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Nursing Syllabi Spring 2017

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2017

### 231-15P Nursing Therapetuics II Practicum

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XAVIER UNIVERSITY  
COLLEGE OF PROFESSIONAL SCIENCES  
SCHOOL OF NURSING

231 Syllabus  
Spring 2017

**Course Number and Title:** NURS 231 Nursing Therapeutics II Practicum

**Number of Credits:** 2

**Number of Contact Hours:** 90 hours (6 contact hours/week): 54 lab (includes 1 simulation); 36 clinical.

**Pre Requisites:** NURS 224 & 225; BIOL 140, 141, 142 & 143; CHEM 150 & 151

**Co Requisites:** NURS 230

**Course Description:** Foundations of holistic, safe nursing therapeutics are implemented with adults experiencing transitions in a variety of health care settings. Emphasis is on the development of critical thinking through the use of the nursing process, self-assessment and inter-professional communication.

Objective	Essential	Concepts/Sample Content
1. Assumes responsibility and accountability for self as a member of the nursing profession.	VII- Clinical Prevention and Population Health  VIII- Professionalism and Professional Values  IX- Baccalaureate Generalist Nursing Practice	Roles & Responsibilities; Values; Attitudes; Ethics; Standards of Practice; Ohio Board of Nursing Principles; National League of Nursing; Nursing Process; Professional Standards; Interviewing/Communication
2. Demonstrates beginning skills in organizing care for individuals.	IV-Information Management and Application of Patient Care Technology  VII- Clinical Prevention and Population Health	Communication; Physical Assessment; Organization; Culture of Safety; Safe Administration of Medication; Health Promotion; Interviewing; Physical Assessment; Disease and Injury Prevention across the Lifespan; Holistic, Patient Centered Care that Reflects an understanding of Human Growth and Development; Informatics; Patient Care Technology; Safe Administration of Medications
3. Employs beginning skills in the application of the nursing process in caring holistically for individuals.	IV-Information Management and Application of Patient Care Technology  VII- Clinical Prevention and Population Health  Essential IX- Baccalaureate Generalist Nursing Practice	Nursing Process; Health Promotion, Disease and Injury Prevention across the Lifespan; Holistic, Patient Centered Care that reflects an understanding of Human Growth and Development; Informatics; patient care technology; basic computer skills; Safe Administration of Medications

<p>4. Demonstrates beginning skills in therapeutic clinical decision making with individuals.</p>	<p>IV-Information Management and Application of Patient Care Technology</p> <p>VII- Clinical Prevention and Population Health</p> <p>VIII- Professionalism and Professional Values</p> <p>Essential IX- Baccalaureate Generalist Nursing Practice</p>	<p>Nursing Process; Health Promotion, Disease and Injury Prevention across the Lifespan; Holistic, Patient Centered Care that reflects an understanding of Human Growth and Development; Communication; Physical Assessment; Organization; Culture of Safety; Safe Administration of Medication; Health Promotion; Leadership Concepts and Decision Making and Interprofessional Coordination in various health care settings;</p>
<p>5. Develops therapeutic relationships with patients and families in transition.</p>	<p>II- Basic Organizational and Systems Leadership for Quality Care and Patient Safety.</p> <p>VII- Clinical Prevention and Population Health</p> <p>VIII- Professionalism and Professional Values</p> <p>Essential IX- Baccalaureate Generalist Nursing Practice</p>	<p>Leadership Concepts and Decision Making and Interprofessional Coordination in various health care settings; Population Health; Communication and Collaborative Skills to Deliver Evidence Based, Patient Centered Care; Nursing Care Plan; Concept Map</p>
<p>6. Develops beginning intra and inter-professional communication skills.</p>	<p>II- Basic Organizational and Systems Leadership for Quality Care and Patient Safety.</p> <p>VII- Clinical Prevention and Population Health</p> <p>VIII- Professionalism and Professional Values</p> <p>Essential IX- Baccalaureate Generalist Nursing Practice</p>	<p>Inter and intraprofessional Communication and Collaborative Skills to Deliver Evidence Based, Patient Centered Care; Caring; Ethical Codes, Core Values; Advocacy; Autonomy; Safety; Holistic, Nursing Process; Teaching and Evaluation throughout the Lifespan.</p>

**Related Essentials of Baccalaureate Education**

Essential II- Basic Organizational and Systems Leadership for Quality Care and Patient Safety. Students apply leadership concepts and decision making and interprofessional coordination in various health care settings. Communication skills and concepts of safety are promoted to allow students to create a culture of safety and caring to promote achievement of safe and quality outcomes of care for diverse populations.

Essential IV-Information Management and Application of Patient Care Technology- Students are introduced to patient care technologies (e.g. monitors, pumps, computer assisted devices), regulatory requirements through electronic data monitoring systems. Students become familiar with equipment ,patient identification systems, drug alerts and IV systems, barcoding and electronic health record/physician order entry.

Essential VI- Interprofessional Communication and Collaboration for Improving Patient Health Outcomes. Students apply inter and intraprofessional communication and collaborative skills to deliver evidence based , patient centered care. Ethical codes, core values ,advocacy, autonomy , safety and scope of practice are among the key concepts students demonstrate.

Essential VII- Clinical Prevention and Population Health- Students apply concepts of health promotion, disease and injury prevention across the lifespan. Students assess health/illness beliefs , values , attitudes and practices of both individuals , families and communities and use evidence based practices to guide teaching and evaluation throughout the lifespan.

Essential VIII- Professionalism and Professional Values. Students apply values of altruism, human dignity, integrity and social justice to demonstrate ethical behavior in all aspects of patient care throughout the life span.

Essential IX- Baccalaureate Generalist Nursing Practice- Students implement holistic, patient centered care that reflects an understanding of human growth and development, pathophysiology, pharmacology, medical and nursing management, across the health-illness continuum, lifespan and in all healthcare settings.

**Course Objectives:**

1. Assumes responsibility and accountability for self as a member of the nursing profession.
2. Demonstrates beginning skills in organizing care for individuals.
3. Employs beginning skills in the application of the nursing process in caring holistically for individuals.
4. Demonstrates beginning skills in therapeutic clinical decision making with individuals.
5. Develops therapeutic relationships with patients and families in transition.
6. Develops beginning intra and inter-professional communication skills.

**Course Coordinators/ Clinical Liaisons:**

*Jackie Clippinger MSN, RN*

*Mary Beth Doyle MSN, RN*

Office: Cohen 111; Office Phone: 745-3749

Office: Cohen 111; Office Phone: 745-3749

Email: [clippingerj1@xavier.edu](mailto:clippingerj1@xavier.edu)

Email: [doylem7@xavier.edu](mailto:doylem7@xavier.edu)

Office Hours: 11-12 noon Monday through Tuesday \*except when visiting the community sites;

Email for other appointments

<b>Time/Location: Cohen 128 Lab</b>	<b>Faculty-office hours by appointment</b>
231-01 Tuesday/Thursday 9am-12 noon CLINICAL: SEM Villa 201 Mound Avenue, Milford, OH 45150 Thursdays 6 Hours	Nancy Bowers RN, MSN <a href="mailto:bowersn1@xavier.edu">bowersn1@xavier.edu</a> 513-312-6070
231-02 Tuesday/Thursday 9am-12 noon CLINICAL: Covenant Village 3210 West Fork Road Cincinnati, OH 45211 Thursdays 6 Hours	Lucy Goeke, RN, FNP BC <a href="mailto:goekel@xavier.edu">goekel@xavier.edu</a> 434-409-1645
231-03 Tuesday/Thursday 9am-12 noon CLINICAL: Mason Christian Village 411 Western Row Rd, Mason, OH · (513) 398-1486 Thursdays 6 Hours	Sara Armentano RN, MSN <a href="mailto:armentanos@xavier.edu">armentanos@xavier.edu</a> 513-594-0739
231-04 Tuesday/Thursday 12pm -3pm CLINICAL: Mason Christian Village 411 Western Row Rd, Mason, OH · (513) 398-1486 Thursday 6 Hours	Sara Armentano RN, MSN <a href="mailto:armentanos@xavier.edu">armentanos@xavier.edu</a> 513-594-0739

<p>231-05 Tuesday/Thursday 12pm -3pm  <b>CLINICAL:</b> Covenant Village  3210 West Fork Road Cincinnati, OH 45211  <b>Thursdays 6 Hours</b></p>	<p>Lucy Goeke, RN, FNP BC  <a href="mailto:goekel@xavier.edu">goekel@xavier.edu</a>  434-409-1645</p>
<p>231-06 Tuesday/Thursday 12pm -3pm  <b>CLINICAL:</b> Brookwood Retirement Community  Rehabilitation Unit  12100 Reed Hartman Highway  Cincinnati, OH 45241  <b>Thursdays 6 hours</b></p>	<p>Anne Mescher RN, BSN  <a href="mailto:meschera@xavier.edu">meschera@xavier.edu</a>  414-331-2663</p>
<p>231-07 Tuesdays 3-6 pm  <b>CLINICAL:</b> Hyde Park Health Center  4001 Rosslyn Drive, Cincinnati, Ohio 45209  <b>Thursdays 6 Hours</b></p>	<p>Lindsey Gay  <a href="mailto:Clarkl7@xavier.edu">Clarkl7@xavier.edu</a>  304-552-8457</p>
<p>231-08 Tuesday/Thursday 3-6 pm  <b>CLINICAL:</b> Meadowbrook Care  8211 Weller Road, Cincinnati, Ohio 45242  <b>Thursdays 6 Hour</b></p>	<p>Sally Bishop RN, BSN  <a href="mailto:sbishop3461@gmail.com">sbishop3461@gmail.com</a>  513-312-4526</p>
<p>231-09 Tuesday/Thursday 3-6 pm  <b>CLINICAL:</b> Courtyard at Seasons  7300 Dearwester Dr., Cincinnati, Ohio 45236  <b>Thursdays 6 Hours</b></p>	<p>Gina Parsley RN, MSN  <a href="mailto:parsleyg@xavier.edu">parsleyg@xavier.edu</a>  513-706-6261</p>
<p>231-10 Tuesday/Thursday 6-9 pm  <b>CLINICAL:</b> Evergreen/Wellspring  230 West Galbraith, Cincinnati, Ohio 45215  <b>Thursday 6 Hours</b></p>	<p>Amy Wilson RN, MSN  <a href="mailto:battagliaa@xavier.edu">battagliaa@xavier.edu</a>  513-205-2715</p>
<p>231-11 Tuesday/Thursday 6-9 pm  <b>CLINICAL:</b> Clovernook Health Care Pavilion  Rehabilitation Unit  7025 Clovernook Avenue  Cincinnati, OH 45231  <b>Thursdays 6 Hours</b></p>	<p>Geneva Goode, RN, MSN  <a href="mailto:goodeg@xavier.edu">goodeg@xavier.edu</a>  513-259-9560</p>
<p>231-12 Tuesday/Thursday 6-9 pm  <b>CLINICAL:</b> Twin Towers  5343 Hamilton Avenue, Cincinnati, Ohio 45224  <b>Thursdays 6 Hours</b></p>	<p>Rhonda Hocker RN, MSN  <a href="mailto:moyerhonda@aol.com">moyerhonda@aol.com</a></p>
<p>231-13 Monday /Wednesday 1-4 pm  <b>CLINICAL:</b> Hyde Park Health Center  4001 Rosslyn Drive, Cincinnati, Ohio 45209  <b>Wednesdays 6 Hours</b></p>	<p>Barbara Brown RN, BSN  <a href="mailto:brownb28@xavier.edu">brownb28@xavier.edu</a>  513-256-7533</p>
<p>231-14 Monday/Wednesday 1-4 pm  <b>CLINICAL:</b> St. Margaret Hall,  1960 Madison Road, Cincinnati, Ohio 45206  <b>Wednesdays 6 Hours</b></p>	<p>Mary Jo Rose RN, BSN  <a href="mailto:Rosem6@xavier.edu">Rosem6@xavier.edu</a></p>
<p>231-15 Monday/Wednesday 4-7 pm  <b>CLINICAL:</b> Brookwood Retirement Community  Rehabilitation Unit 12100 Reed Hartman Highway  Cincinnati, OH 45241  <b>Wednesdays 6 Hours</b></p>	<p>Jessica Pez RN, MSN  <a href="mailto:pezj1@xavier.edu">pezj1@xavier.edu</a>  513-490-6724</p>

231-15 Monday/Wednesday 4-7 pm  
CLINICAL: Courtyard at Seasons  
7300 Dearwester Dr., Cincinnati, Ohio 45236  
Wednesdays 6 Hours

Michelle Hehman RN, MSN  
[mahehman@fuse.net](mailto:mahehman@fuse.net)  
513.608.1587

### **Required Texts:**

- 1. Physical examination and health assessment 8<sup>th</sup> edition, Jarvis, C., Saunders/Elsevier: St. Louis, MO 2016.**
- 2. Nursing Diagnosis Handbook, 11<sup>th</sup> edition, Ackley and Ladwig, Mosby/Elsevier: St. Louis, MO 2017.**
- 3. Kozier & Erbs Fundamentals of Nursing Concepts, Process and Practice 10<sup>th</sup> Edition, Pearson Education Inc. Saddle River New Jersey, 2016.**
- 4. Clinical Calculations with applications to General and Specialty Areas 8<sup>th</sup> Edition, Kee, J., Marshall, S: Elsevier: St. Louis, MO 2017.**
- ONLINE ASSIGNMENTS: For students who did not register in the Fall Semester: There are 9 Clinical Calculation Assignments/quizzes that are on the KEE Clinical Calculation book on Evolve/Elsevier website, so you will need to Register for Evolve/Elsevier Kee Clinical Calculation 8th Edition Online Assignments
- 6. Elsevier Evolve Account:** Access Codes for Elsevier Evolve accounts are included with the Elsevier textbook package. Students who do not purchase the Elsevier package are required to purchase/obtain needed access codes that allow access to the on-line resources and coursework associated with the required textbooks.

Some Videos of the Skills may be seen on Pearson's MyNursingLab and Mastering online resource.

*\*Course Documents (students print from Canvas)*

**\*\*\*Supplies/equipment: Students MUST purchase the Sophomore Spring Kit and the Sophomore Spring Injection Kit @ Xavier Bookstore prior to the FIRST Day of Lab 1/9/17 in order to participate in any of the practicing of the nursing skills that will be taught in each lab.**

**Supplies DURING LABS: Students are expected to bring supplies for the skills covered in each lab.**

### **Methods of Instruction:**

Demonstration, videos, discussion & readings, case studies, simulation, NCLEX questions, lab simulation, Evolve on-line medication calculation course and field experience at various community agencies. Note, Students are responsible for all information in their assigned readings. It is not the responsibility of the course faculty to review content for every question that may appear on a test in class.

### **Methods of Evaluation:**

Students must satisfactorily meet all course objectives.

**\*\*The clinical instructor is responsible for evaluating the knowledge base, skill competency and course goal achievement based on the established criteria.**

**NOTE\*\*\*The instructor's evaluation supersedes the cumulative scoring of written assignments.**

### **Methods of Cumulative Course Grade Scoring:**

<b><u>SAM Test</u></b>	<i>* See note below</i>	<b>10 %</b>
<b><u>Kee Math Modules</u></b>	<i>Modules 3 thru 11 Quizzes/Evolve/Elsevier website DUE 2/17/17</i>	<b>2 %</b>

*(KEE Math Modules are DUE 2/17/17 by 11:59pm are: Module 3: Drug Orders, Labels, MARs & Medication Dispensing Systems; Module 4: Prevention of Medication Errors; Module 5: Alternative Methods for Drug Administration; Module 6: Methods of Calculation; Module 7: Methods of Calculation for Individualized Drug Dosing; Module 8: Oral and Enteral Preparations with*

*Clinical Applications; Module 9: Injectable Preparations with Clinical Applications; Module 10: Insulin Administration; Module 11: Intravenous Preparations with Clinical Applications)*

**Lab Quizzes** Assigned Quizzes (see details in section labeled Lab Quizzes below) **3%**

**Written Tests (2):** Each test will be on Canvas & worth 5 %; \*\*See Calendar for Test Dates & Times **10 %**

**Exam-Comprehensive** The initial score on the **Need to Know** will be incorporated into the **10 %** course grade; however, the Need to Know must be passed with a 100 % accuracy by the end of exam week to pass the course.

**Lab Practicum Skills Check-Off Tests** 9 Selected Nursing Skills check off (listed below) **18 %**

*(Hand Hygiene; Vitals; Sterile Gloves; Dry Sterile Dressing (DSD); G-Tube/NG Tubing feeding; Sterile St Cath; Sterile suctioning; IM injection & SubQ injections)*

**Lab Participation/Performance** **2%**

Each lab/class including Simulation students will be given points for each of the following: professionalism (including being on time & attendance); preparation (material read, completion of study guides & lab quizzes); active participation; documentation/review; and return demonstration. \*\* Note part of preparation is printing out the check-off tests, therefore each student **MUST** print out his/her own check-off test prior to being tested.

**Professionalism** **5 %**

Included but not limited to the following: punctuality, preparation for class, clinical & simulation, professional behaviors, submission of self & clinical site evaluations communication with instructor, dress code etc.

**Clinical Performance** 6 Clinical performance scales, Journals & QSEN **10%**

**Clinical Assignments** THREE (3) graded PCPs + Concept Maps **30%**

Students are expected to complete a PCP + Concept Map (total 6) during every clinical, but **ONLY 3** will be graded. Each student is expected to select the 3 to be graded. If any student does not select 3 PCPs + Concept maps, the clinical instructor will select the PCP + Concept Maps to be graded. If any student does not complete/turn in 3 PCPs + Concept Maps then the grade will result in a zero (0) for any PCP + Concept Map not turned in on the assigned time per clinical instructor.

**Total: 100 %**

<b>Grading Scale:</b>	94-100	A
	90-93	A-
	87-89	B+
	84-86	B
	80-83	B-
	77-79	C+
	75- 76	C
	70 - 74	C-
	67-69	D+
	64-66	D
	60 - 63	D-
	Below 60	F

**\*\* Final grades will be rounded to the nearest whole number; up if equal to or greater than 0.5 and down if less than 0.5 For Example: 92.5 = 93%; 92.4 = 92%**

**\*\*\*Late assignments will result in a ten-point reduction per day up to 3 days. After three days, a score of zero will be entered for the assignment\*\*\***

\*Exceptions to this policy are for extreme unforeseen circumstances that must be approved by the Course Coordinators.

**\*\*APA format-** as a professional nurse you are expected to reference ALL of your resources in APA format for EVERY Assignment turned in, including PCPs + Concept Maps

**\*\*\*Need To Know (NTK) Test:**

There is certain information that is essential for nursing practice that all nurses must learn and know. A perfect score on the NTK test is required in order to pass Nurs 231. Portions missed on the test may be retaken as many times as necessary to achieve a perfect score. However, the first score on the test will be the grade earned and will contribute toward the course grade. **The 100% achievement must occur by the end of exam week.**

**LAB Quizzes**

- Every lab quiz will be 5 random questions from the 231 assignments + 5 random questions from ANY/ALL 225 labs to assist with reinforcing assessment skills. \*note the assessment quiz questions may not correspond to the skill being taught. This is simply a means to reinforce assessment skills.
- The quizzes are timed and may be taken ONE (1) time.
- Every Quiz will be Due the same day/time for Every Student, see Calendar for Exact Due Dates/Times for EVERYONE
- Each quiz is OPEN on 1/09/17 @ 0700; Check DUE Dates/Times on 231 Calendar Or on Canvas
- Lab quizzes will NOT be reopened; unless special circumstances determined by the clinical instructor AND the clinical coordinators.
- Students may only make up 1 missed quiz, unless special circumstances arise determined by the clinical instructor AND the clinical coordinators.
- There will not be a make-up opportunity for quizzes missed due to tardiness OR technical issues.
- In order to make up a quiz the student must contact one of the Course Coordinators with in 2 days of the due date of the missed quiz. \* **Please note that if contacting the Course Coordinators on the weekends for any make up quiz issue, the clinical coordinators will not respond until the next business day.**
- The make-up quiz may only be taken 1 time and may be in a different format than the online quiz.
- Note: Two (2) of the students' lowest quiz grades will be dropped.

**Course Learning Environment:**

- Encourage and challenge each other.
- Be respectful.
- Participate in civil discussions.
- Learn from others and teach others.
- **Be punctual in Class AND Clinical.** Punctuality is courteous and professional.
- Address others by appropriate name and title.
- Cell phones and other electronic devices are to be **turned off** during class + clinicals.
- **No cell phones or other electronic devices are permitted to be on the tables during class + tests.**
- **All materials i.e. purses, backpacks etc. should be off the tables during testing. Only the testing materials and a writing instrument are permitted on the tables during quizzes and tests. There will**



be an area in the front of the room for backpacks, water bottles, iPods, hats and phones during tests.

- **No picture taking is permitted** without the faculty's permission.
- Professional appearance (Students **MUST** follow the School of Nursing Handbook Policy) and behavior (including respect, civility toward others, seek learning opportunities, display personal and clinical/academic honesty, adherence to social networking policy and **no cell phones in class/clinical**)
- Eating in class is permitted with permission of faculty AND **MUST** be in line with the Skills & Simulation Lab Policy & Procedures
- **Studying for other courses during class/lab & clinicals is prohibited.**
- **No Use of cell phone during lab and/or clinicals, unless authorized by clinical instructor.**
- **Several PRACTICE LABS will be held on Friday throughout the semester. The FRIDAY LAB DAYS are not mandatory, but for practicing nursing skills and/or HESI tests/case studies with upper class nursing students.**
- **The FRIDAY LAB PRACTICE DATES and TIMES are listed on the calendar.**

### Academic Honesty:

Academic Honesty is an explicit requirement. Refer to the Xavier University Catalogue and the School of Nursing Student Handbook. Language in the University Catalogue and the School of Nursing Handbook will be authoritative regarding infractions of academic honesty.

**Attendance Policy: Absences and tardiness will be penalized. Every unexcused absence over ONE (1) will result in a 2 % point reduction of the course grade.**

Clinical practice is an integral part of professional nursing education. Clinical experiences provide students the opportunity to put theory into practice with supervision. Each student has something to contribute to the clinical experience as well as something to learn from the experience. Therefore, it is critical that students attend **all** clinical experiences

**\*\*Should circumstances prevent a student from attending class or clinical, it is the responsibility of the student to inform the instructor via direct communication by the student to the instructor at least two (2) hours before the start of class/lab or clinical. (See professional behavior noted above).**

Athletes and other students participating in other Xavier University related activities should let the instructor know their schedule immediately at the beginning of the semester. It is the student's responsibility to make up missed work. Fulfilling this responsibility, and courtesy, is a *type of professional behavior* we seek to promote, and one the *professional world unequivocally expects to occur.*

**\*\*\* In the event of faculty absence or school closure for inclement weather a make-up plan is incorporated into the final week of the semester schedule. DO NOT PLAN ANY TRAVEL UNTIL AFTER THE FRIDAY OF FINALS WEEK!**

**\*\*\* Late assignments will result in a ten (10)-point reduction per day for 3 days for that particular assignment. After 3 days the assignment will not be accepted and a zero will be recorded for the assignment. Any exceptions to this policy for extreme unforeseen circumstances must be approved by the Course Coordinator.**

**\*\*\*\*\*NOTE there are general due dates in Canvas for SEVERAL ASSIGNMENTS including the 3 graded PCPs + Concept Maps, BUT the Individual Clinical Instructor determines the SPECIFIC DUE**

**Date for the PCPs, Concept Maps and other clinical assignments for his/her Clinical Group NOT the Course Coordinators**

**\*\*\*Note the Journal Entries for EACH Clinical (6) in total are DUE by 5:59PM on the following dates: 3/3/17; 3/17/17; 3/24/17; 3/31/17; 4/7/17 & 4/13/17, unless otherwise assigned by the individual clinical instructor.**

**Clinical Appearance:**

Students are required to wear the uniform **described in the student handbook** for all **clinical experiences**, which includes **simulation**. Failure to comply with the professional dress code may result in the student **being dismissed from the unit or simulation and receiving an unsatisfactory evaluation for the day. This includes name-tags.**

**Safe Administration of Medication (SAM) Exam**

Accurate medication administration is an essential component of safe nursing care. A 90 % mastery on the SAM test is required by the designated date. Students will be pre-tested on arithmetic skills to determine any areas needing remediation. Assignments will be given weekly to practice and improve medication calculation skills. Assignment of the KEE Clinical Calculation Quizzes for Modules 3 through 11 (which are DUE 2/17/17 by 11:59 pm) are intended to assist students with medication calculation skills. The grade earned on the FIRST SAM exam will be incorporated into the student's course grade. If achievement of exam # 1 is below 90 %, up to 2 SAM re-tests will be administered. Failure to achieve the 90 % standard in three (3) attempts by the designated date requires the student to engage in remediation.

**Student Evaluations:**

At the end of the semester, the student will complete a *self-evaluation* regarding how the semester went, areas of strengths and weaknesses and achievement of course objectives. There will be a scheduled appointment with the clinical faculty to review both evaluations (faculty and the students). The students' and clinical instructors' semester final evaluations become part of the student's permanent departmental folder. The students are also expected to complete and turn in a *clinical site evaluation*.

**Student Success:**

It is the goal that this class be an accessible and welcoming experience for all students. If you are a student with a disability who may have trouble participating or effectively demonstrating learning in this course, contact your clinical instructor and/or the course coordinator to arrange an appointment to share your Accommodation Letters from Disability Services and to discuss your needs. Disability related information is confidential. If you have not contacted Disability Services (located in the Learning Assistance Center) to arrange accommodations, I encourage you to do so by contacting Cassandra Jones, by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail at [jonesc20@xavier.edu](mailto:jonesc20@xavier.edu) as soon as possible as accommodations are not retroactive.

Office of Student Success

Location: 514 Conaton Learning Commons

Phone: 513-745-3036

Email: [studentretention@xavier.edu](mailto:studentretention@xavier.edu)

The Staff in the Office of Student Success is available to assist students to make the most of their Xavier experience. Personal staff consultations, success coaching, referrals to on-campus Solution Centers, and guiding students to effectively navigate their college experience are central to our work. Please visit [www.xavier.edu/student-success](http://www.xavier.edu/student-success) to learn more or visit us in the Conaton Learning Commons.

### **Xavier University Snow Day Policy**

The University responds to serious inclement weather and/or emergency condition by announcements on local TV, radio stations or you can sign up for the XU Alert System on Xavier's website. Common cancellations are usually:

1. ***Classes are cancelled*** –on such days, classes will not be held at the University. If you are scheduled for clinical training, you do not have to attend the clinical day at your site. **BUT YOU MUST MAKE UP ANY CLINICAL HOURS NOT ATTENDED**, which is built in the last week of school. Since the University does not open until 8:00 am, you may already be at the clinical site when the University announces that classes are cancelled. If this occurs the clinical instructor may send the students home, knowing that you will have to **MAKE UP** the **CLINICAL HOURS MISSED** or you may stay and finish out your clinical hours.
2. ***University Closed***- on such days the classes will not be held and the University employees are not expected to report to work. Regarding clinicals the situation stated above applies to this closing  
The University's Weather/Emergency Condition Hot Line is (513) 795-8822 or you can sign up for XU Alert Me on the website.

**\*\*NOTE YOU MUST MAKE UP ANY CLINICAL HOURS that have been cancelled**

**Caveat:** The schedule and procedures in this course are subject to change in the event of extenuating circumstances as well as class learning needs and desires.