

**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 Practical Nursing- Social Sciences Integrated	
Term:	1	
Theory Hours:	116 Hours	
Clinical Hours:	128 Hours	
Social Science Hours:	58 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

ISBN 9780323694780

Growth and Development Across the Lifespan, 3rd Ed., Leifer & Fleck

ISBN 9780323809412

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 5 – April 24, 2026	
Jan. 5 – 9 5 Theory 6 Lab SSI: 10 Hours	Chapter 1: Nursing and the Health Care System (1 Hour) • Historical Overview • The Art and Science of Nursing • Current Nursing Practice • Nursing Education Pathways • Delivery of Nursing Care • Practice Settings • Today's Health Care System • The Patient Protection and Affordable Care Act Chapter 2: Concepts of Health, Illness, Stress, and Health Promotion (1 Hour) • Health and Illness • Traditional Views of Health and Illness • Current Views of Health and Illness • The Consumer Concept of Health and Illness • The Holistic Approach • Homeostasis • Health Promotion and Illness Prevention Chapter 3: Legal and Ethical Aspects of Nursing (2 Hours) • Source of Law • Civil and Criminal Law • Laws Related to Nursing Practice and Licensure • Laws and Guidelines Affecting Nursing Practice • Legal Documents • Violations of Law • Ethics in Nursing • SKILLS LAB: HIPAA training Chapter 4: The Nursing Process, Critical Thinking, and Clinical Judgment (2 Hour) • The Nursing Process • Critical Thinking • Critical Thinking in Nursing • Priority Setting and Work Organization • Application of Problem Solving, Clinical Reasoning, AND Using the Clinical Judgment Model Chapter 16: Infection Prevention and Control: Protective Mechanisms and Asepsis (2 Hour) • Infectious Agents • Process (Chain) of Infection • Body Defenses Against Infection • Asepsis and Control of Microorganisms

	• Sepsis in the Home Environment • Infection Control Surveillance Chapter 17: Infection Prevention and Control in the Hospital and Home Infection (2 Hour) • Infection Prevention and Control • Personal Protective Equipment • SKILLS LAB: Handwashing, PPE, Blood Spills, Infection Control Procedures Chapter 18: Safely Lifting, Moving, and Positioning Patients (3 Hour) • Overview of the Structure and Function of the Musculoskeletal System • Principles of Body Movement for Nurses • Principles of Body Movement for Patients • SKILLS LAB: Transfers, Transport, Turning and Positioning Chapter 19: Assisting with Hygiene, Personal Care, Skin Care, and the Prevention of Pressure Injuries (6 Hour) • Overview of the Structure and Function of the Integumentary System • SKILLS LAB: Bedbaths, oral care, perineal hygiene, toileting Chapter 20: Patient Environment and Safety (2 Hour) • Factors Affecting the Environment • Patient Unit • Safety • Protective Devices • SKILLS LAB: safety devices, environmental safety
Jan. 12-16 8 Theory 4 Lab SSI: 8 Hours	Chapter 5: Assessment, Data Analysis/Problem Identification, Planning (2 Hours) • Assessment (Data Collection) • Data Analysis/Problem Identification • Planning Chapter 6: Implementation and Evaluation (2 Hours) • Implementation • Interdisciplinary Care • Evaluation • Constructing a Nursing Care Plan • SKILLS LAB: Nursing care plans Chapter 7: Documentation of Nursing Care (2 Hours) • Purposes of Documentation • Documentation and the Nursing Process • The Medical Record • Methods of Documentation (Charting) • The Documentation Process • SKILLS LAB: SimChart EHR documentation Chapter 8: Communication and the Nurse-Patient Relationship (2 Hours) • The Communication Process • Therapeutic Communication Techniques

	• Blocks to Effective Communication • Interviewing Skills • The Nurse-Patient Relationship • Nurse-Patient Communication • Communication Within the Health Care Team • Communication in the Home and Community • SKILLS LAB: Communication and Interviewing Skills Chapter 21: Measuring Vital Signs (12 Hours) • Overview of Structure and Function Related to the Regulation of Vital Signs • Measuring Body Temperature • Measuring the Pulse • Measuring Respirations • Measuring the Blood Pressure • Application of the Nursing Process/Clinical Judgment Model • Pain, the Fifth Vital Sign • Automated Vital Sign Monitors • Documenting Vital Signs • SKILLS LAB: TPR, BP, Pain, Vital Signs equipment
Jan. 20 8 Hours	<i>Clinicals (8 Hours)</i> Boone Memorial Hospital
Jan. 21-23 4 Theory 2 Lab SSI 6 Hrs	Chapter 22: Assessing Health Status (12 Hours) • Data Collection and Assessment • Application of the Nursing Process/Clinical Judgment Model • Get Ready for the Next Generation NCLEX® Examination! • SKILLS LAB: Physical Assessments
Jan. 26-27 16 Hours	<i>Clinicals (8 Hour Shifts)</i> Boone Memorial Hospital
Jan. 28-30 2 Theory 2 Lab	Chapter 29: Promoting Urinary Elimination (1 Hour) • Overview of Structure and Function of the Urinary System • Normal Urinary Elimination • Alterations in Urinary Elimination Chapter 30: Promoting Bowel Elimination (1 Hour) • Overview of the Structure and Function of the Intestinal System • Characteristics of Stool • Hypoactive Bowel and Constipation • Hyperactive Bowel and Diarrhea • Fecal Incontinence • Application of the Nursing Process/Clinical Judgment Model • Rectal Suppositories • Enemas • Rectal Tube

	• Fecal Impaction • Bowel Training for Incontinence • Bowel Ostomy NURSING SKILLS LAB: Bowel and bladder programs, Foley catheter (2 Hours)
Feb. 2-3 16 Hours	<i>Clinicals (8 Hour Shifts)</i> Boone Memorial Hospital
Feb. 4-6 2 Theory 2 Lab	Chapter 25: Fluid, Electrolyte, and Acid-Base Balance (4 Hours) • Composition of Body Fluids • Distribution of Body Fluids • Fluid and Electrolyte Imbalances • Acid-Base Balance • Acid-Base Imbalances • SKILLS LAB: Intake/Output, Acidosis/Alkalosis Student Presentations
Feb. 9-10 16 Hours	<i>Clinicals (8 Hour Shifts)</i> Boone Memorial Hospital
Feb. 11-13 1 Theory 1 Lab SSI: 2 Hours	Chapter 26: Concepts of Basic Nutrition & Cultural Considerations (2 Hours) • Overview of the Structure and Function of the Gastrointestinal System • Dietary Guidelines • Protein • Vegetarian Diets • Carbohydrates • Fats (Lipids) • Vitamins • Minerals • Water • Factors That Influence Nutrition • Cultural Influences on Nutrition • Nutritional Needs Throughout the Life Span • SKILLS LAB: Diet Planning Chapter 27: Nutrition Therapy and Assisted Feeding (2 Hours) • The Goals of Nutritional Therapy • The Postoperative Patient • Health Issues Related to Nutrition • Disease Processes that Benefit from Nutritional Therapy • Assisted Feeding • SKILLS LAB: Assisting with Meals, Tube Feedings, NGT Insertion
Feb. 17 8 Hours	<i>Clinicals (8 Hour Shifts)</i> Boone Memorial Hospital
Feb. 18-20 2 Theory 4 Lab	Chapter 28: Assisting with Respiration and Oxygen Delivery (3 Hours) • Overview of the Structure and Function of the Respiratory System • Hypoxemia • Airway Obstruction and Respiratory Arrest

SSI: 1 Hour	• Clearing Respiratory Secretions • Oxygen Administration • Artificial Airways, Chest Drainage Tubes • Skills Lab: Suctioning, Oxygen Admin, Trach Care (4 Hours)
Feb. 23-24 16 Hours	<i>Clinicals (8 Hour Shifts)</i> Boone Memorial Hospital
Feb. 25-27 1 Theory 1 Lab SSI: 5 Hours	Chapter 39: Promoting Musculoskeletal Function (2 Hours) • Systemic Effect of Immobilization • Psychosocial Effects of Immobilization • Types of Immobilization • Devices Used to Prevent Problems of Immobility • Therapeutic Exercise • SKILLS LAB: ROM Exercises, Transfers, Positioning, Mobility (5 Hours)
Mar. 2 – 6 10 Lab SSI: 6 Hours	Chapter 11: Growth & Development: Infancy through Adolescence (3 Hours) • Overview of Structure and Function • Age Groups • Theories of Development • Principles of Growth and Development • Prenatal Development • Infants • Young Children • Middle and Older Children • Adolescents Chapter 12: Adulthood and Family (3 Hours) • Adulthood as Continuing Change • Theories of Development • Families • Young Adults • Middle Adulthood NURSING SKILLS LABS: Patient Scenarios—apply multiple skills (10 Hours)
Mar 9 -13 12 Lab SSI: 4 Hours	Chapter 13: Promoting Healthy Adaptation to Aging (1 Hour) • Overview of Aging • Physical Changes • Cognitive Aspects of Aging • Psychosocial Aspects of Aging • When a Parent Needs Help Chapter 14: Cultural and Spiritual Aspects of Patient Care (1 Hour) • Transcultural Care • Major Religions in the United States and Canada • Developing Cultural Competence • Cultural Differences • Nursing Process and CLINICAL Judgment Model in Transcultural Nursing

	Chapter 15: Loss, Grief, and End-of-life Care (2 Hours) • Nurses' Attitudes Toward End-of-Life Care • Change, Loss, and Grief • Death and Dying • Nursing and the Dying Process • Application of the Nursing Process/Clinical Judgment Model • Signs of Impending Death • Legal and Ethical Aspects of Life-and-Death Issues • Postmortem (After Death) Care NURSING SKILLS LAB: Palliative care, Post-mortem care, Patient Scenarios—apply multiple skills (12 Hours)
Mar 16-20 12 Lab SSI: 4 Hours	Chapter 31: Pain, Comfort, and Sleep (2 Hours) • Pain and Discomfort • Application of the Nursing Process/Clinical Judgment Model • Sleep Chapter 32: Complementary Health Approaches (2 Hours) • Complementary Health Approaches • Mind and Body Interventions • Natural Products • Other Complementary Interventions • The Nurse's Role in Complementary Health Approaches NURSING SKILLS LAB: Patient Scenarios—apply multiple skills (12 Hours)
Mar 23-27 3 Theory 9 Lab SSI: 4 Hours	Chapter 23: Admitting, Transferring, & Discharging Patients (4 Hours) • Types of Admissions • Admission Process • Patient Transfer to Another Hospital Unit • Discharging the Patient • Death of a Patient Chapter 24: Diagnostic Tests and Specimen Collection (3 Hours) • Diagnostic Tests and Procedures • Application of the Nursing Process/Clinical Judgment Model • SKILLS LAB: Venipuncture, Point-of-Care Testing, ECGs (9 Hours)
Mar 29-30 Clinicals 16	<i>Fundamentals Clinicals</i> (8 Hour Shifts) WVU- Thomas Memorial
Apr. 1-3 4 Theory 6 Lab SSI: 6 Hours	Chapter 33: Pharmacology and Preparation for Drug Administration (2 Hours) • Pharmacology • Medication Administration and Safety Chapter 34: Administering Oral, Topical, and Inhalant Medications (2 Hours) • Nursing Responsibilities in Medication Administration • Medication Orders • Medication Administration Systems • Topical Drugs

	- Medication Errors - SKILLS LAB: Medication Administration- Oral, Topical, Inh (12 Hours)
SPRING BREAK: April 6 - 10	
Apr 13-14 Clinicals 16	Fundamentals Clinicals (8 Hour Shifts) WVU- Thomas Memorial
Apr. 15-17 2 Theory 8 Lab SSI: 2 Hours	Chapter 35: Administering Intradermal, Subcutaneous, & IM Injections (1 Hour) - Principles of Parenteral Injections - Routes for Parenteral Medication - Injection Equipment - Parenteral Solutions SKILLS LAB: Medication Administration- Injections (7 Hours) Chapter 36: Administering Intravenous Solutions & Medications 1 Hour) - Intravenous Therapy - Licensed Practical Nurse/Licensed Vocational Nurse's Role in Intravenous Therapy - Types of Intravenous Solutions - Equipment for Intravenous Administration - Complications of Intravenous Therapy SKILLS LAB: IV Maintenance (1 Hour) Social Sciences: Car Coordination-Medication Administration (2 Hours)
Apr 20-21 Clinicals 16	Fundamentals Clinicals (8 Hour Shifts) WVU- Thomas Memorial
Apr. 22 3 Hours	Final Exam (3 Hours)

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

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

0 – 69 = F

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)

Leadership

Exemplary Attendance

Exemplary Conduct

Teamwork

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.