NURS010

Nursing Fundamentals in the Medical Surgical Setting

Evergreen Valley College

Nursing Program

Fall 2021

Syllabus

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***Evergreen Valley College***

***Course Outline***

**Fundamentals of Nursing**

**Course Instructors:**

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**Section I – Course Information:**

 **Units: 9 units**

 **Lecture = 5 units**

 **Lab = 4 units**

**Course Prerequisite: Biol 071, Biol 072, Biol 074, ENGL 001A, all with a minimum grade of C, and admission into the EVC Nursing Program \* (page 118 EVC College Catalog)**

**Co-requisite: None**

**Advisory Level:** Read: 3 Write: 3 Math: 2

**Section II – Course Description:**

This course addresses the health needs of individuals of varied psychosocial and cultural backgrounds. Nursing skills are developed to adapt nutrition, hygiene, comfort, safety, and pharmacology for each client. This course is designed to apply the nursing process to the health needs of the adult client utilizing basic nursing skills and caring behaviors to meet physical, social, and emotional needs. The Client Needs approach is used as the framework for providing safe and effective nursing care. The course includes clinical experiences in health care facilities.

**Section III – Textbooks: Required**

Cheung, K. Khare, P. & Johnson,G., (2021). *Fundamentals of nursing syllabus*. San Jose: Evergreen Valley College

Adams & Urban (2019) *Pharmacology connections to nursing practice (4th Edition) Pearson* ISBN-9780135949221

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| --- |
| Ackley, B. et al (2020). Nursing Diagnosis Handbook. (12th Ed.) St. Louis/ Elsevier ISBN: 978-0-323-55112-0 |

Kwong, Roberts, Hagler, Reinisch, & Harding, (2020). Lewis's *medical surgical nursing: assessment and management of clinical problems (*11th Ed.). St. Louis: Mosby/Elsevier ISBN: 978-0-323-55149-6

Pagana, K.D. & Pagana, T.J., (2018) *Mosby’s manual of diagnostic and laboratory tests*. (6th Ed) St. Louis: Mosby/Elsevier ISBN: 9780323446631

Potter & Perry (2021). *Fundamentals of nursing* (10th Ed.). St. Louis: Mosby/Elsevier ISBN: 9780323677721

Touhy, T., & Jett, K (2018). *Ebersole and Hess’ Gerontological nursing & healthy aging* (5th Ed.) St. Louis: Mosby/Elsevier ISBN: 9780323401678

Vallerand, A., Sanoski, C., Deglin, J. (2017) Davis’s drug Guide for Nurses (15th or current Ed.) Philadelphia, F.A. Davis Co. (Or any equivalent drug book)

ATI Book Bundle (instructions on how to order provided in Email from Program Coordinator)

*ATI Pharmacology Made Easy*

 *ATI Skills Modules*

 *ATI Dosage Calculation 2.0 Dimensional Analysis*

 *ATI Dosage Calculation 2.0 Desired over have*

 *ATI Dosage Calculation 2.0 Ration and Proportion*

Skills Bag (instructions on how to order provided in Email from Program Coordinator)

**Section III – Textbooks: Recommended**

Venes, D. (editor). *Taber’s cyclopedic medical dictionary*. (Current Edition) FA Davis

**Section IV – Student Learning Outcomes (SLOs):**

**Safe and Effective Care**

Provide safe & effective care to adults and geriatric clients consistent with professional standards and best practices at the beginner level.

**Health Promotion and Health Maintenance**

Utilize (initiates the use of) the nursing process at the beginner level to enhance optimal health outcomes for adult and geriatric clients.

**Physiological Integrity**

Utilize the nursing process to optimize nursing care for adult and geriatric clients

to achieve maximum physiological integrity and reduce the client’s risk potential at the beginner level.

**Psychosocial Integrity**

Utilize caring behaviors that support spiritual, mental, and psychosocial well-being of the adult and

 geriatric client, at the beginner level.

**Professional Role of the Nurse**

 Demonstrate accountability for providing nursing care that adheres to professional standards and incorporates legal and ethical principles, at the beginner level.

**V. Lecture Course Content**

a. Introduction

i. EVC Nursing Model

ii. Nursing program policies and procedures

iii. Roles & Responsibilities of Hospital Personnel

iv. Characteristics of the Nursing Profession

v. General Concepts of the Professional Role

b. Nursing Process

i. Components

ii. Socio-cultural factors

iii. Growth and development

iv. Critical thinking

v. Application of the nursing process

vi. How nursing interventions promote health

c. Basic nursing care

i. Body mechanics

ii. Transfer devices

iii. Bed making

iv. Bed bath/hygiene

v. Vital signs

vi. Assessment of body systems

d. Nutrition

i. Influencing factors

ii. Dietary guidelines

iii. Dietary needs

iv. Hospital diets

v. Application of nursing process

e. Basic GI/GU concepts

i. Review anatomical structures and physiological functioning (reading only)

ii. GI/GU terminology

iii. Basic GI assessment

iv. Basic GU assessment

v. Complication

vi. Enemas

vii. Catheterizations

viii. Collection of lab specimens

ix. GI medications

x. Application of nursing process

f. Physical safety within the health care setting

i. General concepts

ii. Assessment for risk

iii. Injury prevention

iv. Patient assaults

v. Client abuse

vi. Restraints

vii. Initiate Code Procedure

viii. Application of the nursing process

g. Medical asepsis

i. Review of body defenses

ii. Review of chain of infection

iii. Implementation of medical aseptic techniques

iv. Isolation precautions

v. Application of the nursing process

h. Surgical aseptic technique

i. Sterile technique

ii. Application of the nursing process

i. Mobility

i. Application of physiological and pathophysiological concepts

ii. Hazards of immobility

iii. Application of the nursing process

j. Interpretation of vital signs

i. Clinical implications

ii. Application of the nursing process

k. Nursing care of the surgical client

i. Pre-op

ii. Post-op

iii. Cultural considerations

Sleep and rest

v. Pharmacological interventions

vi. Anesthesia

vii. Conscious sedation

viii. Informed consent

ix. Application of the nursing process

l. Nursing care of the client in pain

i. Review the physiology of pain

ii. Pain assessment

iii. Pharmacological interventions

iv. Non-pharmacological interventions

v. Application of the nursing process

m. Administration of medications

i. Pharmacodynamics

ii. Ethnic considerations

iii. Pharmacokinetics

iv. Safe preparation and administration

v. Adverse reactions/side effects

vi. Interactions with food or other medications

vii. Legal methods of reporting and recording medications

viii. Application of the nursing process

n. Nursing care of the client with body fluid and electrolyte disturbances

i. Review distribution of body fluids

ii. Electrolytes- K, Na

iii. Medications

iv. Review homeostatic mechanisms regulating fluid volume

v. Disturbances in fluid volume

vi. Laboratory data

vii. Application of the nursing process

o. Nursing care of client with alterations in cardiac function

i. Review structure and function of cardiovascular system

ii. Factors influencing cardiac function

iii. Alterations in cardiac function

iv. Assessment

v. Diagnostic Studies

vi. Medications

vii. HTN

viii. Application of nursing process

p. Nursing care of the client with alterations in oxygenation

i. Review structure and function of the pulmonary system

ii. Oxygen delivery systems

iii. Oxygen saturation

iv. Medications

v. Application of the nursing process

q. Nursing care of the client with Diabetes

i. Diabetes Medications

ii. Complications

iii. Application of the nursing process

r. Communication

i. Verbal communication

ii. Written communication

iii. Legal responsibilities

iv. Health Care Team

s. Nursing care of the client with altered skin integrity

i. Inflammation

ii. Wound Healing

iii. Application of the nursing process

t. Nursing care of the client with joint replacement

i. Hip replacement

ii. Knee replacement

iii. Application of the nursing process

**Section VI – Teaching/Learning Methods:**

1. Classroom/ Online format
	1. Lecture and Discussion
	2. Clinical Scenarios
	3. Media
	4. Reading assignments
	5. Written assignments
2. Lab: Nursing Program Resource Center (NPRC) and Health Care Facility
	1. NPRC: Practice of nursing skills such as injections, medication administration, NG insertion etc. in Nursing Practice Resource Center includes ATI skills videos as assigned in reading schedule. This resource is designed to assist you as you learn new skills and progress through the course. It is strongly recommended that you complete each of the assigned skills video and present the completion certificate to your NPRC professor.
	2. Health Care Facility assignments
	3. Pre and post conference discussions
	4. Clinical Assignments/ Clinical Records
	5. Student presentations
	6. Observational experience
	7. Simulation Lab Experience
3. ATI resources and videos: Go to 1) My ATI 2) Apply 3) Skills Modules 3.0 along with their other tutorials.

**Section VII – Methods of Evaluation:**

1. **Students may be evaluated using a variety of methods including: (i) on-site proctored tests, (ii) remotely proctored tests, (iii) non-proctored tests, (iv) term papers, (v) clinical evaluations, (vi) individual and group presentations, (vi) skills testing, and/or (vii) other methods deemed suitable by the course faculty. All assignment submissions are subject to originality assessment using plagiarism detection tools at the discretion of the course faculty**.
	* 1. Must achieve a 75% or above to pass the course
		2. If a student does not pass at least 50% of the exams with a 75% or above, the student will not pass the course and cannot receive a grade higher than a D.
		3. Test scores are not rounded up.
		4. No exam questions will be eliminated, rather they will be nullified (as deemed by the instructor). To nullify a question means to accept all choices as correct. No extra credit will be given to a student who scored the item correctly. Total points for the exam will remain the same.
		5. All students are required to take the Proctored ATI Fundamentals Assessments at a designated time in the semester. Students can earn up to 4% of the total number of points for a course depending on the level they achieve for each ATI exam. In order for the student to obtain the points the student must:

**A.** Submit documentation of a 90% score on the non-proctored exam on the proctored exam day

**B.** Take the proctored ATI exam and achieve Level 1 for 2% of course point, Level 2 for 3% of course points or Level 3 for 4% of course points. (Less than Level 1= 0%)

**Note:** If a student does not reach 90% on the practice exam or does not submit documentation on the proctored exam day, he/she can take the proctored exam but will not receive course points. Students will not be permitted to retake the proctored exam.

* + 1. Must receive a satisfactory in clinical to pass the course.
			1. Includes satisfactory completion of clinical records
			2. Satisfactory completion of skills lab
		2. The theory grade will be the grade received for the entire course.
1. **Theory: Written Tests and Assignments Include:**
	1. Exams
		1. Exams (Total of 4 including Final)
		2. Final (100 point cumulative final)
	2. Quiz (s)
		1. Quizzes are announced and based upon the assigned readings
		2. May be take home or in-class
		3. 5 quizzes worth 5 points each
		4. Gerontology health history 5 points
	3. Required Term paper using APA format. Instructions posted on Canvas (50 points)
	4. ATI Fundamentals of Nursing (refer to policy above)

1. **Clinical**
	1. All overall student-learning outcomes (SLOs) must be met to receive a grade of satisfactory for the course. The descriptive behaviors, which follow each overall student-learning outcome, will be used as guidelines. A satisfactory in clinical is needed to pass the course. The theory grade will be the grade received for the entire course.
	2. Math Exam: The student is expected to achieve a score of 100 % on dosage calculation exam. The student will be allowed a total of 3 attempts to pass the math exam. If a student does not reach 100% on the 3rd and final attempt, the student will not pass the course and will receive a failing grade for N001. (Please see Math Contract page)
	3. **In a situation that endangers the safety of a client, a period of remediation is not appropriate. The student will receive an unsatisfactory in clinical at that time and will not be allowed to continue in the clinical experience. The decision will receive the concurrences of another faculty member and the Dean of the Nursing Department.**
	4. If a student is unsatisfactory in clinical, the student will not pass the course and the grade for theory will be an F.

Grading scale

1. Points from the three exams, final exam, quizzes, and a term paper will be added together. ATI points will be calculated and added to the total points for the course. **Each student must pass at least two exams with a 75% or greater in order to pass the course.** Grades will be assigned according to the percentage.
2. Scale: 90% -100% = A

80% - 89% = B

 75% - 79% = C

60% - 74% = D

Below 60% = F

1. **Students must pass the theory portion of the course with a minimum grade of 75% (a grade of C) and must** **receive a satisfactory for clinical to pass the course and continue in the nursing program.**

**E. Student Success**

* 1. We want you to be successful in this course. If you need assistance, please contact the Student Success Coordinator. The Student Success Program is designed to help students develop ways to be successful in the nursing program and to be lifelong learners.
	2. As a student you also have access to the Tutoring Center. The Tutoring Center is in the Library/Educational Technology Center Building, LE-200 and online with Net Tutor (has nursing specific tutors), and Pisces online.
	3. Students are responsible for contacting the Tutoring Center. However, if you are having difficulty making this contact or not satisfied with the assistance that you receive, please let the faculty know. There might be other resources available to assist you. Do not wait until the last minute to seek help. We know that students increase the probability of success if they seek assistance as early as possible.
	4. Your instructor is also available to assist students during office hours or at other times, as necessary. Please do not hesitate to contact them.
	5. All students enrolled in nursing programs are required to have continued access to: (i) a personal computer or an equivalent device with video and voice recording capacity, (ii) software that supports online course delivery and remote proctoring, and (iii) Internet access. The student who does not have access to a computer and/or software that meet the minimum technical requirement must notify the course faculty before the start of the course and no later than the first day of semester. The student who experiences technical difficulties that may affect their ability to take a proctored exam must immediately notify the course faculty. Enrolled students are required to maintain minimum computer competency level necessary for the participation in all course activities, including management of patients’ records at the clinical sites.
1. Disabled **Support Program** If you have or believe you have a disability, such as a learning disability or a physical disability; please consider visiting the Disabilities Support program (DSP) at Evergreen Valley College. They can provide special accommodations to qualified students, and all disability information is kept completely confidential within the DSP. A nursing student can receive accommodations without ever divulging the nature of her/his disability and utilizing DSP could mean the difference between success and failure in the nursing program. Some examples of accommodations are extended time on tests, use of a computer (in class and on tests), and priority registration. If you qualify for accommodations and want to utilize them, it is your responsibility to notify your instructor/s each semester concerning your specific needs. The DSP is in the Student Services Building, in room SC-120. The phone number is (408) 270-6447

**G. Missed Examinations:**

* 1. All students are expected to take examinations as scheduled. The student must notify the full-time faculty nursing instructor ***prior*** to the exam time, if unable to take the exam. Alternative exams may be administered to students with excused absences. It is the responsibility of the student to schedule all missed exams with the full- time faculty member, any student, with an excused absence, must take the examination on the **first day** the student returns to school. The grade a studentachieves on the exam will be the grade the student receives. No one will be allowed toretake any examination.

**H. Clinical Competency Guidelines**

1. Students are required to practice skills ***prior*** to clinical/lab setting. To participate in clinical/lab, the student must show evidence of physical and mental preparation for laboratory or clinical assignments. This includes, clinical prep forms, including pathophysiology, medications profile, and anticipated care for the client done to the best of your ability. The student may be dismissed from the lab/clinical area and receive an unexcused absence for lack of preparation. (Please see Skills Lab Contract page)

**Section VIII – Attendance:**

A. **Regular attendance in classroom and clinical areas is required for students to meet learning outcomes, and to ensure minimum clinical hours are met.**

 **1.** For each course, students may not miss more than the equivalent of the lecture time a course meets in a one-week period.  If the course involves asynchronous discussions and/or other independent activities, failure to meet the participation requirement in such activities as outlined in the course syllabus will be treated as an absence for the duration of time allocated to the activity.

 **2.** Students may not miss more than the equivalent of the hospital-based clinical time a course meets over a one-week period. All clinical absences must be made up using alternate learning experience, within the time frame assigned by the faculty or before the end of clinical practicum, whichever comes first.

**3.** Students may not miss more than the equivalent of the skills lab-based clinical time a course meets over a one-week period.

**4.** If a student is tardy to clinical and such tardiness then results in a risk to the safety of the patient(s), as determined by the clinical instructor, then the student will be sent home and marked absent.

**5.** Three (3) unexcused tardies will be equivalent to one absence. Each additional tardy, after 3 unexcused tardies, will be considered an absence.

**6.** Students that exceed this attendance requirement are at risk for failure and must meet with their instructor to discuss consequences.

**7.** If a student is late to class or misses the class when a quiz is given, then they will not be able to take the quiz.

 **\* It is understood, life happens and you may miss a class or a deadline. Please contact your respective faculty if you anticipate being late or absent. Together we can develop a plan for success.**

**Section IX – Office Hours:**

1. **All instructors will post their office hours on their office windows as well as give students their individual hours.**

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| **Instructor** | **Office****Sequoia****Building** | **Phone Number****Main School****( 408) 274-7900** | **Email Address** | **Office Hours** |
| Khare, Poonam | S-217 | Ext. 6026 | Poonam.khare@evc.edu | Mon. 10:15-1:30pmWed./Thur. 1:20-2:30pm\*available by appointment |
| Johnson, Garry | S-212 | Ext. 6164 | Garry.johnson@evc.edu | M, W, Th 8-10am\*available by appointment |

1. Should a student need to contact their instructor they mayleave a message on the instructor’s voice mail or email the instructor. You can also call the Nursing Education Office at (408) 270-6448 if you need to reach an instructor right away and the Administrative Assistant will try to reach the instructor and have them call you.
2. Adjunct Faculty will provide you with contact information and office hours as appropriate.
3. All clinical instructors will give specific instructions on how to notify them regarding your clinical setting specific to absences, tardies, and clinical assignments. It is the student’s responsibility to notify the assigned clinical instructor if you are going to be tardy or absent.

**Section X: Policies**

 **The EVC Nursing Program adheres to all of the Evergreen Valley College policies and all of the policies and statements found in the EVC Nursing Program student handbook.**

* 1. All students are responsible for knowing the **Student Disciplinary Procedures and** **Complaint/Grievance** **Policy**, which can be found in the Student Nurse Handbook and the College Catalog.
	2. Students are also responsible for knowing and abiding by the **Standards of Student** **Conduct** located in the 2020-2021 EVC Catalog as well as the **policies on Academic Honesty and Ethical** **Behavior** in the Student Nursing Handbook.
	3. All assignments are due on time as listed in the Course Timeline and/or the written instructions for the assignment. Failure to turn assignments in on time could result in loss of points and/or a grade of unsatisfactory on the assignment. Assignments knowingly turned in incomplete can be ruled as unethical behavior and will be addressed through the College and Nursing Program Policies on **Academic Honesty and Ethical Behavior and Standards of Student Conduct**.
	4. Cheating and/or plagiarism will not be tolerated. Students will be held to the **Academic and** **Behavioral Standards and Consequences** listed in the 2020-2021 EVC Catalog and the **Academic Honesty and Ethical Behavior** policy in the student nurse handbook.
	5. Dropping Classes-A student may drop a class by using My Web; Students may also drop classes in person in the Admissions Office. Students are responsible for dropping courses by published deadlines. Failure to do so may result in non-passing grades or outstanding fees. Students can find information on dropping courses on the EVC webpage. Information on Withdrawal can be found in the EVC Catalog under Definition of Letter Grades and Symbols. **It is the responsibility of the student to drop a course if necessary**.

***LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_***

***\_ Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Please Print*

***Permission Forms***

*I give permission to the Nursing Department at Evergreen Valley College to give my name and telephone number to the nursing services of the health care facility to which I am assigned for lab.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Signature*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Home Phone # Work Phone #*

*I give permission to the Nursing Department at Evergreen Valley College to furnish the health care facility to which I am assigned a copy of my health records.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Signature*

*I give permission to the Nursing Department at Evergreen Valley College to furnish recommendations/ evaluations to employment agencies that I authorize through a request.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Signature*

**Evergreen Valley College**

**Nursing N010**

**Math Requirement/Contract**

Safe administration of medication is a requirement in nursing. Accurate calculation of dosage and/or rate of administration are essential to client safety. Clinical objectives regarding the safe administration of medication cannot be met without successfully passing the math exam. The content for this math exam will cover material from the N001 Pharmacology text and the N010 practice test as well as ATI dosage calculation practice

(See lecture/skills assignments)

A math test must be successfully passed at 100% within the allocated time frame (one hour). All answers must be labeled correctly and rounded to the tenth (10th) if applicable at the end of the equation to receive credit.

With each attempt the math exam will be graded as follows:

1. If the math exam is completed ≥ 90% level of accuracy, the student has one opportunity to correct the missed problems to achieve 100%.
2. If the math exam is completed at an 80-89% level of accuracy, the student has a) one opportunity to correct missed problems **and** b) must successfully pass a test of comparable problems equal to the number missed to achieve 100%. If the student then does not reach 100% at that time, the student must retake a complete math exam.
3. If the math exam is completed < 80% level of accuracy, then the student must re-take a complete math exam to achieve 100%.

The student will be allowed a total of 3 attempts to pass the math exam. Calculators may be used. There are no partial right answers.

* + - 1. If student does not reach 100% on the first attempt, the student will contract with instructor to remediate before taking the test at scheduled 2nd time.
			2. If student does not reach 100% on the second attempt, the student must bring proof of remediation from the math lab or math tutor before the final scheduled attempt.
			3. If student does not reach 100% on the 3rd and final attempt, the student will not pass the course and will receive a failing grade for N010.

**Student will not be allowed to administer medication to clients in the hospital setting until the student has successfully passed the math exam. In order to receive a satisfactory completion of the math contract, the student must receive 100% accuracy on the math exam**.

I have read the above and understand the math requirement for Evergreen Valley Nursing program.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Retain a copy of this math contract for your own records; turn in copy to your clinical instructor)

**Evergreen Valley College Nursing Program**

**N010 Skills Lab**

**Requirements/Contract**

The Evergreen Valley College Nursing Program courses have theoretical and clinical components. The skills lab provides students with the opportunity to practice clinical skills and receive instructor’s critique prior to performing these procedures in the clinical setting.

The skill / procedure sequence list required readings and media assignments are available in the student’s lecture schedule on Course Learning Management System.

The Course “Skills Checklist” lists the individual skills. Upon the satisfactory demonstration of the procedure in the skills lab the instructor will sign the skills checklist column. Students may then perform the procedure in the clinical area with the supervision of the instructor.

Upon the **satisfactory** demonstration of the procedure in the clinical area the instructor will sign the appropriate column of the “Skills Checklist.”

**General Directions for Skills Lab**

1. The student is responsible to prepare for all assignments prior to demonstrating the procedure in the Skills Lab.
2. Reading materials and media are available in the students required books, NPRC and the library.
3. All Skills Lab activities must be completed and signed off during skills lab before students are allowed to perform them in the clinical area.
4. The EVC faculty has identified critical skills (\*) for each course of which the students must demonstrate proficiently, without notes or instructor’s coaching in the skills lab in order to be signed off by the instructor.
5. Wear appropriate clothing for the skill being practiced.
6. Bring appropriate equipment for the skill being practiced.
7. Bring copy of the “Skills Checklist” to every skills lab and clinical experience.
8. Skills lab sessions are mandatory. Arrangement for makeup assignments must be made with skills lab instructor.
9. Students are expected to notify instructors of their absence before the scheduled start of the session. (Phone message or Email).
10. Additional practice time is available during open labs and by appointment with skills lab instructor.

I have read the above document and will comply with its stipulations.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Acceptance of Course Responsibilities**

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clinical Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read, reviewed, and understood the contents, student learning outcomes, and requirements as stated in this syllabus; and I agree to abide by them.

I understand that I may not photocopy or print documents containing client chart information at any clinical site. Failure to adhere to this guideline may result in clinical failure and expulsion from the nursing program.

I understand that I can attend lecture if I fail clinical until I withdraw from the course. If I remain in the course after a clinical failure, I will receive an F in the course. I must withdraw from the course myself; faculty cannot withdraw for me.

 Student Signature

**Evergreen Valley College**

**N010**

**Rules for Remote Exam Proctoring Using Proctorio**

1. Students are required to have: (i) Internet access, and (ii) a personal computer or an equivalent device with a web camera, a microphone and Chrome browser with Proctorio extension. Please refer to Proctorio System Requirements (<https://proctorio.com/system-requirements>) for detail technical specifications.
2. Students are required to complete Proctorio Practice Quiz to test the compliance with the minimum technical requirements. Failure to complete the test will preclude complaints of technical problems at the time of exam.
3. The webcam and microphone must be enabled and turned on for the duration of exam.
4. The use of computer(s) not used to take the exam, smart phones and other devices with recording capacity is absolutely prohibited.
5. All devices with recording capacity must be removed from the room/space where the student is taking the exam.
6. The exam questions and answers must not be read aloud. Ear plugs only are acceptable.
7. The room/space where the exam is being taken must be quiet and well lit. No other person (an adult or a child), moving objects or animals can be present in the room/space.
8. Food and drinks are never allowed in exam areas. Unless specifically cleared by the course instructor, the use of note taking materials and other aids is not allowed
9. Once the student completes the identification procedure, they are required to stay in front of the camera until they complete the exam.
10. The identification procedure may involve presenting the valid EVC or government issued ID in front of the camera, and 360 degree recording of the room BEFORE the start of exam.
11. It is each student’s responsibility to arrange the testing space that meets the outlined criteria and to ensure that they meet the technical requirements.
12. Any technical issue affecting the student’s ability to commence or continue exam must be immediately reported to the designated course faculty.
13. Failure to comply with the proctoring rules may be treated as an act of academic dishonesty.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_