Hazard Community and Technical College

Associate Degree Nursing Program

Course Syllabus

Course: NSG 212 Behavioral Health Nursing  Section: 4501, 45Cl, 45L1
Course Number: Credit hours: 3
Summer Semester 2019  Term: 4192  Campus: Hazard
Mode of delivery: Hybrid

Instructor Contact Information

Instructor(s) Name/Title:
Christina Marin, MSN
Professor of Nursing

Office Hours: Per door schedule
Phone Number: 6064873279
Office Location: Walter Prater Education Center, room 112
Email Address: Christy.martin@kctcs.edu

Support Staff
Kathleen Couch 606-436-5721, Ext. 73164  Jolly Center, Hazard Campus
kathleen.couch@kctcs.edu

Shannon Estes 606-666-7521, Ext. 73519  Smith Administration Building, Lees Campus
Shannon.estes@kctcs.edu

Course Information

Course Description:
Focuses on the application of the nursing care to patients experiencing a dysfunctional health pattern. Emphasizes the care of patients with Coping-Stress-Tolerance and Altered Role-Relationship health patterns.

Components:
- Lecture: 2 credit hours  30 contact hours
- Laboratory/Clinical: 1 credit hour  45 contact hours

Prerequisites or Corequisites
- Admission into the Associate Degree Nursing Program
- Proof of active status on the Medicaid Nurse Aide Registry must be maintained throughout the duration of student’s enrollment in the Associate Degree Nursing Program, in ALL courses.
- Students must have Basic Life Support certification, current liability insurance coverage and current immunizations for the duration of the course.
- Prerequisites (must be completed with a grade of “C” or better):
  - NSG 101 Nursing Practice I
  - BIO 139 Human Anatomy & Physiology II
- Co-requisites (must be completed with a grade of “C” or better):
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- NSG 210 Medical Surgical Nursing I
- NSG 215 Pharmacology I
- ENG 101 Writing I


Withdrawal Procedure:
A student may officially withdraw from any class up to and including the date of mid-term with a W grade assigned to the student’s record. During the drop/add period, students can drop a class without a grade appearing on the student’s record. After the date of midterm and through the last class day of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor according to the following criteria: includes: instructors advising the student to withdraw for unforeseen emergencies (i.e. deaths, illnesses, catastrophes, etc.).

Textbook Information and Supplies:
- Kaplan Testing Package (purchased with NSG 210).

Kaplan help number: 1-877-572-8457, also see web site www.nursing.kaplan.com Help tab

Other required supplies, materials, and uniform refer to Dress Guidelines in the Student Handbook.

Course Competencies/Student Learning Outcomes
Upon completion of this course, the student can:

1. Use Gordon’s functional health patterns as a basis for assessment with emphasis on adult patients with dysfunctional behavioral health patterns.
   **Assessment and Evaluation:** Students will demonstrate this by satisfactory completion of assessment forms and prioritization in the clinical setting, earning a satisfactory in clinical performance on the clinical evaluation form, scoring a minimum of 60% on the Kaplan Integrated Exam, and scoring a minimum 80% on unit exams.

2. Provide safe nursing care while maintaining previously learned skills and acquiring additional essential skills that adhere to critical criteria.
   **Assessment and Evaluation:** Students will demonstrate this by earning a satisfactory in clinical performance on the clinical evaluation form, scoring a minimum of 60% on the Kaplan Integrated Exam, and scoring a minimum 80% on unit exams. Faculty are required to be present when taking Integrated exams.

3. Apply the nursing process to clinical judgment and the management of care of patients with dysfunctional behavioral health patterns.
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**Assessment and Evaluation:** Students will demonstrate this by satisfactorily completing clinical assignments such as nursing assessments, drug sheets, lab sheets, and care plans (scoring a minimum of 15/20 on the nursing care plan rubric), earning a satisfactory in clinical performance on the clinical evaluation form, scoring a minimum of 60% on the Kaplan Integrated Exam, and scoring a minimum of 80% on unit exams.

4. Utilize therapeutic communication techniques with patients, families, significant others, and members of the health care team. **Assessment and Evaluation:** Students will demonstrate this by earning a satisfactory in clinical performance on the clinical evaluation form and earning satisfactory on clinical assignments such as process recordings.

5. Translate caring by exhibiting spontaneous caring behaviors in nursing practice. **Assessment and Evaluation:** Students will demonstrate this by earning a satisfactory in clinical performance on the clinical evaluation form.

6. Incorporate professional behaviors according to the standards of nursing practice in the delivery of patient care and self-improvement. **Assessment and Evaluation:** Students will demonstrate this by earning a satisfactory in clinical performance on the clinical evaluation form, satisfactorily complete literature review on evidence-based practice assignments by scoring a minimum of 13 out of 16 on the established rubric, and by scoring a minimum of 80% on unit exams.

7. Implement teaching-learning processes in the management of patient care. **Assessment and Evaluation:** Students will demonstrate this by earning a satisfactory in clinical performance on the clinical evaluation form, scoring a minimum of 60% on the Kaplan Integrated Exam, and by scoring a minimum of 80% on unit exams.

8. Participate in a collaborative team approach to provide holistic patient-centered care. **Assessment and Evaluation:** Students will demonstrate this by earning a satisfactory in clinical performance on the clinical evaluation form, scoring a minimum of 60% on the Kaplan Integrated Exam, and by scoring a minimum of 80% on unit exams.

**Assessment and Evaluation:** Students will demonstrate this by earning a satisfactory in clinical performance on the clinical evaluation form, scoring a minimum of 60% on the Kaplan Integrated Exam, and by scoring a minimum of 80% on unit exams.

**Course Structure, Evaluation, and Grading Methods**
The course is designed to provide the student with the following per week:

- 2 hours Classroom instruction
- 3 hours Clinical/laboratory experience

Refer to the course unit outlines for descriptions of content covered in NSG 212

**Web Enhanced Class Procedure:**
This course is a hybrid class. The course syllabus, unit outlines, course forms, handouts, course calendar, and other related course materials are accessible online. In addition instructors add handouts and other unit specific materials to the site as the semester progresses. Instructors will notify students in class or via email if they post a learning activity on the site for you to complete and submit or for you to study.

It is anticipated that the following instructional methods may be used during the semester: lecture, written assignments, group discussion, laboratory, audio-visuals, demonstration and return demonstration, role playing, group work, oral reports, pre-conferences, post-conferences, and self-directed student activities, on-line assignments/activities as required, or other teaching methods as appropriate.

**Preparation:**
It is expected that each student engage in at least 2 hours of study for each hour spent in class and laboratory. You are responsible for noting the subject for class discussion and using references indicated on the unit outline provided for class preparation prior to class. If you need assistance beyond the classroom, feel free to consult the instructor involved on an individual basis.

**Campus Lab, Skills Practice/Performance Evaluation**

The student is expected to practice skills in ATL at least 2 hours per week.

**Classroom and Clinical Assignments Procedure**

**Noncompliance with the Cell Phone Policy/Laptop/Multimedia procedure will be detrimental to the student’s grade and progression through the Associate Degree Nursing Program Curriculum. See the Associate Nursing Program Student Handbook for detailed information.**

**Evaluation**

**Evaluation and Testing Policies**

1. Computation of grades

   a. The lowest grade acceptable in any nursing course is a "C". In addition, satisfactory clinical evaluation and successful completion of the medication calculation requirement are essential for a grade other than "E" or "W" to be awarded for the course. **The grading scale utilized by the Hazard Community and Technical College Associate Nursing Program is as follows:**

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<thead>
<tr>
<th>Grade</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90 - 100</td>
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<tr>
<td>B</td>
<td>81 - 89</td>
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<tr>
<td>C</td>
<td>80 -</td>
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<tr>
<td>D</td>
<td>70 - 79</td>
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<tr>
<td>E</td>
<td>0 - 69</td>
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</table>

**See Associate Degree Nursing Program Student Handbook for Policy/Procedure**
The actual score earned for all learning experiences in nursing courses will be recorded and will not be rounded up. The final course average will be rounded up to the next number if it is 0.45 or greater.

b. Nursing theory grade is computed by averaging the grades from unit examinations, assignments, and quizzes. Assignments may include will include the specified Case Studies, Practice Tests, quizzes and other modules. The student will be allowed one attempt to complete the Case Studies, Practice Tests, quizzes, and modules. Additional assignments may be given by the faculty. Quizzes will be given in the first ten (10) minutes of class and MAY NOT be made-up. The student will receive a grade of zero for each quiz missed.

A printout of assignments and scores are to be turned in to instructors on dates specified or the student will receive a grade of zero “0” for the assignment. Select skills will require performance quizzes. The student will be given a scoring sheet prior to the performance quiz which can be used as a guide when practicing skills. The student must bring this scoring sheet with them on the day of the performance quiz, to be used in evaluating the student’s performance. The scores from the performance quizzes will be averaged with quiz grades. If the student receives an UNSATISFACTORY score on the first attempt, the student will be allowed another attempt. If the student receives an UNSATISFACTORY on the second attempt, the student cannot pass the course and will be asked to withdraw.

In order to earn a passing grade in any nursing course, the student must have at least an 80% course average. In the event a student does not have at least an 80% course average prior to a scheduled Kaplan Integrated exam, the student will not be allowed to take any Kaplan Integrated exam and will be asked to withdraw from the course. If the student has not withdrawn from the course within one (1) week of being advised by the course faculty to withdraw, the student will earn a grade of E for the course. If a student does not earn a 60% or greater on a Kaplan Integrated exam, the student will be given an opportunity to complete a remediation assignment specified by the course faculty and be allowed a second attempt on a Kaplan Integrated exam that has been determined by the course faculty to be equivalent to the first Kaplan Integrated exam administered. The remediation assignment must be submitted by the designated due date and deemed satisfactory by the course faculty before the student will be allowed to take a second Kaplan Integrated exam equivalent to the first exam administered. The student must earn a 60% or better on the second Kaplan Integrated exam to pass the course. If the student chooses to take the second Kaplan Integrated exam and the date for withdrawal from the course has passed and the student fails to achieve a 60% on the Kaplan Integrated exam, the student will be given the option to withdraw or will earn a grade of E for the course and cannot progress to the next course in the nursing curriculum. A grade of W cannot be given if the Kaplan Integrated exam is taken during Finals Week.

Unit exams will be given following completion of the unit(s). In the event of an excused absence for one scheduled unit exam, a makeup exam will be scheduled per course faculty with the highest
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possible score of 80%. To achieve the 80% score, the student must get all items correct on the makeup exam. The makeup exam will be administered on the next scheduled class day when the student returns to class. The student must contact the faculty prior to the unit exam if the student will be absent. It is the student’s responsibility to contact the instructor with the expected date of return to class to schedule the makeup exam. If the student fails to notify the course faculty prior to the absence or with the expected date of return, the student will be assigned a grade of zero “0” for the missed exam. Subsequent absences will result in a grade of zero “0” for those exams. If the absence is unexcused, the student will be assigned a grade of zero “0” for the missed exam and will not be allowed to take a makeup exam.

If a student is late for any exam, he/she will take the exam in the remainder of the originally allotted time. No additional time will be given.

The Course Average will be weighted as follows:

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<tbody>
<tr>
<td>Unit Exams</td>
<td>95%</td>
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<tr>
<td>Assignments</td>
<td>2.5%</td>
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<tr>
<td>Quizzes</td>
<td>2.5%</td>
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NO EXTRA CREDIT WORK WILL BE GIVEN
A minimum end of course grade of at least 79.45 rounded to 80% must be obtained in order to progress on into the next NSG course in the curriculum.

Student Remediation Plan
For every incorrect response on each unit exam, the student will complete a written paragraph according to item descriptors provided by course faculty. This paragraph must provide a detailed description of the content area, associated nursing implications and textbook references are to be included. The paragraph and references must be handwritten in black ink. Time will be allowed to complete remediation paragraphs following the exam and it must be turned before the student leaves the testing session. Failure to complete this remediation assignment in a satisfactory manner as determined by the course faculty will result in the student earning a grade of zero “0” for that exam.

**Standardized Testing and Remediation (KAPLAN)
Students will receive a copy of the standardized exam results after completion of the exam.

c. Medication Calculation Requirement:
   In each NSG course the student is expected to continue drill and practice with medication related calculations to maintain clinical competence. The Medication Dosage Calculations textbook purchased in NSG 101, the first semester of the program, is to be reviewed by the student on an independent basis. Students are expected to prepare and administer medications safely in the clinical setting. The student may obtain additional assistance from the nursing faculty and lab
instructor. **NOTE:** Clinical facilities require nurse applicants to pass dosage calculations exam as part of the hiring and retention process.

d. **Required lab time:**
The student will utilize these hours for viewing videos, DVD’s and completing software as specified in unit outline. Practice in the laboratory is expected. The student is required to keep a laboratory notebook consisting of videos watched and printouts of computer software done. Students will be required to complete a minimum number of hours of lab time. This time may include off-campus activities such as case studies if documented and approved by the instructor. Students are required to sign in to the nursing laboratory. The nursing course faculty will monitor the number of hours each student spends in the nursing laboratory and will calculate the individual student total. Weekly required nursing laboratory hours are to be completed by 4:00 p.m. on Fridays. Nursing laboratory hours are to be used to practice skills, review videos and etc. Laboratory time is not to be used for reading and studying notes. If a student is deficient in the weekly required nursing laboratory hours, an unsatisfactory will be earned by the student. If two (2) unsatisfactories are earned in clinical/laboratory learning experiences, the student will be advised to withdraw from the nursing program. If the student does not withdraw from the program within 1 week of the advising session, the student will earn a grade of E for the course.

Laboratory Hours required: 30 hours

**Course Schedule: See attached calendar**

**Skills Practice/Evaluation and Clinical Performance Evaluation Procedure**
An unsatisfactory (U) performance in any area on the clinical evaluation form may result in a “U” for the clinical day; if two (2) unsatisfactories are earned in clinical/laboratory learning experiences, the student will be advised to withdraw from the nursing program. If the student does not withdraw from the program within 1 week of the advising session, the student will earn a grade of E for the course.

If the student performs an unsafe act that jeopardizes the safety of clients, students, faculty or other healthcare providers, the student may be immediately terminated from the clinical component of Nursing 210 and receive a clinical rating of **Unsatisfactory**, making it impossible for the student to successfully complete the clinical portion of the course. If a student is unable to complete the clinical portion of the course, the student will be advised to withdraw from the nursing program. If the student does not withdraw from the program within 1 week of the advising session, the student will earn a grade of E for the course.

**Clinical Assignments and Late Work Procedure**

**Clinical Student-Instructor Conferences Procedure**
At the end of each clinical rotation student/instructor conferences will be scheduled by appointment.

** General Behavior Guidelines and Grounds for Dismissal
** General Program Requirements
Grading Policy/Scale:
See NSG 212 Calendar

Class Policies/Procedures
Inclement Weather Class Policy/Procedure
During periods of inclement weather, HCTC will either open at 11:00 or be closed. On days that HCTC open at 11:00 a.m., all courses scheduled BEFORE 11:00 a.m., will be canceled. Decisions regarding evening classes will be made by 4:00 p.m. Check local radio, TV stations, or the HCTC website for information. These announcements will be placed with the media outlets noted on page two of this memo. We do not announce that we are “open as usual” so you should assume we are operating on a normal schedule unless you hear otherwise. Please do not call the media or faculty for information; simply listen for announcements on the radio and television stations.

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<td>Whitesburg</td>
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Another source of weather related announcements is the college website, SNAP, Facebook, Twitter, and the telephone recording. The greeting on the phone is changed when there is a
weather announcement. When you want to know the latest, call the toll free number, 800-246-7521, or 606-436-4282 (HCTC).

NOTE: Each person must make the decision about whether to come in or not based on the road conditions in their area. If the student will be absent or late due to inclement weather then the instructor is to be informed by telephone prior to the absence.

Inclement Weather Make-up Plan: Time missed due to inclement weather will be made up as directed by instructor. Depending on the amount of time missed an assignment may be posted in blackboard for completion. If a full shift of clinical or class time is missed then this will be made up by rescheduling for the missed time. Students will be informed of the make-up scheduled date/time/location as soon as instructors finalize this.

General Class Make-up/Late Assignment Class Policy/Procedure (including weather related make-up plan)

Attendance Class Policy/Procedure
Absences from scheduled classes and laboratory sessions are considered detrimental to the academic performance of the student. Therefore, attendance is required at all scheduled class and laboratory sessions of this course. The student is directly responsible to the instructor involved in the class or laboratory session if an excused absence is necessary. You must notify the instructor prior to the beginning of the session. EXCUSED ABSENCES MAY BE GRANTED FOR THE FOLLOWING REASONS:

1. **Illness:** If absence is excused because of illness, the student is required to notify the instructor prior to the absence and bring an excuse signed by his/her physician to the instructor involved upon return to the classroom or laboratory session.
2. **Emergency:** If a student must be absent from the classroom or laboratory due to illness at home or death in the family, the instructor involved must be notified prior to the absence. The student may be required to provide documentation to verify the emergency.
3. **Required appearance in court:** The student must notify instructor in advance.

NOTE: ALL REPORTED ABSENCES ARE NOT NECESSARILY EXCUSED ABSENCES.

For all absences the student will be required to complete an assignment. The assignment may be to complete 20 (twenty) NCLEX simulated test items per each hour of absence. This must be completed with a score of at least 80%. The student is to contact the appropriate instructor to obtain the designated topic area (s) from which to complete the indicated number of items and completion due date. These scores are not averaged into the unit exam average. If the designated number of items is not completed and submitted by due date or if the 80% or better is not achieved then one point will be deducted from the end of semester course grade. OR at the instructor's discretion the assignment may be to write up the content associated with the designated unit objectives as specified by instructor. This is to be completed by the designated due date and at a satisfactory level as evaluated by the instructor. If this is not done then one point will be deducted from end of semester course grade.

On Campus Instruction Attendance
Attendance is MANDATORY, missing in excess of 10 hours of scheduled on campus instruction will result in a deduction of one (1) point from the final average for each hour over the 10 hour mark. This applies to excused or unexcused absence.

For NSG 211, 212, 213, 215, 225
Attendance is MANDATORY, missing in excess of 5 hours of scheduled on campus instruction will result in a deduction of one (1) point from the final average for each hour over the 5 hour mark. This applies to excused or unexcused absence.

TARDINESS
Tardy means arriving late or leaving before the designated class ends. The student will be considered tardy if arrival is fifteen minutes or less after designated start time for class or leaving class fifteen minutes or less before designated class end time.

Being late or leaving early, MORE THAN 15 MINUTES will be counted as one (1) hour’s absence and will be subject to the same terms as found in the attendance policy.

1. Persistent tardiness (more than four times per semester) will result in a conference with the instructor and program coordinator. A student with persistent tardiness (after the fourth tardy) will earn an unexcused absence and an unsatisfactory for persistent tardiness. Four (4) episodes of tardiness (being late or leaving early less than 15 minutes) will be equal to one (1) hour of absence and will be subjected to the same terms as found in the attendance policy.

2. If a student is tardy, the instructor is not required to admit the student to the classroom.

If a student is tardy, the instructor is required to meet with the instructors and this will be documented in the student’s file.

CLINICAL ATTENDANCE
Clinical attendance is MANDATORY. UNEXCUSED ABSENCE FROM THE CLINICAL SETTING WILL RESULT IN AN "UNSATISFACTORY" FOR THE DAY on the weekly evaluation form. A student may miss the number of hours equivalent to one clinical day 8 hours. Upon missing one hour in addition to 8 hours of clinical time, the student will be asked to withdraw from the course. If the student does not withdraw within one week of the advisement session he/she will earn a grade of "E" for this course.

If a student is tardy, the instructor is not required to admit the student to the clinical setting, and tardiness will count as an unsatisfactory and is subject to the attendance policy above.

The student who is tardy is required to meet with the instructors and this will be documented in the student file.

You will be informed as to the scheduled location for your clinical prior to the experience. Should you find it necessary to be absent from clinical you must notify your clinical instructor by the time designated by the clinical instructor. The clinical unit should not be called in the event of your absence, except in case of emergencies.

If a student is absent from clinical the student will be required to complete an assignment related to the missed day. The student is responsible for contacting the appropriate instructor for the assignment. The assignment is to be completed within one week of the date missed. If the
assignment is not completed by the due date and/or it is not completed at a satisfactory level, as evaluated by the instructor, the student will receive an unsatisfactory for this assignment.

**No-Show Class Policy**
All students must complete a class activity/assignment, designated by the instructor, within the designated drop/add period of the class start date. Activities/assignments could include attendance and participation during in-person class meetings, syllabus quiz/agreement, course pre-test, discussion board response, etc. If students do not complete the activity/assignment designated by the instructor, students will be reported as a no-show and may be subsequently removed or withdrawn from the course. Students reported as a no-show and removed from a course will not be allowed back in the course. For those students receiving financial aid, this will affect the financial aid. Additionally, instructors are required to verify attendance throughout the semester and report attendance at 60% of the term and the last date of attendance. Financial Aid is not an entitlement, it is an investment in the future and students are accountable for the financial aid received and the successful completion of coursework. Consequences for failing to comply with U.S. Department of Education regulations include paying back financial aid received.

**NO CALL /NO SHOW Integrated Nursing Program Procedure:**
A no call/no show is defined as not being present for a class/campus lab/clinical in which the student did not notify the instructor using proper protocol as designated by the absence policy. Failure to follow protocol will result in the absence being documented as a no call/no show. In the event of a no call/no show:
The first offense will result in:
1. Unsatisfactory for the day
2. Completion of an alternate assignment
3. Counseling by faculty and program coordinator
4. Completion of an accountability contract between the student and assigned clinical instructor.

The second offense will result in dismissal from the program.
**Noncompliance with the Attendance, Tardy, and No Call/No Show Policies for Classroom and Clinical/Laboratory Absences and Tardiness and Makeup will be detrimental to the student’s grade and progression through the Associate Degree Nursing Program Curriculum. See the Associate Degree Nursing Program Student Handbook for detailed information.**

**Accommodations Procedure**
Learners needing specific accommodations should contact the local disabilities service representative to complete an Accommodations Plan which will ensure that the Learner receive full benefits and that the instructor is aware and can make the proper adjustments in his/her courses. The HCTC Disabilities Services Representative is Julie Caudill, phone 606-487-3486, email jcaudill0129@kctcs.edu.

**Academic Honesty Procedure**

**See Associate Degree Nursing Program Student Handbook for Policy/Procedure**
From the KCTCS Student Code of Conduct, KCTCS faculty and Learners are bound by principles of truth and honesty that are recognized as fundamental for a community of teachers and scholars. The college expects Learners and faculty to honor, and faculty to enforce, these academic principles. The college affirms that it will not tolerate academic dishonesty including, but not limited to, violation of the academic rights of Learners (section 2.0) and Learner academic offenses and sanctions (section 2.3).

Nursing faculty and students are bound by principles of truth and honesty that are recognized as fundamental for a community of scholars. Academic integrity includes, but is not limited to, violation of academic rights and academic offenses. As publishers have deemed that test banks are for faculty use only, students using a test bank to prepare for course examinations will be found in violation of this policy.

**Appeals Process**

Always begin the informal process by talking to your instructor. If issues cannot be resolved, then talk with the Dean/Supervisor (see below for contact information). For information about academic rights, academic offenses, and the Learner’s formal right to appeal, Learners should review the KCTCS Code of Student Conduct found online at: http://kctcs.edu/Current_Students/Code_of_Student_Conduct *

*You will need Adobe Reader to open the link and you may need to copy and paste the link to your web browser.

**Dean/Supervisor Contact Information:**

<table>
<thead>
<tr>
<th>Program Coordinator:</th>
<th>Christina Martin</th>
<th>Phone Number:</th>
<th>606.487.3279</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus/Office Location/Number:</td>
<td>Technical Campus Hazard FFC 210B</td>
<td>Email Address:</td>
<td><a href="mailto:christy.martin@kctcs.edu">christy.martin@kctcs.edu</a></td>
</tr>
<tr>
<td>Dean/Supervisor:</td>
<td>Paul B. Currie</td>
<td>Phone Number:</td>
<td>606.487.3246</td>
</tr>
<tr>
<td>Campus/Office Location/Number:</td>
<td>HWY-15 Campus Hazard JCC 232</td>
<td>Email Address:</td>
<td><a href="mailto:paul.currie@kctcs.edu">paul.currie@kctcs.edu</a></td>
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</table>

**Clinical sites may include:**

Kentucky River Medical Center 666-6000
Nim Henson Geriatric Center 666-2456
Other sites as assigned

**Transportation to the community facilities is the responsibility of each student.**

*The Kentucky Board of Nursing may deny a nursing graduate admission to the NCLEX Exam if an individual has been convicted of a misdemeanor or felony which involves acts that bear directly on the qualifications of the graduate to practice nursing.

**Students are required to have criminal background checks and/or drug screenings done, on an annual basis or more frequently and randomly if required by the assigned clinical facility, in order to enter the health care facilities for clinical. These are to be completed by the designated date.**
Students are responsible for the cost. Based on the results the facility has the right to deny students admission to the site for clinical. This may jeopardize your academic success because you may not be able to complete the required clinical experience of the program.

201 KAR 20:320. Standards for curriculum of pre-licensure nursing programs (that is promulgated by the Kentucky Board of Nursing) states:

(9) Integrated practicum.
   (a) The curriculum shall include an integrated practicum. The integrated practicum shall consist of a minimum of 120 clock hours of concentrated clinical experience of direct patient care in a health care facility or health care organization.
   (b) The integrated practicum shall be completed within a period not to exceed seven (7) consecutive weeks while the governing institution is in session during the last semester or quarter of a nursing program. (eff. 2-19-2014.)
Tardiness Counseling Form NSG _____

__________________________________ was _____________ minutes

late for NSG ____. The reason for the tardiness was ________________

______________________________________________________________.

This is his/her _________________ tardiness.

The student is aware that ***Being Late OR Leaving Early More Than 15 MINUTES will be counted as ONE (1) HOUR’S ABSENCE and will be subject to the same terms as found in the attendance policy.

Persistently tardiness (more than four times per semester) will result in a conference with the instructor and program coordinator. A student with persistent tardiness (after the fourth tardy) will earn an unexcused absence and an unsatisfactory for persistent tardiness. Four (4) episodes of tardiness will be equal to one (1) hour of absence and will be subjected to the same terms as found in the attendance policy.

Date________________________

__________________________________

Student

__________________________________

Nursing Faculty
Hazard Community and Technical College
Associate Degree Nursing Program
Exam Counseling Form

Nursing ___________ DATE __________

Exam Score Less Than 80% Counseling Form

_____________________________ made _______________ on
the NSG _____ Unit(s) ________ Exam. A grade of less than 80% on the exam
indicates a need for the student to review and study the exam content missed.

_____________________________ has discussed with the instructors
possible strategies for studying and preparing for the next exam in order to help
improve exam performance.

**NOTE: The student is to document plan for improved performance on the back of
this form.

_____________________________ did not come and talk with instructor as requested
about his/her test score.

_____________________________ was absent and missed unit exam and
understands that according to the syllabus a grade of “0” will be placed
in the grade book until the final exam is taken. The grade received on
the NIP ______ final exam will be given for the missed exam.

Student Comments
Hazard Community and Technical College

Course Syllabus

Student Signature ________________________ Date __________

Instructor Signature ______________________ Date __________

Hazard Community and Technical College
Associate Degree Nursing Program

Student Remediation Plan Assignment Form

Student Name: ___________________________ Exam ______ Date __________

For every incorrect response on each unit exam, the student will complete a written paragraph according to item descriptors provided by course faculty. Time will be allowed to complete remediation paragraphs following the exam and it must be turned before the student leaves the testing session. **Failure to complete this remediation assignment in a satisfactory manner as determined by the course faculty will result in the student earning a grade of zero “0” for that exam.** This paragraph must provide as follows detailed:

- Description of the content area,
- Associated nursing implications and
- Textbook references are to be included.

The paragraph and references must be handwritten in black ink.

**Due Date:** The remediation assignment is due at the end of the testing session on the same day as the scheduled exam.

____________________ (student signature) I understand my remediation assignment and the due date. Upon completion of assignment submit to designated instructor:

- Satisfactory
- Unsatisfactory
- Completed by due date Remediation paragraph(s)

____________________

Instructor signature

____________________

Date
Hazard Community and Technical College
Associate Degree Nursing Program

Class Absence Form

__________________________ missed class on __________________________
due to __________________________. This was her/his ____________ absence.

Total hours missed ____________

Cumulative hours missed to date: ____________

NOTE: Attendance is MANDATORY, missing in excess of 10 hours of scheduled on campus instruction will result in a deduction of one (1) point from the final average for each hour over the 10 hour mark. This applies to excused or unexcused absence.

For NSG 211, 212, 213, 215, 225
Attendance is MANDATORY, missing in excess of 5 hours of scheduled on campus instruction will result in a deduction of one (1) point from the final average for each hour over the 5 hour mark. This applies to excused or unexcused absence.

Class make-up work will consist of 20 NCLEX simulated test items per each hour of absence. This must be completed with a score of at least 80%. The instructor will assign the topic area, number of items and completion due date. If this is not completed and submitted by due date or if 80% is not achieved then 1 (one) point will be deducted from the end of semester. OR at the instructor’s discretion the assignment may be to write up the content associated with the designated unit objectives as specified by instructor. This is to be completed by the designated due date and at a satisfactory level as evaluated by the instructor. If this is not done then one point will be deducted from end of semester course grade for NSG 210.

Current Course Grade for NSG 210.

Topic area(s) ____________________________ number of items ________

Topic area(s) ____________________________ number of items ________

Submission of print out(s) due date _________________

** See Associate Degree Nursing Program Student Handbook for Policy/Procedure
Hazard Community and Technical College

Course Syllabus

Student ____________________________________________

Instructor ____________________________________________

Hazard Community and Technical College
Associate Degree Nursing Program

Clinical Absence Form

_________________________________ missed clinical on __________________________
due to ___________________________________. This was her/his ___________ absence.

Total hours missed __________

Cumulative hours missed to date: __________

Note: Clinical attendance is MANDATORY. UNEXCUSED ABSENCE FROM THE CLINICAL SETTING
WILL RESULT IN AN "UNSATISFACTORY" FOR THE DAY on the weekly evaluation form. A student
may miss the number of hours equivalent to one clinical day 8 hours. Upon missing one hour in
addition to 8 hours of clinical time, the student will be asked to withdraw from the course. If the
student does not withdraw within one week of the advisement session he/she will earn a grade of
"E" for this course.

If a student is absent from clinical the student will be required to complete an assignment related
to the missed day. The student is responsible for contacting the appropriate instructor for the
assignment. The assignment is to be completed within one week of the date missed. If the
assignment is not completed by the due date and/or it is not completed at a satisfactory level, as
evaluated by the instructor, the student will receive an unsatisfactory for this assignment.

Assignment:
Due Date:
Completed:
Student ____________________________

Instructor ____________________________

** See Associate Degree Nursing Program Student Handbook for Policy/Procedure
Confidentiality and the Responsibility of the Student Nurse

The right to privacy is an inalienable right of all persons, and the student nurse has a clear obligation to safeguard any confidential information about the client acquired from any source (Varcarolis). The student nurse is held legally and ethically accountable for providing and maintaining client confidentiality. Examples of violation of client confidentiality include discussing clients outside of the clinical setting, discussing clients in elevators, restaurants and other public areas. Discussing client with your family or friends is strictly prohibited.

The client expects and trusts the student nurse to maintain confidentiality.

It is the student’s responsibility to ensure clinical facility confidentiality. Discussion of a clinical site facility or its staff is prohibited. It is not the responsibility of the student nurse to evaluate the performance of a facility or a staff member of a facility.

**Confidentiality Contract**

My responsibility related to maintaining confidentiality as a nursing student of the Hazard Community & Technical College Nursing Integrated Program has been explained to me. I understand that it is my responsibility to maintain confidentiality.

I understand that disciplinary action will be taken if a breach of confidentiality occurs which will result in dismissal from the Hazard Community Technical College Integrated Nursing Program.

_____________________________________________________________________

Student Signature

_____________________________________________________________________

Date
I __________________________ have read and fully understand the contents of the NSG 212 Syllabus

______________________________
Signature

______________________________
Date
I ______________________________ understand that I must review the HCTC Associate Degree Nursing Program Student Handbook presented on Blackboard and submit a signature sheet stating that I understand its contents and policies and agree to abide by policies set forth by the HCTC Associate Degree Nursing Program.

________________________________________
Signature

________________________________________
Date
NSG 212 Syllabus