

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PROFESSIONAL DEVELOPMENT

VNSG 1119.H1

KIM SALES-MCGEE, RN, MSN

NOTE: This is an 8-week course.

NOTE: This is a Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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Course Description:

Leadership and Professional Development studies the importance of professional growth. Topics include the role of the Licensed Vocational Nurse in the multi-disciplinary health care team, professional organizations, and continuing education. Semester Hours 1 (1 lec).

Prerequisites and/or Corequisites:

Admission to: Vocational Nursing or Associate Degree Nursing Program

Course Notes and Instructor Recommendations:

None.

Instructor Information:

Instructor Name:	Kim McGee, LVN Program Director
MCC E-mail:	ksales-mcgee@mclennan.edu
Office Phone Number:	254-299-8370
Office Location:	HP223
Office/Teacher Conference Hours:	Posted
Other Instruction Information:	None

Required Text & Materials:

No textbooks are required for this course. Internet and Library assignments will be utilized in this course.

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

Methods of Teaching and Learning:

Discussion and board questions. Classroom and online.

Course Objectives and/or Competencies:

- I. **KNOWS BASIC TERMS/FACTS/PRINCIPLES/CONCEPTS RELATED TO NURSING**
 - 1.1 Identifies terms used in references to a particular situation.
 - 1.2 Selects the term that best fits a particular definition.
 - 1.3 Uses terms correctly.
 - 1.4 Describes methods and procedures.
- II. **UNDERSTANDS CONCEPTS AND PRINCIPLES RELATED TO NURSING**
 - 2.1 Identifies examples of principles, concepts.
 - 2.2 Describes principles and concepts in own words.
 - a. Explains concepts and principles.

III. APPLIES PRINCIPLES TO VARIED SITUATIONS

3.1 Demonstrates assessment of situations

3.2 Relates concepts to situations.

CONTENT INFORMATION:

The information contained here will be of value to you now and as you continue in this course. It concerns the various learning experiences in which you will participate in order to meet the objectives outlined for this course.

COURSE CONTENT:

The Role of the Licensed Vocational Nurse:

- I. Texas Board Nursing
 - a. Mission of BON
 - b. Role of BON
 - c. Standard
 - 1. 217.11
 - 2. 271.11 (2)
 - d. Difference between LVN & RN Practice
 - e. Unprofessional Conduct
 - 1. Rule 217.12
 - f. Social Media
 - g. Student Nurse
- II. Culturally Competent Care
 - a. Culture/Cultural awareness
 - b. Developing culturally competent care
 - c. Cultural Assessment
 - d. Religion
 - e. Spiritual Care
 - f. Brightspace Assignment
- III. NCLEX – PN
 - a. NCLEX-PN Test Plan
 - b. NCLEX-PN Test Questions and Framework
 - c. Critical Thinking
 - d. Cognitive Levels of NCLEX-PN
 - e. NCLEX-PN application Process
 - f. MEEP Students

Course Outline or Schedule:

The Student will:

Describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic

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principles of leadership and management.

Learning Outcomes:

Describe the role of the LVN in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; and identify criteria and appropriate resources for continuing education.

Course Grading Information:

A grade of Credit is required to pass this course. To receive credit: Attendance is mandatory. Discussion Board questions must be complete by the deadline. Discussion Board questions must provide substantial and valid comments, saying “I agree or I do not agree” does NOT provide substantial information.

Students will receive no credit in the course if:

1. Absent on scheduled class days
2. Discussion Board Questions & quizzes are not completed by the deadline.

A student receiving a grade of no credit may repeat the course during Fall, Spring or May minimester.

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

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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.

Late Work, Attendance, and Make Up Work Policies:

Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

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."

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“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.”

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 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.

“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.

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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.

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

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

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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C O M M U N I T Y

COLLEGE

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

254-299-8122

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 Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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/>

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 a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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.

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

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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.

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.

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.

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.