

**BOONE CAREER AND TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING
FUNDAMENTALS COURSE SYLLABUS**

MISSION: Boone Career and Technical Center enriches lives locally, regionally, and globally by providing occupational education and training for lifelong learning and professional success.

VISION: Your Goals. Our Mission

PROGRAM OF STUDY: PRACTICAL NURSING
COURSE: Practical Nursing- Principles and Fundamentals (200 Hours)
Practical Nursing- Social Sciences Integrated (100 Hours)
Term: 1
Credit/Quarter Hours: 340 Hours
Program Coordinator: Paula Webb, RN pholstei@k12.wv.us
Instructor: Kelly Harless, RN kelly.harless@k12.wv.us
Instructor Office Location: 107
Instructor Phone: (304) 369-4585
Instructor Office Hours: Monday – Friday, 2:30 p.m. – 3:00 p.m.

Course Description:

Practical Nursing Principles and Fundamentals teaches the basic concepts and fundamental nursing skills that a practical nurse needs in current practice. Student learners are introduced to nursing and the health care system, the nursing process, and develop critical communication skills needed in the nursing profession. Basic nursing skills are developed to meet the patient's basic physiologic needs, including medication administration and the care of patients undergoing surgical procedures. This course also focuses on the care of older adults and those experiencing immobility.

Required Text and Other Materials Needed:

Fundamental Concepts and Skills for Nursing, 6th Ed., Williams
Growth and Development Across the Lifespan, 3rd Ed., Leifer & Fleck

Course Goals:

Upon successful completion of this course, the student will be able to demonstrate professional communication skills within the healthcare team, communicate professionally with clients, and provide care with respect for ethical principles and legal scope of practice for the nursing profession. Nursing students will practice effective infection control, and apply knowledge of nutrition, anatomy and physiology, growth & development, and medical terminology to promote health and wellness.

Course Schedule/Topic Outline:

| TERM 1 January 6 – April 24, 2025 | |
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| Jan. 6 - 9 | Chapter 1: Nursing and the Health Care System Chapter 2: Concepts of Health, Illness, Stress, and Health Promotion Chapter 3: Legal and Ethical Aspects of Nursing Chapter 4: Nursing Process, Critical Thinking, and Clinical Judgment Chapter 16: Infection Prevention and Control: Protection & Asepsis Chapter 17: Infection Prevention & Control in Hospital and Home Chapter 18: Safely Lifting, Moving, and Positioning Patients Chapter 19: Assisting with Hygiene, Personal/Skin Care & Prevention Chapter 20: Patient Environment and Safety |
| Jan. 13 - 16 | Chapter 5: Assessment, Data Analysis/Problem ID, and Planning Chapter 6: Implementation and Evaluation Chapter 7: Documentation of Nursing Care Chapter 8: Communication and the Nurse-Patient Relationship Chapter 21: Measuring Vital Signs |
| Jan. 20 – 23 | Chapter 22: Assessing Health Status |
| Jan. 27 – 30 | Chapter 29: Promoting Urinary Elimination Chapter 30: Promoting Bowel Elimination |
| Feb. 3 - 6 | Chapter 25: Fluid, Electrolyte, and Acid-Base Balance |
| Feb. 10 – 13 | Chapter 26: Concepts of Basic Nutrition & Cultural Considerations Chapter 27: Nutrition Therapy and Assisted Feeding |
| Feb. 17 – 20 | Chapter 28: Assisting with Respiration and Oxygen Delivery |
| Feb. 24 – 27 | Chapter 39: Promoting Musculoskeletal Function |
| March 3 – 6 | Chapter 11: Growth & Development: Infancy through Adolescence Chapter 12: Adulthood and Family |
| Mar. 10 – 13 | Chapter 13: Promoting Healthy Adaptation to Aging Chapter 14: Cultural and Spiritual Aspects of Patient Care Chapter 15: Loss, Grief, and End-of-life Care |
| Mar. 17 – 20 | Chapter 31: Pain, Comfort, and Sleep Chapter 32: Complementary Health Approaches |
| Mar. 24 – 27 | Chapter 23: Admitting, Transferring, & Discharging Patients Chapter 24: Diagnostic Tests and Specimen Collection |
| Mar. 31 – Apr. 3 | Chapter 33: Pharmacology and Preparation for Drug Administration Chapter 34: Administering Oral, Topical, and Inhalant Medications |
| April 7 - 10 | Chapter 35: Administering Intradermal, Subcutaneous, & IM Injections Chapter 36: Administering Intravenous Solutions & Medications |
| April 14 – 17 | HESI Final Exam |
| April 21 – 24 | Spring Break |

Evaluation:

The assessment and grading of student performance in this course is based on the following activities:

| | | |
|-------------|------------------|--------------------|
| Attendance | Participation | Assignments |
| Unit Tests | Skill Sessions | Clinical Rotations |
| Projects | Skill Check-Offs | HESI Case Studies |
| Simulations | NCLEX Prep | Final Exam |

Students must successfully pass all the competencies in order to pass this course and/or progress in the program. Students may re-attempt a nursing competency up to three times in order to progress in the course.

Grading Scale

- 94 – 100 = A
- 86 – 93 = B
- 80 – 85 = C
- 70 – 79 = D
- 0 – 69 = F

Students must score 80% or above to successfully complete this course and progress to the next course.

Course Policies:

See the School of Practical Nursing Policy and Procedure Manual

School Policies:

See BCTC Adult Student Handbook

Support Services:

1. The Individual Career Plan (ICP) is a planning tool that is used for career preparation, career growth and lifelong learning goals. All adult education students will complete an Individual Career Plan.
2. Students will be counseled on attendance and grades at mid-term and as needed by program instructors.
3. Students who fail a course must remediate with the Adult Learning Center. Please call 304- 369-4585 for more information.

Awards and Honors:

Outstanding students will be invited to become a member of the National Technical Honor Society. Students are recommended by the career & technical instructor.

Criteria for nomination:

| | |
|----------------------|-------------------|
| GPA of 4.0 (A) | Exemplary Conduct |
| Leadership | Teamwork |
| Exemplary Attendance | Professionalism |

Discrimination Prohibited:

As required by federal law and regulations, the Boone County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in its employment practices or in the administration of any of its educational programs and activities. Inquiries may be directed to Anthony Tagliente, Safe Schools coordinator, Boone County Board of Education, 69 Avenue B, Madison, WV, 25130 phone 369-8276.

SPECIAL NEEDS: If you need accommodation because of a disability, have emergency medical information to share with me, or need special arrangements in case the building must be evacuated, please inform me immediately.

Instructor retains the right to adjust the course schedule and revise the course syllabus as needed.