Course Number: RADS 3213  3 credits  Fall 2010
Course Title: Advanced Clinical Practice Skills
Faculty:
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Course Overview:
This course focuses on the current healthcare delivery environment including patient assessment, monitoring, and management. It includes working with multicultural patients, managing problem patients, infection control, and patient education. Additional topics include an overview of considerations when working in an increasingly digital imaging environment.

Course Objectives: Upon completion of this course, a student will:
• Obtain and evaluate vital signs and EKG strips
• Identify normal and abnormal diagnostic laboratory values
• Properly chart actions and observations pertaining to a patient.
• Demonstrate familiarity with Pharmacology to include drugs, contrast media and applicable regulations.
• Apply learned communication skills and techniques.
• Identify factors influencing communication.
• Demonstrate familiarity with concepts and methods of infection control

Textbook:
Required:


Recommended:

Teaching Strategies:
Independent reading assignments, Blackboard open book module quizzes, Clinical assignments, Internet searches, and Blackboard CLOSED book Final Exam are used in this course
Attendance:
This is an online course and there are no mandatory sessions. However, the student should be vigilant in logging onto Blackboard. Regular checks will insure that messages from the instructor are received in a timely manner.

Special Needs:
In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Services in the Counseling Center, Clark Student Center Room 108. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and/or assistance will be provided by the Office of Disability Services for resolution. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

Evaluation:
- Unit Quizzes = 15%
- Shift Assessment = 15%
- EKG assignment = 15%
- Charting Exercise and Pharmaceutical Assessment = 15%
- Cultural Communication Exercise = 15%
- Comprehensive Final Exam = 25%

Grade Scale:
A = 100 - 90
B = 89 - 80
C = 79 - 70
D = 69 – 60
F = 59 and below

The last opportunity to drop this course with a grade of “W” is 4:00pm October 18, 2010. Refer to the Undergraduate Bulletin for details about receiving a grade of “Incomplete” in a course. In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” in a course before grades are submitted. If the instructor grants the “Incomplete,” the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of “Incomplete” will automatically convert into a grade of “F.”

Administrative Process:
Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:
Department Chair – Dr. Donna Wright (940-397-4615)
Honor System:
RADS 3213 adheres to the [MSU Code of Conduct](#). In particular, academic dishonesty, however small, creates a breach in academic integrity. A student’s participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

Many components of RADS 3213 are designed to be highly interactive with students helping each other learn. Students are encouraged to take full advantage of many resources available including online Blackboard course resources, Internet sites, other textbooks and journals, faculty, and peers when answering objectives. This interactive collegial learning environment is conducive for life-long learning.

All components of RADS 3213 are designed to represent the efforts of each student INDIVIDUALLY and are NOT to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting they abided by this rule.

Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to, the use of, by paraphrase or direct quotation without correct citation in the text and on the reference list, the published or unpublished works of another person. Students may NOT submit papers and assignments that they have previously submitted for this or other courses. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the instructor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) will be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university.

**PLEASE NOTE**
By enrolling in this course, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.

Communication with Instructor:
Contact information for the instructor is listed at the beginning of this syllabus. Email is the preferred mode of communication. Students must use their standardized MSU Student email for correspondence about this course. Faculty members will not be responsible for keeping up with other email addresses for students. If you have not established this account, do so as soon as possible by going to: [http://infosys.mwsu.edu/email.asp](http://infosys.mwsu.edu/email.asp)

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc)
When there is a need to contact students, the instructor will use the students’ “students.mwsu.edu” email account. The instructor is not responsible for sending emails to any other email account.

**CLASS ACTIVITIES AND ASSIGNMENTS**

Students can proceed through the course content at their own pace within the boundaries set by the Course Schedule and the MSU Academic Calendar. See the Course Schedule for specific information about activities and due dates. Late work is not accepted and a zero (0) will be recorded after the due date.

**HIPAA requirement:** Do not place ANY patient name on your assignments. Any proper name that appears on an assignment, other than yours will be considered a HIPAA violation and the assignment will automatically drop one letter grade.

**Unit Quizzes (15%)**

- When a student has reviewed a module and is ready for the quiz, he or she will log on to Blackboard and receive a customized timed module quiz consisting of randomized multiple choice questions. See the course schedule for the open and close dates for the quizzes.

  It is important to know the module content before attempting the module quizzes because they are timed and the student will have only 30 min to complete the exam. Quiz scores will be available immediately after a student submits his or her quiz for grading.

  All quizzes are open the day that classes begin, so you can work ahead. Quizzes must be completed and submitted by the completion date as indicated on the course schedule. Quizzes not completed by the indicated due dates will be graded as zero (0). Students should contact the instructor in extenuating circumstances; such cases will be dealt with on an individual basis.

  If students have technical difficulties during a quiz, they should use the “Help” link at the top toolbar in Blackboard, contact the MSU Information Systems Support Staff, and send an email to the course instructor explaining what happened.

  If a student finds a faulty quiz test item or believes that a quiz question has been scored incorrectly, he or she should send an email to the course instructor that includes the following:

    - Module Quiz Number (I–VI)
    - Answer the Student Thinks Should be Correct
    - Rationale Supporting Why the Student’s Answer is Correct
    - Page numbers must be included when referencing the textbook in a rationale

  After reviewing the case, if the course instructor thinks a revision is justified, the student’s quiz score will be revised to reflect the additional points and the test bank will be updated. It may take several weeks for the student to receive a response because the instructor works on batches of questions for a particular quiz at a time.

**Shift Assignment (15%)**

- On a volunteer, using information found in chapter 12 of Nursing Interventions and Clinical Skills and any other sources needed, perform the portions of a shift assessment. The table and instructions are found in the unit notes. You are to address every item listed in the table, recording your observations and the clinical implications/significance of each. Please note that "normal" is an impression (the examiner's diagnosis or assessment of a problem, disease or condition) NOT an implication (what may be causing what it is you are observing). DESCRIBE the implications/significance of what you observe for the “implications/significance” section. Be thorough and complete. The assignment is to be typed as a WORD document only with a cover page. E-mail the assignment to your professor for grading. This assignment MUST have a correctly formatted MSU cover page.

**EKG Assignment (15%)**
Each student must perform an EKG and obtain an EKG strip. The EKG strip is to be analyzed according to the criteria listed in the supplemental notes on EKG. Mail the original strip and written description to MSU for grading along with a brief, SIGNED, statement from a qualified individual stating that you performed the EKG. Remember: This assignment must be postmarked by the due date at the end of the syllabus, NO EXCEPTIONS. This assignment MUST have a correctly formatted MSU cover page. Assignments with postmarked dates after the due date will not be accepted and a “0” will be recorded.

Charting Exercise and Pharmaceutical Assessment (15%)

There are two parts to the assignment for this unit.

Part 1 (Hand-written Assignment): Using one of the formats found in Box 1-7, page 14 (4th ed.) or the format of the facility in which you work and the supplemental notes above, chart ANY FOUR PATIENT RELATED procedures YOU perform at your facility. NOTE: This is a hand-written assignment, regardless of your facilities protocol; you must follow the criteria as specified by the instructor for this assignment. Follow the criteria as mentioned prior to and after the assignment.

Part 2 (Medication Information): Find one medication listed in any patient chart, you may even use the package insert from contrast media. Locate a Physician's Desk Reference (PDR), or any suitable reference and provide the following information in the clearly labeled sections seen below. Please provide a correctly formatted MSU cover sheet.

1. Trade/Brand Name (If more than one type, injection liquid, tablet, specify which one you are using).
2. Manufacturer
3. Generic Name
4. Chemical Name or empirical formula
5. Drug Classification (analgesic, narcotic, etc.)
6. Indications (what is it used for)
7. Contraindications
8. Adverse reaction (summarize if needed)
9. Dosages
10. Methods of drug administered

NOTE: If you are using a source other than the PDR for the medication portion of this assignment, please include the package insert or the URL of the website where you got your information.

The assignment must be written legibly (illegible is assumed incorrect). If not hand written, this portion of the assignment will be dropped 1 letter grade. This assignment must postmarked by the due date in the syllabus. NO EXCEPTIONS. Assignments with postmarked dates after the due date will not be accepted and a “0” will be recorded.

Cultural Communication Exercise (15%)

Using the Internet, research a culture that might interest you and how you would adapt to that culture in your workplace. If you are unsure what a culture is please look up the definition. African-American is not a culture, it is a term to identify a race. The same is for Caucasian.

Although the Hispanic culture is an interesting culture to research, this culture constitutes the majority minority of this area and region of Texas and perhaps other areas of the country. To avoid replication of this assignment, I am limiting research of the Hispanic culture to five (5) reports. Please pick cultures that you are not a member, ie if you are from the Hispanic culture please pick a culture besides Hispanic.

Students must get the topic of their cultural report approved by the instructor prior to beginning this assignment. Post topic on the Discussion Board under correct category. Place the culture you have chosen in the subject area. Instructor will respond with approval or disapproval. Please check the calendar and the course schedule for the due dates for posting of the culture and assignment.

With the information you find and information from your textbook, address the following:
• Describe how you would obtain an allergic history (or other type of history)
• Describe how you would explain a diagnostic procedure of your choosing to a patient of this culture.
• Describe verbal and non-verbal communication.
• Discuss cultural taboos, norms, and culturally competent communication skills regarding the culture you choose.

The paper should follow guidelines of the American Psychological Association. It is recommended that you obtain a copy of the APA publication manual. You can also find helpful tips in the APA Help folder on the course homepage.

The paper:
• must have a MSU cover page
• is to be a Word document only
• 1-2 pages,
• double spaced,
• 1” margins
• Times New Roman 12 point font ONLY
• References appropriately cited in the text of the paper according to APA guidelines see APA 6th ed chapter 6.
• A minimum of two references submitted on a separate reference page

Submit the assignment by in the assignment section of the course menu by ATTACHING as a single WORD document to the submission section of the assignment DO NOT WRITE ASSIGNMENT IN THE SUBMISSION SECTION
Assignment is due by the deadline listed in the syllabus.

The paper will be graded on correct APA usage, content (make sure to complete the four instructions above), grammar, and tone (informal or formal) and format (including cover page).

Note: Assignments turned in are considered completed assignments and will be graded accordingly. Review your work to that of the assignment criteria prior to handing in the assignment.

Blackboard Closed Book Final Exam – (25%)

The final examination is a proctored, "closed book", comprehensive examination of multiple-choice format. The final exam is a timed, ninety (90) minute test. Students must complete the final (and all course work) by the dates published in the course schedule. All final examinations will be administered during the designated date(s) and time(s) listed in the calendar and/or syllabus. There will be NO alteration of any type to this schedule. Extenuating circumstances may be discussed and an alternative arrangement may be made at the discretion of the instructor.

Note: Any decision by the instructor is final and there will be no further changes made.

Please schedule the time for the final with your proctor when completing the required Proctor Application form and returning the application by the due date in the course schedule. **You are encouraged to try accessing the course from the proctor's computer prior to showing up for your Final so that access issues (such as pop-up blockers & firewall) can be remedied prior to your scheduled test time.**
The unit objectives, study guides, and examinations can be utilized to review for the final.

Typically acceptable proctor sites and candidates include:

X College or University Testing Centers
X [http://www.ncta-testing.org/cc/](http://www.ncta-testing.org/cc/)
X Officials at military base education offices
X Commercial testing services such as Sylvan, Thomson-Prometric, or Pearson VUE Testing Centers are NOT accepted as testing centers.
The exam site must have reliable Internet connections and should have at least two Internet browsers available (Netscape Navigator and Microsoft Explorer). Sites with extensive firewalls and high security mechanisms may not work for testing. Please test to be sure you can connect to Blackboard before committing to a proctor site. High speed connections are more desirable than traditional phone line connections. The site must support an independent phone line in addition to the computer connection so that calls can be made while the student is connected online. The proctor must have moderate computer expertise including the ability and authorization to reboot the remote computer. The student is responsible for any fees proctors charge for their services.

Even if someone has served as a proctor in previous courses, he or she will not be accepted as a proctor for this course if he or she does not meet these criteria. Proctor emails will only be sent to commercial or educational email addresses. Proctor approval is at the discretion of the course instructor.

The proctor form is available in .pdf format from Blackboard. The proctor forms for this course have been redesigned so please use the appropriate proctor forms. Students should review the form and get the proctor information ahead of time. Students should then open the Adobe PDF file and type the required information in the boxes on the forms. Students should print the forms and have the proctor sign the forms. The students should then fax the forms to the course instructor (Fax Number 940-397-4845).

Each student can set his/her exam appointment anytime between 9am and 9pm. It is better to take the exam during normal working hours to be sure that MSU Technical Support will be available. The course instructor will provide the examination password to the proctor by email.

The instructor may be available by phone and email during the exam time in case there are technical difficulties with the electronic version of the exam. **If there are any problems during the exam, the proctor should call the course instructor (Toll Free 866-575-4305, Direct 940-397-4083, Cell 940-249-0100) If the instructor is not available, contact MSU Technical Support through MSU Blackboard, and send an email to the instructor explaining what happened. The exam may have to be rescheduled.**

### Fall 2010 COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td><strong>August 21, 2010</strong></td>
<td>First day of class, All quizzes are opened</td>
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<tr>
<td><strong>September 1, 2010</strong></td>
<td>Quiz 1 due by midnight</td>
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<tr>
<td><strong>September 1, 2010</strong></td>
<td>Cultural Communication Discussion Board Post due by midnight</td>
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<tr>
<td><strong>September 13, 2010</strong></td>
<td>Shift Assessment due by midnight</td>
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<tr>
<td><strong>September 22, 2010</strong></td>
<td>Quiz 2 due by midnight</td>
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<tr>
<td><strong>October 4, 2010</strong></td>
<td>EKG assignment due. Postmarked by midnight.</td>
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<tr>
<td><strong>October 13, 2010</strong></td>
<td>Quiz 3 due by midnight</td>
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<tr>
<td><strong>October 25, 2010</strong></td>
<td>Charting Exercise and Pharmaceutical Assignment due. Postmarked by midnight.</td>
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<tr>
<td><strong>November 3, 2010</strong></td>
<td>Quiz 4 due by midnight</td>
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<tr>
<td><strong>November 15, 2010</strong></td>
<td>Cultural Communication Assignment due by midnight</td>
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<tr>
<td><strong>November 24, 2010</strong></td>
<td>Quiz 5 due by midnight</td>
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<tr>
<td><strong>December 1, 2010</strong></td>
<td>Proctor Applications due by 5:00pm</td>
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<tr>
<td><strong>December 6-8th, 2010</strong></td>
<td>Final Exams must be completed by 8:00pm CST on 12/8/10</td>
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