



**Reid State Technical College  
Course Syllabus**

**NUR 109  
Role Transition  
for the Practical Nurse**

**I. NUR 109 – Role Transition**

Theory	2 credit hours
Lab	1 credit hour
Clinical	0 credit hours
Total _____	3 credit hours
<b>Total contact hours - 5</b>	

**II. CLASS MEETING DATES/TIMES/LOCATION**

<b>Atmore Campus:</b>	<b>Wednesday &amp; Thursday-</b>	<b>1330-1640</b>
<b>Evergreen Campus:</b>	<b>Wednesday &amp; Thursday</b>	<b>1330-1640</b>

**III. INSTRUCTOR, CONTACT INFORMATION, CONTACT POLICY, OFFICE HOURS/LOCATION**

***Atmore Campus:*** Ann Nobles, MSN, RN  
Office: RSHC 211  
Phone: 251-368-0135 (with voice mail)  
Cell : 251-230-0252 (voicemail & text)  
Email: [anobles@rstc.edu](mailto:anobles@rstc.edu)

***Evergreen Campus:*** Roslana Gray, DNP, RN  
Office: Building 200  
Office Phone: 251-578-1313 ext 139  
Home Phone: (251)227-0457  
Email: [rgray@rstc.edu](mailto:rgray@rstc.edu)

See office door for schedule of posted office hours. If additional times are needed please contact instructor for an appointment

#### **IV. COURSE DESCRIPTION:**

This course provides students with opportunities to gain knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, computer-assisted simulations and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing

#### **V. PREREQUISITE(S)/CO-REQUISITE(S)**

##### **Prerequisites:**

- NUR 105 – Adult Nursing
- NUR 106 – Maternal and Child Nursing
- ENG 101 – English Composition I
- BIO 202 – Anatomy and Physiology II (If student selected BIO 201)

#### **VI. CO-REQUISITE(S)**

##### **Co-requisites:**

- NUR 108 – Psychosocial Nursing
- NUR 107 – Adult/Child Nursing

#### **VII. TEXTBOOK(S) AND OTHER LEARNING RESOURCES**

Hill and Howlett (2013). Success in Practical Vocational Nursing (7<sup>th</sup> ed), Elsevier.

Silvestri, L. A. Comprehensive Review for NCLEX-PN (current ed.) Elsevier.

All the ATI textbooks, CDs , and computer assignments.

## VIII.

### MODULE A – CURRENT ISSUES IN HEALTH CARE

A1.0 Explain current issues in health care.

#### A1.1 This module is measured cognitively.

- A1.1.1 Differentiate between primary, secondary, and tertiary health care services.
- A1.1.2 Explain factors that influence health care.
- A1.1.3 Explain services provided in selected health care settings.
- A1.1.4 Explain the role of the licensed practical nurse in selected health care settings.
- A1.1.5 Predict the effect of staffing patterns, full time equivalent, acuity, and patient classification systems on the quality of health care.
- A1.1.6 Describe the differences among financial programs for health care service reimbursement.
- A1.1.7 Explain the role of the licensed practical nurse in quality improvement and quality assurance.
- A1.1.8 State the importance of resource management.
- A1.1.9 Explain the response of the licensed practical nurse to current challenges in health care.
- A1.1.10 Explain the impact of emerging technologies in health care.

### MODULE B – PRACTICAL NURSING LEADERSHIP AND MANAGEMENT

B1.0 Demonstrate leadership and management skills.

#### B1.1 Given scenarios use leadership and management skills to resolve selected issues in health care.

- B1.1.1 Contrast the roles of registered nurse, practical nurse, and unlicensed assistive personnel.
- B1.1.2 Differentiate between leadership and management.
- B1.1.3 Identify leadership styles.
- B1.1.4 Identify leadership skills.
- B1.1.5 Explain the roles and responsibilities of members of a team.
- B1.1.6 Explain the role of the licensed practical nurse related to professional and collaborative communication within the health care team.
- B1.1.7 Explain the relationship between decision making and problem solving.
- B1.1.8 Outline the skills needed for effective management.
- B1.1.9 Explain prioritizing client care.
- B1.1.10 Differentiate between assignment and delegation.
- B1.1.11 Explain the rights of delegation.
- B1.1.12 Explain the legal aspects of delegation according to Boards of Nursing.
- B1.1.13 Explain time management.
- B1.1.14 Explain conflict management.
- B1.1.15 Explain stress management techniques.
- B1.1.16 Explain the role of the licensed practical nurse in client advocacy.

### MODULE C – PROFESSIONAL PRACTICE ISSUES FOR PRACTICAL NURSES

C1.0 Incorporate professional practices into managing client care.

#### C1.1 Given clinical situations or scenarios, intervene professionally as a licensed practical nurse.

- C1.1.1 Explain application of laws pertaining to nursing practice.
- C1.1.2 Explain the scope of practice for licensed practical nurses according to the Nurse Practice Act.
- C1.1.3 Identify actions to take concerning actual or suspected sexual harassment.
- C1.1.4 Explain the impact of cultural diversity on health care.
- C1.1.5 Identify actions to take concerning workplace violence.
- C1.1.6 Explain legal and ethical issues related to end-of-life decisions.

- C1.1.7 Differentiate among advanced directives, living wills, and durable power-of-attorney for health care (DPAHC).
- C1.1.8 Recognize breaches of client confidentiality and privacy.
- C1.1.9 Explain elements of malpractice.
- C1.1.10 Explain application of ethical principles.
- C1.1.11 Explain whistleblower protection statutes.
- C1.1.12 Explain professional behaviors and expectations of licensed practical nursing.

#### **MODULE D - TRANSITION TO THE WORKPLACE**

- D1.0 Explain state board of nursing and licensure eligibility requirements.
  - D1.1 This competency is measured cognitively.**
    - D1.1.1 Explain state board of nursing and licensure eligibility requirements.
    - D1.1.2 Explain applying for licensure using online resources.
    - D1.1.3 Explain licensure renewal.
- D2.0 Prepare for transition to the workplace.
  - D2.1 Practice effective job search techniques.**
    - D2.1.1 Explain conducting a job search.
    - D2.1.2 Identify elements of a job description.
    - D2.1.3 Describe proper telephone etiquette.
  - D2.2 Develop required correspondence for obtaining a job in health care.**
    - D2.2.1 Identify components of a resume.
    - D2.2.2 Identify components of a cover letter.
    - D2.2.3 Identify the process of completing a job application.
    - D2.2.4 Identify components of a letter of resignation.
  - D2.3 Role play the position of an applicant seeking a job in health care.**
    - D2.3.1 Explain the process of participating in a successful job interview.
    - D2.3.2 Explain proper dress and appearance for a job interview.
  - D2.4 This competency is measure cognitively.**
    - D2.4.1 Explain career mobility options for the practical nurse.
    - D2.4.2 Explain pre-employment examinations and drug screening requirements.
    - D2.4.3 Explain background check requirements for employment.

#### **MODULE E - NCLEX - PN PREPARATION**

- G1.0 Prepare for the NCLEX.
  - G1.1 Take necessary actions to prepare to complete the NCLEX-PN.**
    - G1.1.1 Explain the history of the NCLEX-PN/Computerized Adaptive Testing (CAT).
    - G1.1.2 Explain the steps for preparing for the NCLEX-PN.
    - G1.1.3 Identify elements of the NCLEX-PN test plan.
    - G1.1.4 Explain test taking strategies.
    - G1.1.5 Explain the elements of a prescriptive plan for remediation.

## **X: COURSE CONTENT OUTLINE**

### **MODULE A – CURRENT ISSUES IN HEALTH CARE**

- Health care delivery systems
  - Types of health care services
    - Primary
    - Secondary
    - Tertiary
  - Factors influencing health care
    - Accessibility
    - Cost
    - Quality of services
  - Health Care Settings
    - Ambulatory services
    - Inpatient care
    - Home health
    - Long-term care
    - Day programs
    - Assisted living
    - Hospice
    - Schools
    - Industrial clinics
    - Community nursing centers
    - Voluntary health care agencies
    - Rural primary care hospitals
- Trends and economics in the health care delivery system
  - Role of the licensed practical nurse
  - Staffing, FTE, acuity, patient classification systems
  - Managed care
    - Preferred Provider Organizations (PPO)
    - Health Maintenance Organizations (HMO)
    - Exclusive Provider Organizations (EPO)
  - Government Sponsored Insurance Plan
    - Medicare – Medicaid
    - Diagnostic Related Groups (DRG)
    - Military Health Care (Tri-care/CHAMPUS)
    - Children’s Health Insurance Program
  - Private Pay/Non-insured
  - Private Insurance
  - Independent practice
  - Quality improvement/quality assurance
    - Cost-effective practices
    - Quality assurance practices
    - Quality improvement practices
    - Critical pathways, care maps, nursing care plans
- Resource management
- Challenges for healthcare providers within the health care system
  - Disillusionment with providers
  - Loss of control
  - Decreased hospital use
  - Changing practice settings

- Ethical issues
- Vulnerable populations
- Nursing’s response to health care challenges
  - Agenda for health care reform
  - Standards of care
  - Advanced practice
- Nursing informatics
  - Computerized documentation
  - Access to information
  - Privacy protection

## **MODULE B – PRACTICAL NURSING LEADERSHIP AND MANAGEMENT**

- Differentiation of practice
  - RN
  - LPN
  - Unlicensed Assistive Personnel
- Leadership vs. management
- Leadership styles
- Leadership skills
- Team building
  - Team membership
  - Roles
  - Group dynamics
  - Professional – collaborative communication
- Decision making and problem solving
- Management skills
  - **P**lanning
  - **O**rganizing
  - **S**upervising
  - **M**onitoring
- Prioritizing care
- Delegation vs. assignment
  - Boards of Nursing
    - Administrative Code
      - <http://www.abn.state.al.us>
      - Chapter 610-X-2
    - Nurse Practice Act
  - Rights of delegation
- Time Management
- Conflict Management
  - Conflict resolution strategies
  - Negotiation strategies
  - Institutional policies
  - Contractual and informal agreements
  - Collective bargaining
- Stress Management
- Client Advocacy

## **MODULE C – PROFESSIONAL PRACTICE ISSUES FOR PRACTICAL NURSES**

- Application of laws pertaining to nursing practice
- Application of the Nurse Practice Act
- Sexual harassment
- Cultural diversity
  - Definitions and concepts
  - Influences on healthcare beliefs and practices
  - Concept of time
  - Communication
  - Social organization
    - Religious beliefs and practices
    - Family structure
    - Gender roles
  - Nutrition and food preferences
  - Wellness and illness beliefs and practices
  - Educational background
  - Practitioners and remedies
- Violence in the workplace
- Application of end-of-life decisions and the law
- Advanced directives
- Confidentiality and privacy
- Malpractice
- Ethical issues
  - Application of ethical principles
  - Euthanasia
  - Value systems
- Whistle blowing
- Professional behaviors and expectations
  - Membership in professional organizations
  - Community involvement
  - Representing the profession of nursing

## **MODULE D - TRANSITION INTO THE WORKPLACE**

- State board of nursing and licensure
  - Scope of practice
  - Continuing education
  - Temporary licensure
  - License renewal
- Employability skills
  - Job searching
    - Job descriptions
    - Telephone skills
  - Job correspondence
    - Resumes and cover letters
    - Applications
    - Letters of resignation
  - Interviewing skills
  - Dress and appearance
- Career mobility
  - Employment opportunities
  - Articulation

- Pre-employment examinations and drug screening
- Background checks

## **MODULE E - NCLEX-PN PREPARATION**

- Computerized Adaptive Testing (CAT)
- Preparing for the NCLEX-PN
- NCLEX-PN Test Plan
  - Categories of client needs
  - Phases of the nursing process
  - Percentages of items
- Test-taking strategies
- Preparation of Applications for Board of Nursing and Registration for NCLEX-PN
- Computer-assisted simulations
- Practice tests
- Development of a prescriptive plan for remediation
- Review of content specific to practical nursing
- Diagnostic NCLEX-PN readiness examination

## **Evaluation and Assessment**

There will be at least 5 written examinations. Questions on each test will be primarily objective and may include: multiple choice, fill in the blank, true/false, matching, select all that apply, pharmacological, dosage calculations (no multiple choice), and short answer. Diagrams will also be used as well as laboratory requirements. Only answers on the scantron or the instructor provided answer sheet will be considered. Answers coded wrong on the scantron by the student but right on the test booklet will not be accepted for credit. Students should also expect to have preparation quizzes each day.

Students will be required to take monitored Saunders and ATI computer tests. Prior to taking the scheduled monitored Saunders/ATI computer exam, the student must turn in at least 3 attempts verified with score sheets of the scheduled exam with at least one score of 75 or greater. Students will complete remediation based on the level benchmark for each ATI exam. Students scoring a Level III benchmark on each ATI exam will be required to complete **1** hour of remediation. Students scoring Level II benchmark on ATI exams will be required to complete **2** hours of remediation. Students scoring Level I on ATI exams will be required to complete **3** hours of remediation. Students scoring below Level I on any ATI exam will be required to complete a minimum of **4** hours of remediation. All remediation must be done using the focused review for the exam. The computer exams will be averaged together and count as a stand-alone grade. The student will be allowed to use a calculator for any math problems on the exam.

### **Exam Procedures**

It is essential that testing times are quiet. Once a student leaves the testing area, the student will not be allowed to return until all students have completed testing. Pencils, tests, answer sheet forms, and calculators if specified, are the only items allowed on the desk for exams. Calculators are not allowed for testing unless specified. If allowed, calculators must have instructor approval and may not be shared. A #2 pencil with eraser is required for all tests. No handbags, backpacks, book carriers, books, drinks, food, cell phones and/or other electronic devices are allowed on top of, under, or around any desk during testing. No hats may be worn during testing. If assistance is required during the test, the student should raise his/her hand to signal need of assistance from the instructor. Tests are timed. Students arriving late for an exam must take the exam in the remaining time available. Students arriving late for a quiz will not be allowed to take the quiz, pending the instructor's discretion. Students are not to approach instructors for exam results for at least 48 hours after exam completion. Instructors will post exam scores as soon as they are able.



## Exam Reviews

Exam reviews will be held at the discretion of the instructor. Attendance is encouraged. Every attempt is made to review within one week of the date for which a test was given. During test reviews students are not allowed to take notes or to record in any form; pencils, pens, recorders, cell phones, etc. are not allowed. Disputes related to test items are not discussed during test reviews. Any student who disagrees with a keyed answer on a test item must complete the "Request for Instructor Review of Test Items" form. The form for review of test items must be submitted within 72 hours from the date the exam was given or from the date the exam was reviewed, whichever is the latest. The instructor and another faculty, or the department chairperson will review the question. The student is to be provided feedback within one week of submission. Test reviews may be terminated if the class becomes disruptive. Students must then, schedule an appointment with the instructor to review the test individually. Any student who wishes to review a test individually must make an appointment with the instructor within one week from the time of test review. Students will be allowed to review a photocopy of their test scantron sheet in the presence of the instructor during individual exam review. Students may only view the previous exam. No student will be allowed to review exams the week before final exams, and at no time may students request to review all scantrons from a course. For final exam review, an appointment must be made with the instructor.

## Dosage Calculation Exams

All students will have to pass the pre-clinical math exam with a grade of 80 or higher. Students that are unsuccessful on the first attempt will be allowed to repeat the exam only once. The retake will be an entirely different test, not the same one. A student must make a passing grade of 80% to be allowed to go to clinical. The first take, if below 80, will be averaged together with the retake for a test grade in the nursing course that the student is registered for (NUR 105, NUR 107, or another course if student is out of progression, ie, NUR 106). **Students who are unable to pass the pre-clinical math exam on the second attempt must drop from the course with a clinical component and any nursing co-requisites. At this time, the student should either plan an intensive independent review on his/her own, or repeat the course in which he/she failed to successfully learn the necessary competencies.**

The student must bring his/her own calculator. Students may not share calculators during the exam. Cell phones, pilots, etc. will not be allowed in the classroom during exams. Only a standard calculator will be allowed.

Students will be required to do drug sheets as assigned. The information contained on the drug sheets will be used to give a comprehensive pharmacology exam at the end of the semester. It will be the student's responsibility to keep copies of each drug sheet.

## Grading

A grade of D or F is not acceptable for any course in the standardized practical nursing curriculum (including Math, English, and Biology). A student must maintain a C or better to progress in the program.

### Grading Scale:

A=90-100	F=below 60
B=80-89	AU=Audit
C=75-79	I=Incomplete
D=74-60	W=Withdrawn

No rounding of test scores (daily, weekly, or final exam) will be done (78.6 is 78.6). Only the final course grade average will be rounded: 0.5 or higher will be raised to the next whole number (Example 79.5 or higher will be rounded to 80). A student must have a 75 or better average in nursing courses to pass and be allowed to progress in the nursing program. A student must pass theory and clinical of NUR 107 in order to pass the course. The theory component will be averaged with exams counting 65% and the final counting 35%. Failure

in one component (either theory or clinical) will constitute a failure in the course regardless of the course average.

**Chapter Tests/\*Other Assigned Work=65%**

\* Saunders/ATI exams, Preparation quizzes,

**Comprehensive Final Examination =35%**

ATI and Saunders Comprehensive Exams

\*All course work, including makeup tests, assignments, remediation, and make-up time must be completed prior to being eligible to take the Final exam. The student will only be allowed (1) opportunity to take the final exam and it will be recorded as the final exam grade. No retakes will be given on the final exam. The student will be required to make high enough on the final exam to average in for a passing average of 75 according to the required percentage (theory portion 65% and final exam 35%).

**\*\*Students must pass the clinical component as well as the theory component in order to pass the course. See clinical syllabus for clinical requirements.**

**Make-up Exams**

Only one make-up exam is allowed, for both written and computer exams. If more than one exam is missed, a grade of zero will be given for that exam. For computer exams, if the student is not prepared with three practice attempts, all **prior** to the date of the computer exam, and with at least one attempt having a grade of 75 or greater, the student will not be allowed to take the computer exam that day and will count as a missed computer exam. As with written tests, only one make-up exam is given. If more than one computer exam is missed, a grade of zero will be given for the exam. All make-up exams, including computer exams, will be administered within a week of the last withdrawal date. Students who miss the assigned make-up date will receive a zero for that exam. Make-up exams are subject to be different from the original exam, and the make-up computer exam will be the first one missed. If the student fails to provide practices, as defined above, for the computer exam, the student will not be allowed to take the make-up computer exam and a grade of zero will be recorded for the make-up computer exam. Early exams are given only by the discretion of the instructor for extenuating circumstances.

***Implemented Summer 2016***

**POLICY ON P QUIZZES**

1. Students should also expect to have preparation quizzes each day. The preparation quizzes will be given randomly in class and will question the student on content that he/she should have read prior to class.
2. Students will not be allowed to make-up preparation quizzes. These quizzes will be averaged together for one major test grade. Preparation quizzes will be given randomly during class sessions. This could include at the beginning, in the middle, or the end of class.
3. The P quizzes may consist of multiple choice, essay, matching, and diagrams. P quizzes could consist of from one to ten questions. The material covered in the P Quizzes will include the learning objectives, key terms, chapter readings, and other assigned material deemed by the instructor. If the content being covered is from one chapter, the P quiz will be taken from the learning objectives and key terms for that particular chapter. If the content being covered is coming from one or more chapters, the P quiz will be taken from the learning objectives and key terms included in the first two chapters. This should provide the student a basis to prepare for class.

**Policy on Posting of Final Course Grades**  
**Health Careers Division: Practical Nursing**  
**Reid State Technical College**

Final exam grades and final course averages will not be given out at the end of the semester. Final course grades will be posted on-line and it will be the responsibility of the student to access their grades. A student must have their student identification number (not social security number) in order to access on-line information.

If a student has any questions concerning their course grade, the student must contact Mrs. Grace or Ms. Harrison (General Education Chairperson) to set up an appointment to review final course averages with the course instructor. This will be done at a time convenient to faculty.

Students are encouraged to keep up with their grades and to know their grade average prior to taking the final exam. Students will be given a form for each course on which to document grades as they are accrued. Students will be given a mid-term average and each instructor will let students know where they stand the week before the final exam. It is the responsibility of the student to follow through on obtaining this information if they are absent the day the instructor passes out this information.

Students should access their grades in a timely manner to determine if they are eligible to participate in the pinning ceremony and/or need a schedule adjustment to progress in the program.

**XI: ATTENDANCE**

- a. Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.
- b. Students are expected to attend **all** clinical rotations required for each course. Only excused absences will be considered for make-up. However, due to limited clinical space and time, clinical make up days cannot be guaranteed. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs.

**XII: STATEMENT ON DISCRIMINATION/HARASSMENT**

The College and the Alabama Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated

**XIII: AMERICANS WITH DISABILITIES**

The Rehabilitation Act of 1973 (Section 504) and the American with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. **Please contact the ADA representative, Ms. Monica Robinson.**

#### **XIV: STUDENT ACKNOWLEDGEMENT FORM**

Please Read & Sign, and then return to your instructor.

This is to verify that I have received a copy of my **NUR 109 Roles and Transition** syllabus and I understand the contents therein. I also understand the grading policy, the evaluation policy, the absentee policy, the attendance policy, the final exam policy, the preparation quiz policy, and the make-up work policy as it is outlined in the Nursing orientation Booklet and/or syllabus, college catalog, and student handbook.

I understand that All tests for grades will be monitored in the computer lab. I understand that I may do the computer practice programs at home as many times as you like but will be required to take the recorded test while being monitored by instructor or lab assistant as scheduled without any assistance from your books or notes.

Students must have completed *this semester* all the assigned ATI and Saunders practice tests and exams, and completed the ATI Comprehensive Practice and Saunders Comprehensive practice test prior to taking the ATI Comprehensive assessment exam and the Saunders Comprehensive exam (*Refer to ATI Testing Policy*).

The instructor will set a date for completing the assessment. Students are reminded to access their grades on-line in a timely manner to determine if they are eligible to participate in the pinning ceremony and/or need a schedule adjustment to progress in the program.

In the event a student would need to schedule any make-up computer test/work/time, it is the student's responsibility to check the instructor's posted lab/ theory times, and make an appointment accordingly, for a time when both the student and instructor are available.

I understand that this syllabus is correct at time of printing, but may require adjustments as is necessary to meet academic requirements.

I have read & understand all of the contents therein. I will abide by all of the rules & regulations established within these guidelines.

Student's Signature \_\_\_\_\_

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

**Instructor Signature:** Ann C. Nobles, MSN, RN & Roslana Gray DNP, RN

Date: 06/01/2016

