



NURSING IV
CLINICAL PRECEPTORSHIP

NUR 2943L

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GENERAL CLASS AND COURSE INFORMATION

Course Number: NUR 2943L

Class Reference Number: Multiple

Term: Fall 2011

Course Title: Clinical Preceptorship

Credit/Contact Hours: 4 Credits/12 Lab hours

Course Description:

This course builds on the knowledge and skills obtained in the nursing curriculum and integrates the curriculum concepts in varied/diverse practice settings. Synthesis of management, organizational culture and interpersonal relationship principles are applied with developing independence in the practice of nursing. This course facilitates the students' evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practicing registered nurse. Clinical environments could be, but are not limited to: medical/surgical, mental health, pediatric, maternity, critical care, home, nursing home and extended or ambulatory care units. Special fees required.

Course Learning Outcomes: As a result of taking this course, the student will be able to:

1	Deliver holistic nursing care to groups of clients consistent with the job description for a registered nurse.
2	Apply the nursing process, critical thinking skills related to the concepts of human functioning.
3	Demonstrate the ability to apply elements of critical thinking
4	Implement safe, technical and caring nursing interventions that meet entry requirements for practice..
5	Promote the principles of collaboration and delegation, demonstrate effectively managing both the client and the staff.
6	Evaluate cultural diversity affecting client responses to health care and interrelationships between and among personal, interpersonal, and social systems transactions based on knowledge of cultural diversity. Acknowledge the theories of holism and goal attainment, synthesize the continuum from nursing process to practice with various client's and cultures, supporting progression from restoration of wellness in acute care and ambulatory setting.
7	Utilize information received during the Preceptorship, evaluate how the organizational design and culture of the health care system affects the delivery of nursing care.
8	Demonstrate appropriate utilization of professional communicating styles and counseling techniques as they apply to personal, interpersonal and social systems within the clinical environments.
9	Evaluate the legal/ethical aspects of the role of nursing.
10	Utilize community health concepts in planning discharge teaching and care for the client; including pharmacological and nutritional principles across the lifespan.
11	Transition into the role of the professional registered nurse as evidenced by preparing for the licensure examination, possessing knowledge related to continuing education regulations in Florida, and joining the professional organization based on information regarding the NCLEX application and successful board certification.

[Course Outline for NUR2943L - NRSNG 4 CLIN PRECEPT](#)

Course Syllabus – Classroom Course

Class Schedules: The class schedule with assignments will be posted on the web component for this course.

Course Schedule – Full Time

Tuesday 1330-1630

- There are six (6) classes with identified topics and reading in the Course Calendar and syllabus. All classes are mandatory attendance as the content presented is to assist the student with NCLEX preparation.
- Tardiness will result in losing class time from the total required Clinical Log. All tardy time must be made up in Preceptor Clinicals.

Clinical Preceptor Schedule: To be determined by the assigned preceptor.

Course Schedule – Weekend/Evening

Thursday 1600-2000

- There are six (6) classes with identified topics and reading in the Course Calendar and syllabus. All classes are mandatory attendance as the content presented is to assist the student with NCLEX preparation.
- Tardiness will result in losing class time from the total required Clinical Log. All tardy time must be made up in Preceptor Clinical.

Clinical Preceptor Schedule: To be determined by the assigned preceptor.

All attempts will be made to maintain this schedule. However, please note that in the event of an unforeseen emergency or circumstances beyond our control, we reserve the right to schedule exams and or instructional activities on alternate days to include Friday/Saturday as a means to ensure every opportunity for the students to successfully complete the course.

Disclaimer

Changes may be made to the syllabus at any time during the term by announcement of the professor. It is the responsibility of the student to make any adjustments as announced.

Clinical Tardiness

If a preceptor reports a student is more than 10 minutes late for clinical start time, a Performance Improvement Plan will be generated by the faculty instructor.

Textbooks Information: Textbooks are listed as Required and Recommended.

Required:

- 1 Zerwekh, J. & Garneau, A. (2011). *Nursing today: Transition and trends* (7th ed.). Philadelphia: W.B. Saunders Co.
ISBN 9781437725674.
- 2 State of Florida Administrative Code (2005) 64B9-2 Nursing Programs.
- 3 Palm Beach State College Syllabus for NUR 2943L is posted online.
- 4 Palm Beach State College [Nursing Student Handbook](#) is posted online.

Recommended:

- 1 Melfi-Curtis, C., et al. (2009). *Psychiatric Mental Health Nursing Success: A Course Review Applying Critical Thinking to Test Taking*. Philadelphia: FA Davis Publishers.
ISBN-13: 978-0-8036-1879-4/ISBN-10: 0-8036-1879-4
- 2 Lagerquist, S. (2006). *Davis's NCLEX-RN® Success, (2nd Ed)*. Philadelphia: FA Davis Publishers.
ISBN-13: 978-0-8036-1242-6/ISBN-10: 0-8036-1242-7

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You may purchase your textbook(s) at any one of Palm Beach State College's campus bookstores or [online](#).

The Electronic [Essential Nursing Resources](#) Video list is recommended & available in [MTIS](#) (Media Technology and Instructional Services) located on the first floor of the LLRC.

All students enrolled in a Nursing course are required to obtain and read the current [Nursing Student Handbook](#) and the **Palm Beach State** [College Student Handbook](#). All Nursing students are responsible for the information contained in these publications. Both of these publications are published on the Palm Beach State College web site.

Web Content Information:

This course has an Internet Component which is on the [Online Learning - Blackboard Campus](#)

To pass the course, you must be able to access this web site. The course web site will be available three days prior to the start of the semester. Your password will not work until that time.

It is the student's responsibility to have accessed this site no later than the semester start date.

The web site has a security system which requires a *Sign on* and a *Password*. Only registered students will be able to access the course.

To login to the course web site:

User Name: Use your Palm Beach State College Student ID Number (no hyphens). Your Palm Beach State College Student ID Number can be found on the back of your student ID card. If you do not have a student ID card, you can obtain one in the bookstore at Lake Worth campus. For obtaining a student ID card on other campuses, check with the campus directly.

Password: The student's Blackboard password will be the student's **Palm Beach State College Pin Number**>

What do I do if I forget my password or need assistance with Blackboard?

[E-mail the Blackboard administrator](#). You can also email the Palm Beach State College [Student Help Desk](#) or contact them by phone at (561)868-4000. Be sure you have the following information available:

- your full name
- your Palm Beach State College Student ID number
- course with the reference number
- details of the assistance needed and any error messages

The [Student Help Desk Hours of Operation](#) are posted on the web page:

On hours and days that the Help Desk is closed, the student may leave a voice message or an e-mail and the issue will be addressed the next business day.

"Netiquette Rule" requirements

Refer to the web site for network application. The faculty expectation is for student adherence to the same standards of behavior online that you follow in real life.

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PROFESSORS CONTACT INFORMATION

<p><u>Louise Aurelien MS, FNP</u> Professor I AH316 (561) 868-3697 Lake Worth campus <u>Email</u></p>	<p><u>Mary Biderman, MA, RN</u> Associate Professor AH 209, (561) 868-3041 Lake Worth campus <u>Email</u></p>
<p><u>Dr. Cory Gaylord, DNS, MSN, , ARNP</u> Professor AH 214, (561) 868-3445 Lake Worth campus <u>Email</u></p>	<p><u>Barbara Kovac, ARNP, MSN, RN</u> Associate Professor AH212, (561) 868-3812 Lake Worth campus <u>Email</u></p>
<p><u>June Osavio, MSN, RN</u> Associate Professor CRB 218.4, (561) 993-1149 Belle Glade campus <u>Email</u></p>	<p><u>Raywattie Sooklall, MSN, RN</u> Associate Professor AH 204, (561) 868-3291 Lake Worth campus <u>Email</u></p>
<p>Office Hours are Posted on the Faculty Web Pages and Outside Office</p>	

CLASS REQUIREMENTS

Assignments: All students are required to obtain and read the current Nursing Student Handbook, the Palm Beach State College Student Handbook and the Palm Beach State College Catalogue and are responsible for the information contained therein. Furthermore, each student is required to **READ**, **PRINT**, and **SIGN** the Ethics Agreement and **submit it** to the instructor at the first class.

Recommended weekly activities: Read the textbook chapters first; then review the online power points, note and handout pages; read and post responses to the discussion questions; review NCLEX resources covering content. Utilize the “Discussion” questions and the “Ask a Classmate” for clarification.

Late Assignment Policy: Late assignments are not accepted unless prior arrangements have been approved by the instructor.

Grading Scale & Policy: All students must receive a passing grade in each of the Semester 4 Nursing Courses in order to proceed to graduation. The following courses are considered Semester 4 courses:

- NUR 2712C
- NUR2943L

This course utilizes the satisfactory/unsatisfactory grading system. In order to pass NUR 2943L the student must:

- Complete the required clinical, class, NCLEX Review, and HESI hours as identified on the Clinical Log sheet distributed during the Preceptorship orientation class.

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- Receive a satisfactory final Evaluation of Clinical Performance
- Complete all assignments in a satisfactory manner
- Successfully complete a standardized program outcome test during preceptor course
- Meet the requirements identified by the Palm Beach State College Faculty Facilitator.

Any student who is not performing at a satisfactory level in the clinical setting will be given a Performance Improvement Plan (PIP). This record must be completed by the Faculty Facilitator in collaboration with the Nurse Preceptor. The purpose of this record is to inform the student of the specific objectives that need improvement and to provide the student with a strategy for success. The student is responsible for completion of the clinical performance recommendations as outlined and completes the stated progress plan on required dates. *See: Evaluation of Clinical Performance.

The HESI Outcome Exam will be administered the first week of Preceptorship. The minimum passing score is 800. If the student does not achieve an 800 score they will remediate during the course and retake the exam the final week of Preceptorship. The student must pay the current cost of the exam to retake the exam. If the student does not score the minimum of 800 on the 2nd attempt they will receive an incomplete for 2943L Clinical Preceptorship and must remediate and retake the exam. The student must again pay the current cost of the exam to retake the exam. (All students will attend Pinning and Graduation providing successful completion of clinical requirements but will receive an Incomplete for 2943L.)

The student must achieve a minimum score of 750 on the 3rd attempt or have scored at least 750 on a previous attempt in order to change the grade of Incomplete to Satisfactory. At that time the student's name will be sent to the Board of Nursing for candidacy for the NCLEX.

If the student never achieved a score of greater than 750 on all 3 attempts, then the grade of Incomplete will be changed to Unsatisfactory and the student will have to repeat all of 2943L Clinical Preceptorship. A personalized remediation plan will be developed for the student to remediate while waiting for the next 2943L course to begin.

Exams will be administered in the designated Testing Center at the home campus for each course.

Clinical grades are determined as following:

Clinical grades will either be a "S" (satisfactory - pass) or "U" (unsatisfactory – fail). Students must receive an "S" in clinical in order to successfully complete NUR 2943L. In order to receive an "S" the student must successfully meet the clinical objectives as stated on the clinical evaluation tool, submit satisfactory clinical papers, and **attend all assigned clinical experiences.**

Any student who is not performing at a satisfactory level will receive a Performance Improvement Plan (PIP). The purpose of this record is to inform the student of any deficiencies and also to provide the student with a strategy for success.

All clinical papers are graded as:

Satisfactory – Specified criteria are met.

Unsatisfactory – Specified criteria are not met.

Make-up Exam Policy: Please refer to the current Nursing Student Handbook for standard policies related to Theory & Clinical Make-up possibilities.

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CLASS POLICIES & METHODOLOGY

Attendance: Professors are required to take attendance. Students are required to sign into each lecture, on the record provided, as they enter the classroom to verify their attendance. If the student does not sign the record they are considered absent for that class. Online students are expected to sign on to the course web site daily, Monday through Friday, as this is easily tracked by the instructor(s).

All students are expected to attend all classes and clinicals/labs. In the event of an absence due to extenuating circumstances, the student is expected to notify the appropriate faculty member.

In addition to regular clinical time, each student must attend one (1) clinical simulation experience to be scheduled through your clinical instructor. This clinical simulation experience will be conducted on a Wednesday.

Attendance on all clinical days is **required**. Attendance will be taken on all clinical days and college wide policies related to attendance will be followed. Failure to meet the clinical requirements of the course (even if related to absence) will result in a clinical failure for the course.

Students who are ill are required to notify their clinical instructor. Calls should be placed directly to the clinical instructor ASAP **before** the clinical experience. It is the student's responsibility to discuss with the clinical instructor the reason for the absence. The instructor will then notify the student of the **possibility** and requirements necessary to complete the course objectives. Please see the Nursing Student Handbook.

Clinical Tardiness: If a student is late for clinical start time, a Performance Improvement Plan (PIP) will be generated.

Electronic Device Use: Laptops and Hand-held devices are allowed in class for note-taking purposes, only. The use of Hand-held devices that are iPod capable are encouraged to facilitate downloadable information as learning strategies and study tools. **Cell phones must be turned off in class and are prohibited in the campus Testing Centers.**

Email Policy: All students have access to a college email account. It is the responsibility of the student to activate this account in order to be kept current with college, program and course information. College email must be checked weekly, at least. This course has a web component that has email within the course. Course email should be used for all course-related communications with faculty. Faculty will contact students via college and course email, so be certain to check these email accounts twice weekly for any updates or changes to coursework.

Equipment & Supplies: Required text books; access to a computer with active Internet service; word processing and printing capabilities are essential to be successful in this class.

Required Equipment for Clinical:

1. Stethoscope with bell and diaphragm
2. Black pen and notebook
3. Palm Beach State College nursing uniform
4. Hemostats
5. Bandage scissors
6. Safety goggles
7. Pen light
8. Tape measure

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Professor's Expectations: Students are required to access the course component web site at least two times per week to check the discussion board and course e-mail for updated information. The student will participate in discussions; will observe "Netiquette"; will read the assigned chapters; will make an appointment with the faculty member at the first indication of a test grade below 75%, for faculty mentoring and remediation plans.

Faculty Mentoring:

You must schedule a **mandatory face-to-face appointment** with your Semester 4 Advisor if your HESI Exit Exam is below the score of 800. You must bring your Portfolio which should include all specialty exams results and remediation plans taken throughout the nursing program.

"At risk" students, those students who do not meet the recommended HESI Composite Score of 850 for the Specialty Exam will be required to make an appointment with their assigned faculty mentor **before** the Course's 2nd week. Assigned faculty mentor will review the remediation plan with the student and complete a Performance Improvement Plan (PIP) to include a timeline for completion and a follow up.

Methods of Instruction: These are best defined by an outline of the Course Components as outlined below.

I. Methods of Instruction:

- 1 Clinical practice with ongoing feedback under the guidance of a Nurse Preceptor
- 2 Assigned readings
- 3 Critical thinking exercises
- 4 Journaling
- 5 Personal Goal Attainment Plans
- 6 Interactive Educational Activities

II. Overview of Course:

- A The Preceptor Model
 - 1 Role Transition from student to graduate
 - 2 Novice to Expert
 - 3 Reality Shock
- B Course Structure
 - 1 Clinical Content
 - a Nurse Preceptor and student roles
 - b Health Care Environment
 - 1 Orientation to facility, unit and members of health care team
 - 2 Socialization within the health care environment
 - c Plan for clinical progression
 - 2 Assignment
 - a Preceptor/Preceptee Roles
 - b Weekly assignments
 - 1 Journals, critical thinking exercises and personal goal attainment plans
 - 3 Evaluation Methods

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III. Role of Provider of Care

- A Holistic Delivery of Patient Care
 - 1 Use of facility clinical skills checklist, when applicable
 - 2 Critical thinking and prioritization
- B Organizational strategies and time management
- C Application of the Nursing Process
 - 1 Documentation (written and computerized)
 - 2 Verbal Skills
 - 3 Patient Education

IV. Role as Manager of Care

- A Collaborative delivery of patient care
- B Delegation Strategies
- C Effective Communication
- D Conflict management
- E Prioritization of care

V. Role as Member within the Discipline of Nursing

- A Personal Wellness
 - 1 Reflection – Was your personal wellness plan effective?
 - 2 Stress management and burnout prevention
- B Commitment to the Profession
 - 1 Becoming a role model
 - 2 Becoming a colleague
 - 3 Joining your Professional Organization, The American Nurses Association and Florida Nurse’s Association
 - 4 Being Politically Active
- C NCLEX Success
 - 1 Standardized program outcome test
 - 2 Review for NCLEX with textbooks and computer adaptive materials
 - 3 Licensure Process
 - a NCLEX Review Course
- D Commitment to Education
 - 1 Continuing Education
 - 2 Pathways to Career Goals
 - a Baccalaureate Degree
 - b Advanced Practice
 - c Certification
 - 3 Professional Literature

VI. Evaluation Methods

- A Satisfactory Written clinical evaluations at mid-term and final from Nurse Preceptor/Faculty Facilitator
- B Satisfactory Written and/or verbal feedback on all assignments (critical thinking exercises, learning guides, journals).
- C Complete the required clinical, class, NCLEX Review, and HESI hours as identified on the Clinical Log sheet distributed during the Preceptorship orientation class.
- D Successful achievement of the minimum HESI Outcome Exam score.

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Unique Requirements of the Class: This course has a Clinical component with specific Faculty expectations and Student Objectives as follows:

Clinical Hours and Attendance:

Preceptor Schedule: To be determined by the assigned preceptor. The only half clinical preceptor days permitted are Tuesdays.

All Nursing students are required to obtain and read the current Nursing Student Handbook, the Palm Beach State College Student Handbook and the Palm Beach State College Catalogue and are responsible for the information contained therein. Nursing students are required to review the current Nursing Student Handbook with focused attention on the following policies:

1. Student Preparedness
2. Examination
3. Make-up examinations
4. Medication Administration Calculation Test (ProCalc)
5. Medical/CPR Requirements
6. Computer Competency
7. Written assignments
8. Organization of Nursing Curriculum at Palm Beach State College
9. Clinical Dress Code
10. Clinical Safety Protocol
11. Work Schedule
12. Behavior/Professional Conduct

Each student is required to **read, print, and sign** the **Ethics** Agreement and **submit** it to the instructor on the first day of class.

COLLEGE POLICIES AND WEB INFORMATION

Academic Dishonesty

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

(1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Please refer to the **Palm Beach State [College Student Handbook](#)**

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Course Syllabus – Classroom Course

Computer Competency Component

Each student will, to the satisfaction of the instructor, demonstrate a fundamental understanding of basic computer operations through various instructor-determined exercises and/or assignments. These exercises/assignments are included in this syllabus.

Disability Support Services

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of [Disability Support Services](#) (DSS). It is the student's responsibility to contact [Disabled Student Services Advisors](#) and to submit appropriate documentation prior to receiving services.

Eating, Drinking and Smoking

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State [College Websites of Interest](#)

Withdrawal Policy for Individual Courses: The last day to withdraw from a College course with a "W" grade in this course is November 4, 2010. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

DEPARTMENT CONTACT INFORMATION:

Kellie Bassell, MSN, EdS, RN
Nursing Program Director
AH 110 (561) 868-3412
Fax (561) 868-3452
[Email](#)

Course Syllabus – Classroom Course

GETTING STARTED

1. Make sure you have all the computer system requirements as listed in the Computer Requirements section of this syllabus.
2. E-Mail the professor with your name and phone number. The professor will communicate with you through Blackboard or your Palm Beach State College-issued email address.
3. Obtain course materials. The textbook(s) can be purchased at the Palm Beach State College campus bookstore or [online](#).
4. Log onto the course web site [Online Learning - Blackboard Campus](#). Use your PantherWeb logon information.
5. Once inside the course website, read the "Mandatory Online Orientation" and complete the *Orientation Quiz*.
6. Explore the different parts of the web page. Be sure you print the syllabus, course calendar, and assignment sheet so that you know what is expected of you during the semester.
7. Read the instructor's *Welcome* message on the discussion board and post a reply to it introducing yourself to the class.
8. Print the course worksheets and content outlines that follow this section of the syllabus.
9. Begin completing your assignments as listed on the course calendar and/or class schedule.

Have fun!

Disclaimer

Changes may be made to the syllabus at any time during the term by announcement of the professor. It is the responsibility of the student to make any adjustments as announced.

COURSE GUIDELINES, FORMS AND TOOLS

PRECEPTORSHIP GUIDELINES, FORMS & TOOLS

INTERVIEWING EVALUATION

Student Name

Please circle the number that best describes your response to each item below.

- 1 – disagree
- 2 – somewhat agree
- 3 – agree
- 4 – strongly agree

1. The student was dressed appropriately for the interview.

1 2 3 4

2. The student’s body language (eye contact, facial expressions, hand movements) were appropriate for the interview.

1 2 3 4

3. The student presented a positive attitude and showed enthusiasm about the Preceptorship.

1 2 3 4

4. The student gave specific, descriptive answers (including examples) to the questions.

1 2 3 4

5. The student emphasized his/her abilities, strengths and how he/she could contribute to the medical facility.

1 2 3 4

6. Overall, the interview was:

(Circle one) Excellent Very Good Good Needs Improvement

7. Comments:

Signature

Date

Course Syllabus – Classroom Course

NURSING PROGRAM

CLINICAL PRECEPTOR ASSESSMENT TOOL

Name of Student: _____

Name of Preceptor: _____

Name of Facility: _____

Directions: Please evaluate the characteristic below related to the competency level of your assigned nursing student using the evaluation criteria (see next page).

EVALUATION CRITERIA

4. Pass – Self-Directed Independent Level
3. Pass – Moving toward Independent Level
2. Unsatisfactory – Needs Improvement (requires completion of a “Report of Unsatisfactory Performance”).
1. Failure – Dependent Level (requires completion of a “Report of Unsatisfactory Performance”).

N/A = Not Applicable or Available

A student **must receive a “Pass” (3 or 4) rating on all outcomes identified for the current course in order to pass** the clinical component. A “Failure” (1 or 2) rating on any course-specific outcome means a unsatisfactory clinical grade regardless of the ratings on other items and, therefore, a failure for the course.

EVALUATION OF THE STUDENT WILL OCCUR AT THE END OF WEEK THREE AND AT THE END OF THE PRECEPTORSHIP.

INDICATE MID-TERM RATING WITH AN X MARK.

INDICATE THE FINAL RATING BY CIRCLING THE NUMBER.

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DEFINITIONS FOR EVALUATION CRITERIA

4. Pass – Directed Independent Level

- √ Performs safely and accurately during the performance* and without* supportive cues from the instructor.
- √ Demonstrates dexterity* and coordination*, while performing the skill.
- √ Completes the skill in minimal amount of time.*
- √ Focuses on the patient* while giving care.
- √ Appears relaxed and confident during performance.
- √ Applies knowledge of the principles of the skill accurately.*

3. Pass – Moving toward Independent Level

- √ Performs safely and accurately during the performance* with occasional directive * from the instructor.
- √ Demonstrates coordination and dexterity*, but uses some unnecessary energy* to complete the skill.
- √ Generally appears relaxed and confident most of time with occasional display of anxiety.
- √ Completes the skill within a reasonable time* frame.
- √ Focuses on the patient initially, but as the skill progresses, focuses on the task.*
- √ Applies knowledge of the principles of the skill accurately with occasional cue from the instructor.*

2. Unsatisfactory – Needs Improvement

- √ Performs safely and accurately with frequent direction or cues from the instructor** during the performance.
- √ Requires frequent direction or cues* from the instructor.
- √ Demonstrates partial lack of dexterity*; is awkward.
- √ Takes a longer time* to complete the skill.
- √ Wastes energy* due to poor planning/anxiety.
- √ Focuses primarily on the task, not on the client*.
- √ Needs direction in application of the principles of the task.*

1. Failure – Dependent Level

- √ Performs the skill in an unsafe* manner.
- √ Requires constant supportive and directive cues* from the instructor.
- √ Takes an unreasonable length* of time to complete the skill.
- √ Lacks organization* due to poor planning.
- √ Wastes energy* due to disorganization or incompetence.
- √ Focuses entirely on the skill or own behavior.*
- √ Unable to identify or apply the principles of the skill.*

**Distinctive Criteria for competency Level*

Course Syllabus – Classroom Course

NURSING PROCESS – The Student Will

1. Demonstrate use of the nursing process to achieve expected outcomes based on standards of care.					
A. Complete and document assessments in a timely manner.	1	2	3	4	N/A
B. Use available resources to gather pertinent data and develop goals for all assigned patients.	1	2	3	4	N/A
C. Utilize critical thinking skills in establishing priorities of care.	1	2	3	4	N/A
D. Initiate and document the nursing care plan.	1	2	3	4	N/A
E. Utilize critical thinking skills in following through with prioritized delivery of patient care.	1	2	3	4	N/A
F. Evaluate effectiveness of care and revised care plan as needed.	1	2	3	4	N/A
G. Document nursing care in patient's medical record.	1	2	3	4	N/A
2. Implement technical skills needed for practice.					
A. Complete competencies derived from agency's skills checklist.	1	2	3	4	N/A
B. Demonstrate skill and knowledge in administering:					
1. non-parenteral medications	1	2	3	4	N/A
2. parenteral medications	1	2	3	4	N/A

TEACHING-PATIENT/FAMILY – The Student Will:

1. Perform patient education	1	2	3	4	NA
2. Document patient education and evidence of patient learning	1	2	3	4	NA

COMMUNICATION – The Student Will:

1. Display empathy and use therapeutic Communications with patients.	1	2	3	4	NA
2. Effectively manage care through collaboration and/or delegation with other health care providers.	1	2	3	4	NA
A. Communicate effectively with preceptor.	1	2	3	4	NA
B. Communicate effectively with the healthcare team, including giving and receiving report.	1	2	3	4	NA
C. Delegate appropriately to ancillary staff members.	1	2	3	4	NA
D. Communicate effectively with physician, and/or Physician's assistant, ARNP.	1	2	3	4	NA

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JUDGMENT, RESPONSIBILITY, & ACCOUNTABILITY The Student Will:

1.	Perform nursing measures with respect to client's dignity, safety, and confidentiality.	1	2	3	4	NA
2.	Make decisions that reflect both knowledge of fact and sound judgment.	1	2	3	4	NA
3.	Accept and profit from constructive criticism.	1	2	3	4	NA
4.	Use assertive behaviors to seek out learning experiences.	1	2	3	4	NA
5.	Utilize time appropriately and displays organizational skills.	1	2	3	4	NA
6.	Recognize organizational design and culture as it affects the delivery of nursing care.	1	2	3	4	NA
7.	Assimilate into the milieu of the assigned nursing unit.	1	2	3	4	NA
8.	Understand rationale for patient assignments based upon acuity levels.	1	2	3	4	NA
9.	Practice transcription of physician's orders.	1	2	3	4	NA
10.	Recognize and initiate steps for resolution of conflicts.	1	2	3	4	NA
11.	Display self-confidence and a positive self-image.	1	2	3	4	NA
12.	Adhere to the nursing department's and course standards regarding professional behavior.	1	2	3	4	NA
13.	Provide care to or for groups of patients consistent with the job description for a beginning registered nurse at the institution providing the experience. (Final Eval. only)	1	2	3	4	NA
A.	Complete 75% of the usual assignment of the preceptor (Final Eval. only; dependent on acuity level).	1	2	3	4	NA

PRECEPTOR COMMENTS

(Mid-Term Evaluation):

Date: _____

Preceptor Signature: _____

Student Comments (at Mid-Term) and Goals:

Student Signature: _____

Faculty Facilitator Signature: _____

Date: _____

Course Syllabus – Classroom Course

PRECEPTOR COMMENTS

(Final Evaluation):

Date: _____

Preceptor Signature: _____

Student Comments (at Final):

Student Signature: _____

Faculty Facilitator Signature: _____

Date: _____

COURSE CONTENT OUTLINE BY CONCEPT

Course Syllabus – Classroom Course

**CONCEPT:
PROFESSIONALISM**

OBJECTIVES	TOPICS	LEARNING ACTIVITIES
<p>Upon completion of the first week the student will be able to:</p> <ol style="list-style-type: none"> 1. Examine the appropriate roles of the student, the nurse preceptor, and the faculty facilitator as related to this course. 2. Critique the mission of the clinical facility utilized. 3. Identify the nursing care needs of the population served at assigned clinical facility. 4. State and comply with the facility policies pertaining to: OSHA, emergency conditions, dress code, confidentiality issues, and documentation. 5. Develop a personal needs assessment using the assigned facility's clinical skills checklist. 6. Provide holistic direct patient care for a minimum of 20% of the nurse preceptor's usual patient assignment. 7. Create personal goal attainment plans for weeks one and two. 	<ol style="list-style-type: none"> I. Course Orientation <ol style="list-style-type: none"> A. The Preceptor Model B. Evaluation Methods C. Clinical Objectives II. Role Transition <ol style="list-style-type: none"> A. The New Graduate B. Reality Shock C. New Nursing Environment III. Personal Wellness 	<p>Assigned:</p> <p>Reading Zerwekh & Claborn: Chapter 1, 2, 3, 4</p> <p>Review employee manual.</p> <p>Develop your personal mission statement.</p> <p>Meet with Nurse Preceptor to develop a plan to implement needed clinical skills.</p> <p>Clinical experience with guidance from Nurse Preceptor.</p> <p>Begin Journal</p> <p>Complete role transition focus in journal.</p> <p>Secure a clinical RN competency list from assigned unit and submit on week #2, if applicable</p> <p>Secure a mission statement of the assigned hospital</p>

Course Syllabus – Classroom Course

**CONCEPT: PROFESSIONALISM
MEDICAL ERRORS AND LEGAL ISSUES**

OBJECTIVES	TOPICS	LEARNING ACTIVITIES
<p>Upon completion of the second week the student will be able to:</p> <ol style="list-style-type: none"> 1. Satisfactorily perform one-fourth of projected clinical skills from checklist. 2. Complete personal goals for weeks one and two. 3. Provide holistic patient care for a minimum of 30% of the Nurse Preceptor’s usual patient assignment. 4. Create personal goal attainment plan for week three. 5. Integrate the principles of legal issues related to medical errors. 6. Define root cause analysis. 7. Articulate sentinel event as defined by JCAHO. 	<ol style="list-style-type: none"> I. Medical Errors II. Legal Issues 	<p>Assigned:</p> <p>Reading: Chapter 19, 20</p> <p>Analyze use of time and organizational skills with Faculty Facilitator and Nurse Preceptor</p> <p>Prepare self-evaluation and discuss any areas that need attention with Nurse Preceptor.</p> <p>Clinical practice.</p> <p>Continue Journal.</p> <p>Complete trends and issues focus in journal.</p> <p>Complete personal goals for week five.</p> <p>Create personal goal attainment plan for week two.</p> <p><u>Resources</u></p> <p>VT 11773-00 Professional Accountability and Legal Liability (32 minutes)</p>

Course Syllabus – Classroom Course

**CONCEPT: PROFESSIONALISM
DELEGATION AND CAREER PLANNING**

OBJECTIVES	TOPICS	LEARNING ACTIVITIES
<p>Upon completion of the third week the student will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate proficiency in documentation utilizing the facility format. 2. Complete personal goals for week three. 3. Provide holistic patient care for a minimum of 40-50% of the Preceptor's usual patient assignment. 4. Create personal goal attainment plan for week four. 5. Demonstrate proficiency in clinical delegation and communication techniques. 6. Define nursing delegation, accountability, and supervision as they relate to the clinical setting. 7. Define the 4 rights of delegation. 8. Analyze personal priorities and needs of a job. 9. Identify short and long term professional and personal goals. 10. Describe the steps involved with the interview process. 11. Describe the important pieces of a resume. 12. Discuss the common questions asked by interviewers. 	<ol style="list-style-type: none"> I. Clinical Focus <ol style="list-style-type: none"> A. Provider of Care Role B. Manager of Care Role II. Delegation III. Nursing Process IV. Career Planning 	<p>Assigned:</p> <p>Reading: Zerwekh & Claborn Chapter 4, 14, 25</p> <p>Review goals for week one and two with Preceptor.</p> <p>Review work organization sheet with Preceptor.</p> <p>Clinical experience.</p> <p>Assist with developing patient assignment on unit.</p> <p>Complete delegation focus in journal.</p> <p>Resources</p> <p><u>Videotapes</u> (in LLRC)</p> <p>VT11774-00 Principles of Delegating (25 minutes)</p> <p>VT11775-00 Strategies for Successful Delegation (30 minutes)</p>

Course Syllabus – Classroom Course

**CONCEPT: PROFESSIONALISM
CONFLICT AND TIME MANAGEMENT, HORIZONTAL VIOLENCE**

OBJECTIVES	TOPICS	LEARNING ACTIVITIES
<p>Upon completion of the fourth week the student will be able to:</p> <ol style="list-style-type: none"> 1. Complete personal goals for week four. 2. Describe effective ways of communicating with other healthcare providers. 3. Demonstrate satisfactory organizational skills. 4. Provide holistic patient care for a minimum of 50% of the nurse preceptor’s usual patient assignment. 5. Create personal goal attainment plan for week five. 6. Discuss team building and group problem solving. 7. Identify individual time style. 8. Discuss strategies to increase organizational skills. 9. Describe time management strategies. 10. Discuss principles of priority-setting. 11. Be aware of the value of time logs. 	<ol style="list-style-type: none"> I. Roles of the Nurse <ol style="list-style-type: none"> A. Provider of Care Role B. Manager of Care Role C. Members within the Discipline of Nursing II. Conflict Management III. Time Management 	<p>Assigned:</p> <p>Reading: Zerwekh & Claborn Chapter 11, 12, 13, & 25</p> <p>Review mid-term evaluation at beginning of week four.</p> <p>Spend part of one clinical day learning to transcribe physician orders.</p> <p>Observe nurses on your unit as examples of positive/negative role models.</p> <p>Clinical experience.</p> <p>Continue Journal.</p> <p>Complete conflict management focus in journal.</p>

Course Syllabus – Classroom Course

**CONCEPT: PROFESSIONALISM
BIOTERRORISM**

OBJECTIVES	TOPICS	LEARNING ACTIVITIES
<p>Upon completion of the fifth week the student will be able to:</p> <ol style="list-style-type: none"> 1. Analyze the roles of the nurse in assigned facility. 2. Provide holistic patient care for a minimum of 60% of the Nurse Preceptor’s usual patient assignment. 3. Know the variety of diseases that are likely to be involved in a bioterrorism attack and what to assess for. 4. Discuss the importance of personal protective devices and how to use them. 5. Discuss the role of the staff nurse should an internal or a community incident or threat occur. 6. Identify useful Internet resource sites to remain current with potential workplace issues (ex.: OSHA, CDC, ANA) 	<ol style="list-style-type: none"> I. Bioterrorism II. Nurse’s Role 	<p>Assigned: Reading: Zerwekh & Claborn Chapter 26</p>

Course Syllabus – Classroom Course

**CONCEPT: PROFESSIONALISM
LEADERSHIP, POWER, AND CHANGE**

OBJECTIVES	TOPICS	LEARNING ACTIVITIES
<p>Upon completion of the sixth week the student will be able to:</p> <ol style="list-style-type: none"> 1. Complete personal goals for week six. 2. Provide holistic nursing care for a minimum of 75% of the Nurse Preceptor’s usual patient assignment. 3. Complete the facility skills checklist (as available). 4. Evaluate overall effectiveness of clinical Preceptorship experience. 5. Differentiate between management and leadership. 6. Describe various types of management. 7. Compare various leadership styles. 8. Distinguish between power and authority. 9. Identify characteristics of effective work groups. 10. Discuss the change process. 	<ol style="list-style-type: none"> I. Clinical Focus <ol style="list-style-type: none"> A. Provider of Care Role B. Manager of Care Role II. Leadership III. Power IV. Change 	<p>Assigned:</p> <p>Reading: Chapter 10, 11, 12</p> <p>Clinical experience.</p> <p>Complete clinical journal.</p> <p>Receive final evaluation from nurse preceptor and faculty facilitator.</p> <p>Complete application for FNA.</p>