Instructor Information

Instructor: Shirley Kelley RN, BSN  
Office: 217  
Mailbox: AHEC 2nd Floor  
Hours: Monday 8am to 2pm, Tuesday and Thursday 3pm to 4pm and by appointment  
Phone: 501-812-2768  
Email: sgkelley@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Talayia Johnson  501-812-2286  
      tajohnson@uaptc.edu
Dean: Marico Bryant-Howe  501-812-2342  
      mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

Classroom # 201  
Tuesday and Thursday 5:10pm to 9:40pm and  
Saturday 8:00am to 4:00pm

Catalog Description

This course content includes fundamental principles, skills, and attitudes needed to give nursing care and prevent spread of disease. Common procedures used in the care of the sick and development of the ability to adapt them to various situations with skill and comfort for the client, first aid, CPR and medical terminology are also included. Development of awareness to report and record observations of the client are part of the course theory. The course also includes the study of growth and development throughout the lifespan and end of life care. Also included is the study of culture and ethnicity as related to the provision of culturally sensitive care.
Course Materials

Required textbooks:

1. Burton and Ludwig “Fundamentals of Nursing Care” 2nd Ed. FA Davis
2. Taber's "Cyclopedic Medical Dictionary" 23rd Ed., FA Davis
3. American Heart Association, Basic Life Support \ Student Manual, AHA 2015
4. Gylys and Masters “Medical Terminology Express” 2nd Ed. Davis
5. nursing.kaplan.com
6. DavisEdge.com

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla
Department / Program Learning Outcomes

The Practical Nursing Program endeavors to develop a practical nurse who:

1. Functions as an effective member of the health care team, providing care to persons with common nursing problems and assists the registered nurse or physician with more complex problems.
2. Implements effective communication skills regarding health care with members of the health care system, the community, the client, family members, and other members of the health care team.
3. Recognizes that each person is a holistic, ever-changing being who is affected by environment changes and is able to apply this concept competently in wellness and in illness.
4. Has adequate knowledge and skills relevant to the health care field which will be gained through study and utilization of scientific principles. This knowledge and the skills obtained will ensure the student has the ability to follow written and verbal instructions, exercise sound judgment, and render safe and effective nursing care within the scope of practical nursing.
5. Observes and responds to the client’s needs on an individual basis utilizing the nursing process.
6. Accepts responsibility for his/her personal growth and actions, understands the need for continuing education, and adheres to moral standards and principles of the profession of nursing.
7. Adheres to the LPNA Nursing Code of Ethics
8. Adheres to the standards set forth in the “Arkansas Nurse Practice Act.”
Student Learning / Course Outcomes

After completion of the course the student will be able to:

1. Demonstrate the knowledge, skills and attitudes necessary to care for the client's basic individual human needs.
2. Demonstrate skills necessary for basic bedside nursing and procedure skills in skills lab.
3. Utilize the nursing process to provide client care and to record and document such care.
4. Explain and demonstrate universal precautions in providing basic nursing care to the client.
5. Identify commonalities of care for the ambulatory client, the mildly ill client and for the dying client.
6. Discuss growth and development as it relates to the care of the client.
8. Utilize and demonstrate completion of Kaplan resources as assigned.
9. Score 61.4% (no rounding of decimals) or above on Kaplan PN Integrated Test Foundations of Nursing.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint
UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

The program faculty has the right to enforce the program’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the program attendance policy.

Two (2) tardies or two (2) early departures, or any combination of two (2) is equal to one (1) absence.

(0) absence in one semester is considered above standard.

(1) absence in one semester is considered standard.

(2) absences in one semester are considered below standard and a written counseling is placed in the student’s file at this time.

(3) absences in one semester will result in the student being placed on attendance probation. A written counseling session with the program director or designated nursing faculty is required before the student may continue in the program.

(4) absences in one semester will result in the student being dropped/terminated from the program.
Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information:

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

The PTC Catalogue and the PTC PN Handbook rules and regulations will be enforced in this class at all times. The student will comply with all the policies of the Pulaski Technical College Handbook and the Practical Nursing Program Student Handbook.

Please consult the following website for more information:
http://www.pulaskitech.edu/admission/web_catalog/

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Course Policies:

Regarding lectures:

1. Students will arrive on time and be prepared for that day’s work.
2. Students will not hinder or disrupt the learning environment.
3. Students will not be allowed to enter the classroom once the “Lecture in Progress” sign is posted.
4. Students will not be allowed to leave and re-enter the classroom while the lecture is in progress.
5. The Instructor reserves the right to assign seating in the classroom, and may do so at any time.
6. Time will be given for questions during the lecture. Hold questions until the appropriate time and the Instructor will answer them then.
Regarding exams:

1. The Instructor **will** assign random seating for the exams.
2. Students may not enter the classroom once the door is shut and the “Testing in Progress” sign is posted.
3. No talking will be allowed once the answer sheet, cover sheet, and test are in the process of being handed out.
4. No personal items will be allowed at the students’ desks with the exception of 2 pencils with erasers and a plain (non-scientific) calculator. No cell phones with calculators may be used.
5. Students will not be allowed to re-enter the classroom once they leave until after all students have completed the exam and the Instructor is finished in the classroom.
6. Cover sheets will be used and turned in at the end of the exam.
7. The student will request in writing to make up any exam that is missed. The Instructor will schedule a make-up exam at a time convenient for the Instructor.
8. Cheating in any form will not be tolerated.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Guidelines for communication are included in PN Policy ‘Instructor Office Hours and Communication’.

**Grading Policy**

Letter grades will be based on the following scale:

- 93 to 100%    A
- 86 to 92%     B
- 79 to 85%     C
- 76 to 78%     D
- 0 to 75%      F

70% of grade: Exams

25% of grade: Final Exam
5% of grade: Medical Terminology Blackboard Assignments, Medical Terminology Exams, Basic Life Support Written Test, First Aid Written Test, Other Quizzes as assigned by instructor.

The student is required to pass all combined course work with an average of 79% or above.

Pass or Fail: Kaplan practice tests, focused review test, remediation and skills videos.

The student is required to complete all Kaplan assignments via designated website. Students who do not complete Kaplan assignments in the time allotted on the course outline or by the course instructor(s) will receive a grade of “F” for the course.

Pass or Fail: Kaplan PN Integrated Test Foundations of Nursing

The student is required to pass the Kaplan PN Integrated Test Foundations of Nursing at or above 61.4%. Students who do not pass at or above 61.4% may be allowed to remediate and retest once within the timeline established by the program director or designee. Students who do not pass the Kaplan exam after one retest will receive a grade of “F” for the course.

Pass or Fail: Satisfactory Skills Check-Off

All Skills check-offs will be completed at a satisfactory level. Students who do not pass skills check-offs after remediation and retest will receive a grade of “F” for the course.

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.
Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

The following policies and procedures concerning cheating and plagiarism are printed for the information of all students. The gaining of knowledge and the practice of honesty go hand-in-hand. The importance of knowledge properly gained is emphasized by the grading system. The importance of honesty, fully practiced, is emphasized by these rules against cheating and plagiarism. An act of cheating or plagiarism in any degree subjects a student to disciplinary procedures listed below. All forms of dishonesty include, but are not limited to, the following:

Cheating

a) Copying from another student’s test paper.

b) Using any unauthorized assistance in taking quizzes, tests or examinations.

c) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes,” or any other device or technology that would aid in cheating.

d) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out assignments.

e) The acquisition, without permission, of tests or other academic material belonging to a member of the Pulaski Technical College faculty or staff.

f) Aiding and abetting another person in committing any form of academic dishonesty.

Plagiarism

Plagiarism Defined: Offering the work of another person as one’s own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he or she takes from another, whether fellow student or a resource writer, is guilty of
plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgment.

Other

a) Making, possessing or using any falsified college documents or records; altering any college document or record, including identification cards.

b) Knowingly providing false information to college officials, including disciplinary meeting bodies. Passing insufficient funds checks or fraudulent money orders in payment of any financial obligations to the college.

d) Falsely claiming to represent the college or a registered student organization of the college.

Procedure for Discipline of Cheating and Plagiarism: The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.

Penalty

If, in the judgment of the instructor, cheating or plagiarism has occurred, the penalty assessed could be a grade of “F” in the course. The instructor will notify the student of his or her decision concerning the student’s grade. Students should understand that offenses of cheating may also subject the offenders to disciplinary action. The Dean of Students shall determine if disciplinary action is warranted.

Filing Report

In every instance, the instructor will prepare a report indicating the nature of the cheating/plagiarism incident and the student’s grade in the course. The instructor will retain one copy of the report and send another copy to the appropriate dean. The dean will forward information concerning the incident to the Dean of Students and the Vice President for Learning.
Student Rights

Students have due process rights with regard to cheating and plagiarism violations. Students wishing to appeal a grade related to cheating or plagiarism should follow the Academic Due Process procedures outlined in the Academic Catalog. Students wishing to appeal disciplinary sanctions should follow procedures outlined in the Disciplinary Procedures section of the Academic Catalog.

Once an instructor has determined that academic dishonesty has occurred, the accused student may not withdraw from or drop the course. The student must appeal the grade given by the instructor by completing the Academic Due Process procedures.

Accommodation Policy

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2
Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptec.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

Tentative Course Schedule

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<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1</td>
<td>Lecture Chapters 2, 4, 7-8&lt;br&gt;Exam 1</td>
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<td>2</td>
<td>Lecture Chapter 5, 6, 11-12&lt;br&gt;Exam 2</td>
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<td>3</td>
<td>Continue 9-10&lt;br&gt;Medical Terminology Chapters 1-3</td>
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<td>4</td>
<td>Exam 3&lt;br&gt;Lecture Chapters 13, 15-16&lt;br&gt;CPR: Lecture, Practice, Check Off and Exam</td>
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<td>5</td>
<td>Lecture 13, 15-16&lt;br&gt;First Aid Lecture and Exam&lt;br&gt;Lab Practice: Handwashing, Bed Bath, Occupied Bed-Making,</td>
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Positioning and Transfer  
Abbreviation Quiz  
Medical Terminology Chapters 4-7

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<td>6</td>
<td>Exam 4</td>
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<td>Lecture Chapters 14, 22</td>
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<td></td>
<td>Lab Practice: Handwashing, Bed Bath, Occupied Bed-Making, Positioning and Transfer</td>
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<td>Medical Terminology Exam 1</td>
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<td>Exam 5</td>
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<td>Lecture Chapters 18-19, 27</td>
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<td></td>
<td>Lab Practice: V/S, Physical Assessment, Oxygen</td>
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<td>Medical Terminology Chapters 8-10</td>
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<tr>
<td>8</td>
<td>Exam 6 and Exam 7</td>
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<td>Lecture Chapters 17, 21, 28 and Chapters 23-24, 29</td>
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<td>Lab Practice: V/S, Physical Assessment, Oxygen</td>
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<td>Medical Terminology Chapters 11-13</td>
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<td>9</td>
<td>Lab Practice: V/S, Physical Assessment, Oxygen</td>
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<td>Medical Terminology Exam 2</td>
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<td>10</td>
<td>Exam 8</td>
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<td></td>
<td>Lecture Chapters 20, 25, 33</td>
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<td>Lab Check Off: V/S, Physical Assessment, Oxygen</td>
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<td>11</td>
<td>Lecture Chapters 20, 25, 33</td>
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<td>Lab Check Off: V/S, Physical Assessment, Oxygen</td>
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<td>Exam 9</td>
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<td>12</td>
<td>Exam 10</td>
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<td>Lecture Chapters 30-31, 36</td>
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<td>Lab Practice: Trach Care</td>
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<td>13</td>
<td>Lab Practice and Check Off: Trach Care</td>
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<td>14</td>
<td>Lab Check Off: Trach Care</td>
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<td>15</td>
<td>Lab Practice and Check Off: Foley Catheter</td>
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<td>16</td>
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<td>Final Exam</td>
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<td>Kaplan Integrated Exam</td>
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**Disclaimer:** This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Final Exam Schedule: December 6, 2018

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Shirley Kelley’s Basic Nursing Principle and Skills class at UA Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-UA-PTC Email address

Telephone