2)</b>
<b>Clinical Hours:</b>	<b>Fifteen (15)</b>
<b>Placement of Course:</b>	<b>LEVEL II</b>
<b>Faculty</b>	Mary Lockett, R.N., B.S., M.S.
<b>Prerequisites:</b> <b>*Co-requisites</b>	<b>Completion of all Level II Courses</b> <b>VNSG 1238/1409/2331 are co-requisites.</b> <b>Failure of this course will result in</b> <b>repeat of all co-requisites.</b>

**NOTICE**

**Students who repeat a course three or more times may soon face significant tuition/fee increases at HCCS and other Texas public colleges and universities. Please ask your instructor/counselor about opportunities for tutoring/other assistance prior to considering course withdrawal, or if you are not receiving passing grades.**

**Detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary.**

**Catalog Course Description**

**Practical, general workplace training Supported by an individual learning plan developed by the employer, college, and student.**  
**This course may be repeated if topics and learning outcomes vary. Clinical**

experiences focus on providing advance nursing care to adult patients/clients with circulatory, respiratory endocrine, digestive and mental illness disorders in a community and hospital setting.

**Learning Outcomes:**

As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry; demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry.

**SCAN Competencies:**

<b>Personal Qualities</b>
<b>d. Self-Management</b>

This competency is accomplished in the clinical arena. During the rotation through an assigned acute-care clinical facility, students utilize self-management skills as evidenced by their ability to provide competent nursing care to clients with diverse medical-surgical under minimal supervision.

**Students with Disabilities**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office. For more information call Donna Price at 713-718-51645 or the Disability Counselor at Coleman College Dr. Raj Gupta at 713-718-7631. Also visit the ADA web site at <http://www.hccs.edu/students/disability/index.htm>.

## **COURSE OBJECTIVES**

### **Provider of Patient-Centered Care:**

**1. The student will implement the plan of care to assist in determining the health status and health needs of clients based on interpretation of health related data, and preventive health practices in collaboration with clients, their families, and interdisciplinary health care team members as reference to provider of patient-centered care-competency #1 and scans # 2-8.**

### **Member of the Health Care Team:**

**1. The student will participate in activities, which will assist in professional development as reference to member of the health care team competencies # 1-4 and scans # 2,3,7 and 8.**

### **Member of the Profession:**

**1. Student will be able to demonstrate accountability for his/her own nursing practice as reference to member of the profession #1, and scan competencies #2,3,4,and 8.**

**2. Student will be able to demonstrate behaviors that promote the development of the vocational nursing profession referenced to member of the profession #3 and Scan Competencies #2, 3, 7 and 8.**

## **PERFORMANCE OBJECTIVES**

**The student will implement the plan to assist in determining the health status and health needs of clients based on interpretation of health related data and preventive health practices in collaboration with clients, families and health care team.**

## **METHODS OF INSTRUCTION**

**clinical experiences, group and/or individual projects**

## **METHODS AND STANDARDS OF EVALUATION**

**PRE OR POST CLINICAL:**

**Post-Clinical Conference-**All students must attend post-clinical or pre-clinical conference as specified by the professor. Participation in this conference and presentations as assigned will affect the overall clinical performance grade. **Failure to follow this Protocol will result in a zero (0) on the *Clinical Protocol on the Methods and Criteria for Evaluation*. It will also affect the Clinical Behaviors component.**

**Attendance** - Attendance during your clinical course is an absolute necessity. A student may accumulate two (2) clinical absences in one semester during the clinical rotation of this course. If a student exceeds his/her absences, he/she will be administratively withdrawn from the course. Two clinical tardies will be equivalent to (1) clinical absence. Tardy is defined as “A student who does not arrive at the assigned clinical facility and designated place at the appointed time will be considered tardy. Any student arriving 30 or more minutes late to the assigned clinical facility and designated place will be sent home and marked absent. If you know that you will be tardy or absent, follow the instructions below under the section REPORTING AN ABSENCE. This tardiness policy also applies to your returning late from assigned breaks.

Leaving clinical early will be equivalent to one (1) clinical absence. If you are sent home for any reason(s), at any given time, you will be marked absent.

**Some clinical affiliates may have specific guidelines for arrival times. We must follow their guidelines.**

**ATTENDANCE IS MANDATORY ON THE FIRST DAY OF CLINICAL. IF YOU ARE ABSENT ON THIS**

**DAY YOU WILL BE SUBJECTED TO  
DISCIPLINARY ACTION AND POSSIBLE  
ADMINISTRATIVE WITHDRAWAL.**

**VNSG 1266 Practicum Areas include  
CLINICS, HOSPITALS, PSYCH AREAS &  
OUTPATIENT SETTINGS**

You **MUST** visit with a faculty advisor, a counselor, or on-line student services at <http://studentservicesonline.hccs.edu/> prior to withdrawing (dropping) the class and this must be done prior to **July 12, 2011** to receive a “W” on your transcript. After that deadline, you will receive a failing grade of “**F**”.

**METHODS AND STANDARDS  
OF EVALUATION:**

**REPORTING AN ABSENCE/TARDINESS**

Should you be ABSENT/TARDY on any given day, you should proceed with the following instructions:

- 1) Call until you reach one of your clinical instructors, at which time you should inform them that you are going to be absent/tardy.  
AND
- 2) Call the instructor’s voicemail  
OR
- 3) Call the Department Chair @ 713-718-7332 or the  
Department Secretary @ 713-718-7331.
- 4) Get the name of the person you spoke with and note the time you called.

**Failure to follow this Clinical Protocol will result in a zero (0) on the Clinical Protocol portion of the Methods and Criteria for Evaluation. It will also affect your Clinical Behavior component.**

Faculty Contact Information

Mary, Luckett, R.N., B.S., M.S.  
Coleman College for Health Sciences  
1900 Pressler, Ste. 312, Rm., 313  
Office: (713) 718-7333  
Pager: (281) 267-1874  
Email: [Mary.Luckett@hccs.edu](mailto:Mary.Luckett@hccs.edu)

**HOSPITAL REQUIREMENTS**

All students must meet requirements, orientation and guidelines for each facility. Failure to comply will result in a clinical absence and possible dismissal.

#### **CLINICAL ASSIGNMENTS:**

**Patient selection must be made by the student at the clinical setting or hospital on Monday during the times indicated on the semester calendar given to you by your professors. You must sign in and out on the day you select your patients. Every Monday during the hospital rotation, you must wear your lab coat, professional clothing and your school name badge. Disciplinary action will take place if this rule is not followed. All related paperwork must be completed and ready to present to the clinical professor at the at the start of the shift on Wednesday. Failure to do this will result in a clinical absence, and the student will be sent home. You must sign in upon arrival and sign out when you leave the clinical site on each clinical day.**

#### **METHODS AND STANDARDS OF EVALUATIONS:**

##### **CLINICAL EVALUATION**

- A. Clinical Behaviors
- B. Clinical Protocol
- C. Clinical Competencies
- D. Clinical Presentations

\*See Method and Criteria for Evaluation clinical tool.

\*There will be no make-up exams for students who are absent on the scheduled exam date for the med test. If a student is unable to take the scheduled test, a grade of fifty (50) will be given.

Students not taking the test will not be allowed to review.

Students must log off the computer after each exam. Failure to do so will not record a grade in the computer lab system and result in a grade of zero (0).

## CLINICAL EXPECTATIONS:

## NURSING ETHICS

1. **Appearance:**  
Neat and clean uniform; well-groomed, including fresh breath, and absence of offensive body odor;  
No nail polish or costume jewelry;  
Moderate use of make-up and cosmetics, no colognes.
2. Always have a pocket size notebook, black ink pen, red ink pen, stethoscope, second hand watch, and pen light.
3. Maintain professional mannerisms and interpersonal relationships with classmates, instructors, staff and patients.  
**Examples: no loud voices, emotional outbursts, arguing or failure to accept directions from administrative authorities of the facilities, etc.**
4. Proceed independently with patient care assignments until instructor arrives to address specific questions or concerns.
5. All students do not leave for coffee break and lunch at the same time.

## CLINICAL PRACTICUM

## EXPECTATIONS

6. Assist staff and seek additional learning experiences with *other patient care responsibilities after completion of your clinical assignments.*
7. Review policy and procedure manual, read textbooks or other nursing references when opportunity occurs.
8. Please do not monopolize space at the nurse's station and doctor's conference area.
9. Before performing any procedure, read the hospital policy and procedure

guidelines. Have necessary equipment and supplies available. Make sure there is a physician's order.

### **STUDENT BEHAVIOR:**

- A. May be assigned rotations/times at any of the affiliating hospitals.
- B. Are responsible for their own transportation and child care arrangements while in the clinical area as well as while attending class.  
You may not bring children to the clinical area at any given time.
- C. May not leave their assigned clinical areas/clinics without permission. You must not leave the clinical building for lunch or breaks.
- D. Are responsible for following the administrative policies of the affiliating hospital or facility.
- E. Inappropriate behavior in the clinical setting includes, but is not limited to:
  - 1. Not being prepared for clinical assignment.
  - 2. Violation of dress code. (If you are unsure of what constitutes appropriate clothing, please ask your instructor).
  - 3. Lack of good personal hygiene.
  - 4. Hospital staff feedback to the instructor regarding unbecoming behaviors or actions.
  - 5. Failure to wear ID tag.
  - 6. Consuming food or beverages around patients.
  - 7. Smoking in undesignated areas.
  - 8. Clothing that smells of smoke or odors.
  - 9. Chewing while on duty (Ex. Gum, tobacco, etc.)
  - 10. Leaving the clinical setting without professor's permission.

### **CLINICAL PRACTICUM EXPECTATIONS**

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**Any student exhibiting unprofessional behavior is subject to dismissal as outlined in the Clinical Code of Conduct.**



**F. Unsafe Clinical Practices That Will Result in Dismissal.**

1. Failure to report patient observation outside of the normal limits.
2. **Perform procedures without instructor notification and supervision/permission.**
3. Falsification of patient record.
4. Breach of patient confidentiality/violation of HIPAA.
5. Failure to assess patient.
6. **Administering medications without an instructor/permission.**
7. Falsifying documentation on skills check-off list.
8. Failure to treat patients with courtesy to insure the patient's dignity and privacy at all times.
9. Refrain from discussing a patient's history or information contained in his/her chart with another patient or friend, or in any public place. Patient records are confidential and should be kept out of reach of unauthorized persons. **You may not take any patient records outside of the hospital. You may independently access records only for patient assignments.**
10. Conversing within a patient's hearing unless the conversation is meant to be heard by the patient.
11. Accepting payment for services rendered to the patient or family.

**CLINICAL PRACTICUM  
EXPECTATIONS**

12. Bringing any items: food, gifts from home or outside the hospital to patients.
13. Visiting with patients while not on duty.
14. All assignments must be completed on assigned school forms.
15. Required assignments will not be accepted after the specified due date.
16. Leaving the clinical site without professor's permission

**Failure to provide the clinical professor the clinical competency list at due date will result in a zero (0) for that**

**component of the Methods and Criteria Evaluation.**

**HEALTH POLICIES:  
EXPECTATIONS**

1. Due to an ethical responsibility to the clinical affiliating agency and the patient, a student may be sent home if there is evidence of a medical condition or physical impairment (fever, cough, etc.).
2. Students are responsible for their own medical needs.
3. If students need to make appointments for physician care, it is expected they schedule such appointments so that they do not conflict with class or clinical experience hours.
4. Students are not to discuss personal or medical problems with physicians while on duty.
5. If the student is injured or exposed to a communicable disease while on clinical experience assignment, the instructor will be notified immediately. A report will be completed and one copy be retained by the affiliating health agency, and one copy retained by the program. Generally, this immediate aid is rendered at no cost to the student. However, there is no guarantee to this effect, and the student should be prepared to pay costs involved. Any health care cost (medication, x-ray, office visit, etc. are the responsibility of the student.
6. A student under the care of a physician taking prescribed medication is required to inform the instructor giving drug name, dosage, times, and length of prescription.
7. A student taking a controlled substance (a drug classified under the Controlled Substance Act of 1970) **will not be allowed to function in the clinical area. This includes alcohol and alcohol based medicines.**  
**EXAMPLE: DEMEROL, ALCOHOL, AMPHETAMINES, BARBITURATES, TYLENOL W/CODEINE, VALIUM, etc.**
8. Students returning to class following surgery, accidents, communicable diseases, pregnancy, major illness, etc. must provide a

written verification from their physician that they are able to return for class and clinical activities **with no restrictions.**

**Examples: no crutches, wheelchairs, walkers, canes, splints, casts, slings, eye patches, etc. or anything that inhibits any physical ability and compromises patient safety and student safety.**

9. Pregnant students must provide a health statement from their physician verifying their ability to participate in the clinical practicum as outlined in the Student Program Handbook.

**\*\*\*\* All students must spend time in all of the assigned clinical areas in order to meet the requirements of the clinical course. Failure to do so will result in a failing grade for VNSG 1266. It is mandatory that all students are present on the first and the last day of each assigned rotation. Failure to follow the mandatory guidelines will result in an administrative withdrawal and failure of VNSG 1266.**

**HOUSTON COMMUNITY COLLEGE  
VOCATIONAL NURSING PROGRAM**

**VNSG 1266 PRACTICUM**

**LEVEL II  
METHODS AND CRITERIA FOR EVALUATION  
CLINICAL**

Clinical Behavior-----20%

Clinical Protocol-----20%

Clinical Competencies-----20%

Clinical Presentations-----40%

- Assignments/client profiles/drug profiles
- Care plan
- Psych Project
- Psych Med Test
- Med Surg Med Test

Clinical skills checklist will be kept by the student and turned in to the instructor on designated date.

Students will receive a score of zero (0) if clinical competencies list is not submitted on due date.

- Form needed to complete the care plan is online. A hard copy can be printed. One (1) complete Care Plan is due on the assigned date during the Med Surg Rotation. Care Plans must be typed, no hand written material will be accepted.

**HOUSTON COMMUNITY COLLEGE  
VOCATIONAL NURSING PROGRAM**

I \_\_\_\_\_ HAVE READ THE LEVEL

II SYLLABUS. BY SIGNING THIS DOCUMENT I AGREE TO ABIDE BY THE RULES

AND REGULATIONS THAT GOVERN THIS SYLLABUS. FURTHERMORE, THE

INSTRUCTORS EXPLAINED THE CONTENTS OF VNSG 1162/1238/1266/1330/1409/2331

AND I WAS GIVEN THE OPPORTUNITY TO CLARIFY ANY DATA VIA A QUESTION

AND ANSWER SESSION.

**I UNDERSTAND THAT ANY STUDENTS EXHIBITING UNPROFESSIONAL BEHAVIOR ARE SUBJECT TO ADMINISTRATIVE CONSULT/DISMISSAL AS OUTLINED IN THE SYLLABUS AND PROGRAM HANDBOOK..**

**SOME CLINICAL AFFILIATES REQUIRE A CRIMINAL BACKGROUND CHECK AND SPECIAL FORMS OF IDENTIFICATION TO BE PRESENTED ON THE FIRST DAY OF CLINICAL. IF YOU FAIL TO DISCLOSE FULL INFORMATION ON THE BACKGROUND CHECK, OR FAIL TO PRESENT THE REQUIRED FORMS OF IDENTIFICATION, YOU WILL BE SENT HOME AND RECEIVE AN ABSENCE FOR THE FIRST DAY OF THE CLINICAL ROTATION. THIS WILL RESULT IN ADMINISTRATIVE WITHDRAWAL FROM THE COURSE AS REFLECTED IN THE METHODS AND STANDARDS OF EVALUATION/ATTENDANCE FOR VNSG 1266 AND VNSG 1162 AND ALL THE CO-REQUISITES.**

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**Signature**

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**Date**