



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**VOCATIONAL NURSING CONCEPTS
VNSG 1122**

ANGELA TROTTER

NOTE: This is an 8-week course.
NOTE: This is a Face-to-Face course.

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Course Description:

VNSG 1122 Vocational Nursing Concepts Introduces the nursing profession and its responsibilities and the legal and ethical issues in nursing practice. Concepts related to the physical, emotional, and psychosocial self-care of the learner/professional.

Prerequisites and/or Corequisites:

Prerequisite: Admission to program and concurrent enrollment in VNSG 1327, VNSG 1360 and VNSG 1423. Semester Hours 1 (1 lec)

Course Notes and Instructor Recommendations:

None.

Instructor Information:

Instructor Name:	Angela Trotter
MCC E-mail:	atrotter@mclennan.edu
Office Phone Number:	254-299-8368
Office Location:	HPN 235
Office/Teacher Conference Hours:	Posted outside of office
Other Instruction Information:	None

Required Text & Materials:

- HESI Comprehensive Review for the NCLEX-PN Examination, 6th Edition
- M. Doenges, M. Moorhouse, A. Murr. *Nurses Pocket Guide: Diagnoses, Prioritized Interventions, and Rationales*. 15th ed., F.A. Davis Company.
- Silvestri, L. and Silvestri, A. (n.d.). *Saunders comprehensive review for the NCLEX-PN examination*. 8th ed.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Lecture, lab exercises, student performances/presentations, exams, quizzes, simulator.

Course Objectives and/or Competencies:

- Identify factors that enhance a student nurse's personal health. **C1, C6, C7, C9, C14, F1, F5, F6**
- Summarize personal values and beliefs related to health. **C5, C7, C9, F1, F5, F6**

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- Explain the association among responsibility, accountability and legal liability. **C4, C5, C7, C9, C11, C12, C15, F1, F2, F5**
- Explain the importance of legal issues and nursing practice. **C5, C9, C12, F1-2, F5-6**
- Explain the influence of ethics in nursing practice. **C7, C15, F1-2, F5-6**
- Apply the nursing process to ethical decision-making. **C10, C12, F1-2, F5-6**

Learning Outcomes: The student will discuss the personal adjustments essential to the development of the vocational nurse; identify the role of the licensed vocational nurse and discuss the legal and ethical responsibilities in vocational nursing practice.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Policy: A McLennan Health Professions student in a didactic course missing a cumulative of 15 percent of the class meetings due to unexcused absences will be dropped.

Students will be permitted to make up class work and assignments missed as outlined in the course syllabus due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in College policy B-II. In all other cases, the instructor has the prerogative of determining whether a student may make up work missed.

Students are responsible for any work missed regardless for the cause of absence, as indicated in the institutional attendance policy. The student must initiate conversation with the instructor in a timely fashion, as defined by the program, and complete work according to timelines established with each course instructor.

Course Outline or Schedule:

1. Nursing Foundations / Legal & Ethical Issues in Nursing
2. Nursing Process
3. Patient Teaching
4. Communication
5. Stress & Coping
6. Management Care
7. A schedule will be provided on the first class day.

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Course Grading Information:

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HESI practice exam 1	5%
HESI practice exam 2	5%
Individual Care Plan	20%
Individual Teaching Plan	20%
Group Care Plan	20%
Case Study	30%

PROGRESSION REQUIREMENTS

In order for the student to progress in the nursing program, the following requirements must be met:

1. Achievement of a grade of "C" or better in all nursing and identified prerequisite courses in the curriculum.
 - The Vocational Nursing Program requires a 78% as the minimum passing grade.
2. Prerequisites to each nursing course have been successfully completed with a grade of C or higher.
3. Achievement of the grade of "Credit" in the clinical area.
4. Current CPR course for Healthcare Providers certification.
5. Documentation of TB skin test and/or chest x-ray must be current throughout program of study.

Grading Policy:

Grade Determination

A grade of "C" (**78**) or better in theory is required to pass all nursing courses. Clinical laboratory grades are on a credit/non-credit basis.

The student must pass both theory and clinical to progress in the Vocational Nursing Program.

College Grading System Scale

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The following shall be the system used for reporting and evaluating student grades at McLennan Community College.

COURSE GRADE		GRADE POINTS PER SEMESTER HOUR
A	EXCELLENT	4
B	GOOD	3
C	FAIR	2
D	POOR	1
F	FAILURE	0

Grade Determination – Effective with classes entering nursing school starting Fall 2012 to present.

A grade of "C" (**78**) or better in theory and a grade of SATISFACTORY in clinical is required to pass the course. The grade values are as follows:

A	=	90 – 100
B	=	80 – 89
C	=	78 – 79
D	=	65 – 77
F	=	Below 65

Grade Calculations:

All unit exams are calculated by a percentage computed to two decimal places. Exam grades will be figured to two decimal places. The final exam for the course will be computed to two decimal places. **No grades will be rounded.**

Major Tests:

- Major test dates will be included in the tentative class schedule, if changes are necessary, an announcement will be made in class.
- All students are expected to take major tests at the scheduled time.
- In case of absence on a scheduled major test day, an alternate test will be given as a “make up” and may include essay, short answers, or multiple choices.
- Major tests are usually written as multiple choice questions, but alternative formats will be utilized.
- Each major test may include material covered in all previous chapters.

- Late arrivals distract those who are already concentrating on the test. Student arriving after another student has completed the test and left the room will take the “make up” test.

Differentiated Essential Competencies

I. Member of the Profession

- A. Function within the nurse’s legal scope of practice and in accordance with regulation and the policies and procedures of the employing health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Contribute to activities that promote the development and practice of vocational nursing.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care

- A. Use clinical reasoning and knowledge based on the vocational nursing program of study and established evidence-based practice as the basis for decision-making in nursing practice.
- B. Assist in determining the physical and mental health status, needs, and preferences influenced by culture, spirituality, ethnicity, identity, and social diversity of patients and their families, and in interpreting health-related data based on knowledge derived from the vocational nursing program of study.
- C. Report data to assist in the identification of problems and formulation of goals/outcomes and patient-centered plans of care in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, basic nursing care to assigned patients with predictable health care needs through a supervised, directed scope of practice.
- E. Implement aspects of the plan of care within legal, ethical, and regulatory parameters and in consideration of patient factors.
- F. Identify and report alterations in patient responses to therapeutic interventions in comparison to expected outcomes.
- G. Implement teaching plans for patients and their families with common health problems and well-defined health learning needs.
- H. Assist in the coordination of human, information, and physical resources in providing care for assigned patients and their families.

III. Patient Safety Advocate

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- A. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Assist in the formulation of goals and outcomes to reduce patient risks.
- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
- F. Accept and make assignments that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team

- A. Communicate and collaborate in a timely manner with patients, their families, and the interdisciplinary health care team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients.
- B. Participate as an advocate in activities that focus on improving the health care of patients and their families.
- C. Participate in the identification of patient needs for referral to resources that facilitate continuity of care, and ensure confidentiality.
- D. Communicate patient data using technology to support decision-making to improve patient care.
- E. Assign nursing activities to LVNs or unlicensed personnel based upon an analysis of patient or work place need.
- F. Supervise nursing care by others for whom the nurse is responsible.
- G. Assist health care teams during local or global health emergencies or pandemics to promote health and safety, and prevent disease.

Late Work, Attendance, and Make Up Work Policies:

Attendance & Participation are essential for success in this course. Class roll will be taken each day. **REMEMBER:** The student is only allowed **one (1)** class absence (results in a 20%-point deduction for each day missed). It is the student's responsibility to sign the class roll. Punctuality is imperative as tardiness distracts and hinders student concentration. If the student is late 15 minutes or more, he/she will be counted absent for the day. If a student leaves 15 minutes or more early or stays out of the room more than 15 minutes when not on break, the student will be counted absent. Refer to general catalog for MCC policy. **NO MAKEUP WORK.**

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CONTINUATION POLICY

Credits for the certificate include a minimum grade of “C” or better in each pre-requisite and a minimum grade of 78 within the vocational nursing curriculum. A minimum grade of “C” (78) will be required for courses transferred or substituted to satisfy certificate requirements.

A student has three (3) years to complete the Vocational Nursing Program after official enrollment in the first program course.

Withdrawal & Failures in the Vocational Nursing Program

- ✓ Failure of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.
- ✓ Withdrawal of two (2) program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.
- ✓ One (1) course failure and one (1) course withdrawal of two program courses during anytime within the VN program will cause the student to be ineligible to re-enroll in the VN program for 3 years. The 3 years will be measured by the date/year the student exited the program.

Re-Entry or Re-Admission into the VN Program

- ✓ Only one (1) course failure or one (1) course withdrawal may be repeated while in the VN Program. This course can only be repeated once.
- ✓ One (1) course failure or one (1) course withdrawal can be repeated once while in the VN program during a three (3) year period.
- ✓ A student who is unsuccessful due to one (1) course withdrawal or one (1) course failure may re-enter or re-apply to the VN program only one (1) additional time
- ✓ During a second re-admission/re-entry into the VN program; if the student is unsuccessful due to a withdrawal or failure (theory/clinical); the student must wait three (3) years from the exit date/year from the program before applying to the VN program as a new student.

(Please see Unsuccessful Completion)

The student may complete a new application after the initial three-year period ends and repeat the application process as a new student. Three (3) years will be measured from the date/year the student left the program the second time.

Student Behavioral Expectations or Conduct Policy:

“Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.”

❖ Required Verbal Announcement in Class

"If anyone in this class has a diagnosed disability or requires accommodations, I would appreciate hearing from you so we may work together for a successful completion of the course. Please schedule an appointment with me and be sure to follow the instructions in your syllabus to complete Disability Services requirements."

“Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.”

❖ Classroom Safety

All visitors must have prior consent from the administration and faculty member to visit in a class. Children are **not allowed** in the classroom, lab or simulation area.

❖ Cellular Telephones & Personal Phone Calls

All cellular telephones must be turned off at the beginning of class. In the event of an emergency the Health Professions Secretary will notify the student. No personal calls will be accepted. (Health Professions Secretary – 254-299-8347.)

❖ Electronic Communication

This policy applies to all students enrolled at McLennan Community College (MCC) and to all MCC employees. All students, staff, and faculty will use their official college e-mail addresses when conducting college business.

It is MCC’s policy to assign all students, upon registration, an official e-mail address, which may remain in effect up to twelve months after students are no longer enrolled at MCC. MCC student e-mail addresses will be the only e-mail authorized to communicate official college information or business. Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, MCC will not be held responsible for e-mails forwarded to alternate addresses. A student’s failure to receive or read official communications sent to the student’s

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assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.

❖ Privacy and Confidentiality

Official college communications sent by e-mail are subject to public information, privacy, and records-retention requirements and to other policies and procedures.

❖ Instructional Uses of E-mail

Faculty members will determine classroom use of e-mail or electronic communications. Faculty will expect students to check college e-mail on regular bases unless another communication method is indicated in the course syllabus. Faculty should inform students in the course syllabus of any special or unusual expectations for electronic communications. If a faculty member prefers not to communicate by e-mail with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

❖ Appropriate Use of Electronic Communication

The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law.

❖ Liability Statement

McLennan Community College, its staff and/or clinical facility and staff are not financially liable for illness, injury or medical expense that may occur in the Vocational Nursing Program. It is the student's responsibility to provide adequate health care by medical insurance or other means.

❖ "Subject to Change" Disclaimer

The policies, regulations, procedures and fees associated with the Vocational Nursing Program are subject to change without prior notice, if necessary, to keep College and Program policies in compliance with State and Federal laws and/or with rules related to the program's accrediting agency.

The College and the Vocational Nursing Program reserve the right to change curricula, rules, fees and other requirements, of whatever kind, affecting students in any way. The provisions of this document do not constitute a contract, express or implied, between any applicant, student, faculty or staff member and McLennan Community College or the Vocational Nursing Program.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

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Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.