

ASSOCIATE DEGREE NURSING PROGRAM

RNSG 1360

Clinical Nursing II

Spring 2022

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Brazosport College Division of Health Professions Associate Degree Nursing Syllabus RNSG 1360, Spring 2022

Instructor Information

Instructor: Laura Pena BSN, RN

Office: HS 100-D

Office phone number: 979-230-3558

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Office hours: Posted and by appointment. Appointments may be requested via email. Please allow 1-2 business days

for email responses. Emails may not receive response until next business day if after 5 pm or on weekends.

Instructor: Kimberly Sanders Hebert, DNP, MSN-NE, RN

Office: HS 100-E

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Office hours: Posted and by appointment. Appointments may be requested via email. Please allow 1-2 business days

for email responses. Emails may not receive response until next business day if after 5 pm or on weekends.

Adjunct Clinical Faculty:

Jonathon Davies, BSN, RN Jonathon.davies@brazosport.edu

Jessica Rees, BSN, RN-CEN, TCRN

Jessica.rees@brazosport.edu

Adjunct Office: HS 100-L Office hours: by appointment

Course Information

Course name: Clinical Nursing II Course number: RNSG 1360 Classroom: Hospital Based

Class day(s) & time: Tuesdays 0600-1600, Thursdays 0600-1600 (unless otherwise specified by clinical course

schedule – available to you on D2L). Clinical rotation schedules are subject to lab & agency availability.

Catalogue Course Description

CIP 5138010014

A health-related work-based learning experience for student application of specialized occupational theory, skill, and concepts. Direct supervision provided by clinical professionals. Credit Hours: 3 (0 lecture, 15 lab)

Prerequisites

The ADN program organization and course sequencing utilizes a block curriculum. Nursing curriculum follows Texas Board of Nursing published curriculum. Prerequisite courses provide a foundation for nursing courses. The nursing curriculum progresses from simple to complex.

RNSG 1360

Required skill level: College-level reading, writing and math.

Textbook and Course Material Information

Recommended:

Harding, M. M., Kwong, J., Roberts, D., Hagler, D., & Rienisch, C. (2020). Lewis's medical-surgical nursing (11th ed.). Elsevier. ISBN: 9780323551496

Vallerand, A. H., & Sanoski, C. A. (2019). Davis's drug guide for nurses. (16th ed.).

ISBN: 978-0-8036-6945-1 or visit www.DrugGuide.com for digital version.

Other Useful Resource for Clinical Practice

Nurse Think for Students: The NoteBook 3rd Edition

Tim Bristol, PhD, RN, CNE, ANEF, FAAN/Karen J. Sherrill MSN, RN, CNE, ANEF, FAADN ISBN 978-0-9987347-6-7

Nettina, S.M. Lippincott Manual of Nursing Practice. (11th ed.).

"Required course materials are available at the Brazosport College bookstore, on campus or online at http://www.brazosport.edu/bookstore. A student of this institution is not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer."

Changes to the syllabus may be made at any time at the discretion of the faculty. Student will be notified of the change. Student acknowledgement of the change(s) will be obtained in written form and retained in student permanent file.

Student Learning Outcomes

Upon successful completion of this course, the student nurse will demonstrate novice ability to:

- 1. Discuss and accommodate client environments for safe and effective care that promote health, psychosocial and physiological integrity, while considering cultural and spiritual preferences, to achieve desired client outcomes.
- 2. Apply the nursing process to the care of the adult or pediatric client and correctly identify priority problems, assessments, and interventions to achieve desired client outcomes.
- 3. Communicate effectively with the client, client's significant others, and other members of the healthcare team.
- 4. Demonstrate adherence to standards of practice and accountability in the provision of care through effective documentation of events and activities associated with client care.
- 5. Facilitate client learning through teaching/reinforcement of knowledge, skills, and abilities that promote desired client outcomes.
- 6. Provide safe, competent, and compassionate care utilizing the essential competencies as outlined in the Texas Board of Nursing document: Differentiated Essential Competencies of Graduates of Texas Nursing Programs (2021).

Evaluation Methods

Content mastery is assessed through formative clinical evaluations and dosage proficiency. Formative evaluations include, but are not limited to written clinical assignments, pre- or post-conference discussions, normed assessments, critical thinking activities, and application via patient assignments.

Grading Criteria

See individual assignment rubrics for specific grading criteria.

*Student must demonstrate beginning ability to care for > 1 patient/clinical in multiple instructor-led clinical experiences order to progress to clinical III.

Minimum performance behaviors are objectively defined in course evaluation tools. Performance behavior standards guide student performance and guide evaluation. Students must demonstrate safe patient care to progress and complete course and program outcomes. Students are expected to demonstrate increasing knowledge depth evidenced in critical thinking, improving time management and prioritization, while providing safe care to progressively larger patient groups. Students will receive a weekly formative evaluation that reflects the nursing process and documentation. A summative evaluation will reflect the RNSG 1360 final grade.

Grading Scale

A = 92-100 B = 84-91 C = 78-83 D = 70-77 F = 69 and below

To successfully complete the course and progress in the program, the student must achieve a final course grade of a 'C' or higher. Final course grades are NOT rounded up to the next whole number. Example: students who earn a 77.9 final course grade will receive a 'D' letter grade.

Swift River

Students are required to complete Swift River assignments.

Swift River – Math Refresher (20 questions/week) Required 100%

Benchmark Swift River - Dosage Calc (2-3 patients/week) Required 90%

Benchmark Swift River - Med Pass (2-3 patients/week) Required 90% Benchmark

Dosage Proficiency Exam

All RNSG 1360 students are required to demonstrate 100% proficiency in dosage calculation. Students will have a maximum of 3 attempts to demonstrate dosage calculation proficiency. If 100% proficiency is not achieved after the 3rd attempt, the student will be dismissed from the course per ADN program guidelines. The dosage proficiency exam must be passed prior to start of clinical.

Learning Strategies

Learning strategies used in the course may include patient care or observation in agency clinical, preconference and post conference presentation and/or discussion, unfolding case studies, demonstrations, simulation, web-based activities, quizzes, models, and computer software programs to enhance student learning.

Academic Honesty Policy

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College

Student Guide and the ADN Student Handbook for more information. The BC Student Guide is available online at http://www.brazosport.edu. Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication and may result in failure in this course and program dismissal. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

Withdrawal

- 1. Course withdrawal policies follow published college policies and program policies in the current Associate Degree Nursing Student Handbook.
- 2. Voluntary withdrawal requires written notification by the student. This notification must be submitted to the Program Chairperson, and it must include the reasons for withdrawing.
- 3. Courses dropped on or before semester census date are not recorded on student transcripts. Course withdrawals received after census date and before withdrawal deadline each semester is recorded on student transcripts as a course grade of 'W'. The last date to withdraw from this course is March 31, 2022.
- 4. Students who have registered and paid for courses are considered enrolled until the student officially withdraws by submitting a withdrawal form to the registrar and Program Coordinator. Ceasing to attend class does not terminate enrollment. The student is liable for returning and repaying financial aid, scholarships, or any funds provided to the student.
- 5. Because withdrawal from classes affects enrollment in other courses, insurance eligibility, financial aid, and veteran's benefits; prior to finalizing withdrawal, students are advised to consult with Financial Aid Office and/or Veteran's Coordinator.

Title IX

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Mareille Rolon, HR Coordinator and Title IX Coordinator Office C-114; 979-230-3303; mareille.rolon@brazosport.edu

Students with Disabilities

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

ADA Statement

The Associate Degree Nursing Program complies with college policies regarding rights of individuals with disabilities. Applicants and students must notify the college of disabilities. The purpose of ADA is to provide a clear and comprehensive national mandate for elimination of discrimination against individuals

RNSG 1360

with disabilities, to provide clear, strong, consistent enforceable standards addressing discrimination, to ensure the Federal government plays a central role in enforcing standards established in this act on behalf of individuals with disabilities. (1991) An individual with a disability is a person who has a physical or mental impairment that substantially limits a "major life activity," or has a record of such impairment, or is regarded as having such impairment. A qualified individual with a disability is one who meets essential eligibility requirement for the program or activity offered by a public entity with or without reasonable accommodation. (ADA 1630.20) Essential functions are those functions the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. (ADA 1630.20). Reasonable accommodation: "Change in the way things are customarily done that will enable an individual with a disability to enjoy equal opportunities." (ADA 1620.20) Performance requirements are basic activities a student must be able to complete in a reasonably independent manner. A student who poses a direct threat to health or safety of others or themselves does not meet clinical and skills competencies required. A "direct threat" is defined as a significant risk to health or safety of others that cannot be eliminated or reduced to acceptable levels by modification of policies, practices or procedures, by provision of auxiliary aids or services. Determination is made on an individual basis. Nursing students must be fully able to comply with program Critical Core Attributes throughout entire program (See ADN Handbook.)

Covid-19 Statement

The statement below is intended to clarify recommended safety protocols to be followed while on campus, including but not limited to wearing masks, maintaining social distancing, etc. Also included are the specific steps students are required to follow if a student tests positive for Covid-19 or are exposed to an active case.

At Brazosport College, all of us, including faculty, staff, and students, share a common goal this semester, to keep our classes running in the safest manner possible and avoid any disruption to your progress in achieving your educational and career goals. To that end, we ask and encourage you to conduct yourself in the following manner while on campus this semester:

- Every day, perform a self-health check prior to coming to campus and stay home if sick.
- To the greatest extent possible, maintain your distance between you and other students, faculty, and staff while on campus.
- Wear a properly fitted face covering over your mouth and nose while indoors on campus. If you do not have a mask, they will be available to you in all classrooms this fall.
- Practice good hygiene, washing your hands regularly and/or using hand sanitizer.
- The most effective way to protect yourself from Covid-19 is through vaccination. The vaccine is readily available and at no cost to you. Vaccine information and availability can be found at https://brazosport.edu/coronavirus/vaccine/.

If at any time this semester you begin to experience Covid symptoms, or if you are exposed to someone who has tested positive for Covid-19, please take the following steps:

- Stay home if you're feeling sick and minimize your contact with others.
- Alert the College by completing the Covid-19 Exposure Report Form online at
 https://brazosport.edu/coronavirus/report/. Be sure to provide accurate contact information, including a working phone number that you will answer.

- After submitting the report, you will be promptly contacted by a member of our Rapid Response
 Team, who will ask you some specific questions about your situation and provide you with
 guidance moving forward.
- If it is determined that you should not come to class, your instructor will be notified. Please know that your instructor will consider course adjustments and potential make-up work only if your case has been reported to Brazosport College, and they've been notified by our response team. Your instructor will work with you to determine how to manage any make-up work.

While walk-ins are available, your visit will be easier if you pre-register by creating an account at www.mychn.org. In addition to providing health and behavioral services, CHN also provides COVID vaccinations and testing. All insurance is accepted, and healthcare is provided on a sliding scale including no cost for those who need it.

Throughout the semester, please regularly check the College's Covid-19 information page at https://brazosport.edu/coronavirus/, where the latest updates and guidelines will be posted. As members of the BC community, all of us share a responsibility to each other to be as safe as possible.

Course Absence/Tardiness Policy

Clinical attendance is expected and mandatory. Students may be withdrawn by the faculty member for excessive and/or unexcused absence. Example of excused absence is illness or family crisis; and the student must notify the appropriate faculty member. A student who is absent more than 10% of clinical hours is subject to dismissal from the course. Students are required to contact the clinical instructor at least one hour prior to scheduled clinical assignment by email. Student is also responsible to notify clinical observation or preceptor assignment sites. See ADN Handbook.

Students must arrive to assigned unit or facility at designated time. See clinical rubric. Failure to arrive within 15-minute of assignment start may result in the student being sent home and considered a clinical absence. Student is expected to notify faculty of expected tardiness. See ADN Handbook.

In the event of a (+) COVID-19 result in the Spring 2022 semester, clinical absence resulting in more than 3 clinical days (including observation rotations) may result in RNSG 1360 "Incomplete" and the student will need to complete the required clinical hours in the subsequent semester pending agency availability. Note: In Spring 2022 semester, students are accommodated with <u>one</u> extended absence secondary to a (+) COVID result.

During inclement weather or other emergency, the student must make decision regarding safe travel. If Brazosport College's President closes campus, nursing classes will not meet. The BC college home page is the source for campus closing information. If college is open and student does not attend class, the student is absent.

Absence during a clinical day may be reflected on the formative evaluation. Make-up days and/or assignments may be required for clinical absence. Absences during a scheduled medical/surgical floor day may result in loss of observation experience and reassignment to floor.

EMAIL

Students are expected to use and check their Brazosport College email address at least twice daily. Your Brazosport College email is the official form of communication. Other email address formats are unacceptable and unreliable. Important information will be conveyed to students via email. Students may contact Information Technology at (979) 230-3266 to report problems with email or college issued computers. Problems with email do not excuse any student from information conveyed via college email.

Course Requirements

Students are required to follow course requirements and/or program policies as listed in your course syllabus and student handbook. Infractions of these policies may result in disciplinary actions. Students may receive a verbal/written warning along with counseling by instructor. Failure to adhere to the course requirements and program policies may also lead to dismissal from course, and/or dismissal from program. Student violations of the student code of conduct (e.g., behavioral problems, cheating, plagiarism, etc.) are reported to the Dean of Student Services.

Preparation for Class, Assignments, and D2L.

- 1. All assignments are due on the date and time designated by faculty. Assignments are considered late if not submitted by the specified time and due date and will be reflected on formative evaluation.
- 2. The American Psychiatric Association (APA) Publication Manual is the selected style manual for nursing programs.
- 3. Desire to Learn (D2L) is the course platform for course resources.
- 4. The Desire to Learn time clock is the official clock used for due date and time stamp.

5. Late Work

- 1. Absence does not excuse or relieve a student from assignments/course requirements. Student is responsible for notifying faculty for revised deadlines.
- 2. Late assignments without a pre-event specific discussion with the course faculty may earn a grade of zero.
- 3. Late assignments must still be submitted electronically for time and date stamp.
- 4. It is expected that students purchase required resources in a timely manner. Also, see recommended resource list for clinical. Assignments missed because of unpurchased resources will receive a grade of zero.
- 5. Nursing students are expected to take dosage exams at the regularly scheduled time.

Clinical Requirements

- 6. To provide for optimal patient safety and consistency in student learning, the Associate Degree Nursing faculty developed the following guidelines for student clinical experiences.
- 7. The guidelines have been developed in conjunction with hospital personnel and current agency policies. Should a situation arise where an agency's policy is more restrictive than these guidelines, agency policy is followed.
- 1. See Criteria for Unsafe Clinical Performance, attached and in ADN Handbook.
- 2. When in observation setting, students are only there in observation and assessment capacity. Students may not perform interventions (such as administer medications and/or perform interventions).
- 3. Students will report status of assigned patients to the designated licensed nurse prior to leaving the unit. In the acute care setting students also document patient status and name and title of person to whom report was given in student nurse's notes.
- 4. The student must notify instructor to be "in attendance" for any initial sterile procedure. For subsequent same skill performance, the student must have specific instructor approval to be independent or be with a designated nurse.
- 5. Students may not serve as witnesses for any legal documents such as wills, operative permits, narcotic waste forms or "witness" medications requiring signatures of two licensed personnel such as insulin.
- 6. Students who work must have adequate sleep to safely care for assigned patients and be able to remain awake and alert during pre-conference, clinical, and post conference.
- 7. Brazosport ADN Program forbids use of or appearance of, influence of narcotics (opioids and derivatives), hallucinogens (LSD, marijuana, and others), and alcoholic beverages while attending clinical or class. See College Catalog under Student Conduct and Program Handbook

- 8. Students may initiate CPR which is relinquished to clinical facility staff as appropriate
- 9. Many clinical facilities have implemented zero tolerance for smoking. This may include, but not limited to, smelling of smoke when entering facility or smoking in car or on facility premises (garage, parking lot, etc.). Students and faculty must be aware of clinical facility's policy and adhere to guidelines.
- 10. Per agency and program policy, students alone are not allowed to take a patient from unit to a personal form of transportation once discharged. An employee of the facility must also be present.
- 11. Any behavior in clinical area which exposes a patient to physical or emotional harm may cause a student to be dismissed from nursing program
- 12. See Code of Conduct in the Student Handbook for further standards

8.

Medication Policy

Students are expected to follow ADN program medication administration procedures and failure to follow this procedure will result in a '0' for the that day's clinical performance and academic probation. Multiple occurrences will not be tolerated and may result in program dismissal.

- 1. Students are not allowed to administer medications without instructor supervision and/ or approval.
- 2. Students may not open medication packages or remove medications from a multi-dose bottle without the presence of the clinical instructor and/or designated nurse for verification. Students must verbalize medication understanding with instructor prior to medication administration.
- 3. Students may NOT administer:
 - IV anti-neoplastic agents
 - Intrathecal medications
 - Central line/Porta-cath meds into ports not previously accessed
- 4. Students must NOT administer blood components that are typed and or cross-matched, such as RBCs, whole blood, platelets, fresh frozen plasma, cryoprecipitate, and plasma products used for coagulation factor deficiencies. Students may assist ONLY in monitoring patient responses to such therapies and witness the process for administering blood and blood products.
- 5. The following list of medications is not all inclusive but lists some medications that may require two licensed nurses to check dosage, order prior to administration.
 - Insulin
 - Lanoxin
 - Anticoagulants
 - Any "one-time dose" or stat medication
 - Mixed medications (i.e. narcotic and anti-emetic in a syringe)
 - Controlled substances
- 6. In all cases, the nursing instructor reserves the right to impose additional restrictions based on the learning level of the individual student and/or specific patient situation.

CRITERIA FOR UNSAFE CLINICAL PERFORMANCE

Unsafe clinical behavior is demonstrated when one or more of the following are violated: (this is not an inclusive list of all possible acts but is a list of examples)

Safety Violation	Examples (not an inclusive list)			
A. Violates of threatens the physical safety of	1. Fails to properly position patient			
patient	2. Failure to carry out medical/nursing orders			
	3. Does not appropriately utilize side rails/restraints			
	4. Comes unprepared for clinical			
	5. Does not wash hands appropriately when caring for patients			
	6. Injures a patient			
	7. Functions under the influence of substance affecting performance			
	8. Fails to report significant patient information in a timely manner to			
	instructor and staff			
	9. Fails to identify the patient using two identifiers			

RNSG 1360

B. Violates of threatens the psychosocial safety of patient	1. Repeatedly uses non-therapeutic communication techniques 2. Attacks/degrades the individual's beliefs or values 3. Calls individual by inappropriate names 4. Identifies patient by initials or name on written work 5. Breeches confidentiality	
C. Violates or threatens the microbiological safety of patient	1. Fails to recognize and correct violations of aseptic technique2. Does not wash hands appropriately when caring for patients3. Fails to follow standard precautions4. Fails to follow transmission-based precautions	
D. Violates or threatens the chemical safety of patient		

Nursing Process	Examples: (not an inclusive list)			
A. Inadequately and/or inaccurately assesses	1. Unable to identify basic human needs through assessment			
assigned patient(s)	2. Makes repeated faulty judgment/decisions resulting in ineffective nursing			
B. Inadequately or inaccurately plans the care for assigned	care			
patient(s)	3. Fails to observe/report/chart critical patient data			
C. Inadequately or inaccurately implements patient care	4. Comes to clinical unprepared			
D. Inadequately or inaccurately evaluates patient	5. Fails to report significant patient information in a timely fashion to			
care	instructor and staff			
Skills	Examples: (not an inclusive list)			
A. Violates previously mastered principles/learning objectives in	1. Unable to adequately and/or accurately perform skills previously mastered			
carrying out nursing care skills or delegated medical functions	in the skills lab (Basic and advanced)			
	2. Unable to administer non-parenteral and/or parenteral medications			
	previously mastered in skills lab			
	3. Unable to obtain accurate vital signs			
	4. Unable to verbalize key information previously covered in skills lab and/or			
	class			

Decision Making	Examples: (not an inclusive list)			
A. Assumes inappropriate independence in action or decisions				
B. Fails to recognize own limitations, incompetence and/or legal responsibilities	1. Refuses to admit error2. Cannot identify own legal responsibility in specific nursing situations3. Fails to complete assigned nursing responsibilities			

Professional Accountability	Examples: (Not an inclusive list)			
A. Fails to accept moral and legal responsibility	1. Fails to conduct self in professional manner			
for own actions thereby violating professional	2. Comes unprepared to clinical			
integrity as expressed in the Code for Nurses and	3. Falsifies or fails to report information			
the Nurse Practice Act.	4. Fails to report significant information in a timely fashion to instructor and			
	staff			
	5. Steals or functions under the influence of substances or in an impaired state			
	affecting performance			
	6. Does not follow school/healthcare institution policies and procedures			
	7. Violates Academic Dishonesty or Students Conduct Code (e.g. cheating on			
	written work, plagiarism, abuse of social media)			
B. Violates patient confidentiality—can also be a violation of	1. Shares patient information on the phone			
Federal Law (HIPAA) and may	2. Photocopies patient records (or accepts copy of record from staff)			
result in fines and/or incarceration	3. Shares patient information with individuals outside of health team			
	4. Puts patient name and/or identifying information on student assignment(s).			
	5. Fails to appropriately discard Kardex, medication record and/or any other forms prior to leaving			
	clinical assignment/facility.			
	6. Leaves patient information unattended on counters or computer screen			
	visible to all			

Any unsafe clinical behaviors demonstrated by a student can result in a grade deduction or dismissal from the program. Each unsafe clinical behavior will be documented on the formative evaluation form and discussed with the student.

HIPAA

Students are accountable and responsible for maintaining strict confidentiality of patient information. Breach in confidentiality results in disciplinary action and possible dismissal from the nursing program. Patient confidentiality includes oral, written and electronic communication. The Health Insurance Portability and Accountability Act (HIPAA) is a federal law which prohibits unauthorized disclosure of private patient information. HIPAA provides both civil and criminal penalties for violations that range from fines of \$250,000 and 10 years in prison. Students should inform family members of the program's privacy policy. Student information of any kind is not discussed or released to any family member. Family, friends, children, relatives, or any other non-program related persons are NOT permitted at college, in class, at clinical, or at any other program event, unless specifically invited.

Library

Information about the Library is available at www.brazosport.edu/~lib/Information.htm or by calling 979-230-3310.

Writing Center

Located within the Student Success Center (second floor of the main building above the counseling and registration office) is the Brazosport College Writing Center. The Writing Center provides drop-in tutoring Monday – Thursday 9 am – 8 pm and Friday 9 am – noon. Online tutoring and other times are available by appointment.

Math Center

Located within the Student Success Center (second floor of the main building above the counseling and registration office) is the Brazosport College Math Center. The Math Center provides drop-in tutoring Monday – Thursday 9 am – 8 pm and Friday 9 am – noon.

Information Technology Department

Contact IT for computer, email, or other technical assistance call the Helpdesk at 979-230-3266.

Other Student Services

Counseling and Advising 979-230-3040 Financial Aid 979-230-3294 Student Activities 979-230-3355



Get the information you need – when you need it. Click http://geni.us/BRAZO to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.



Syllabus Acknowledgement Receipt

RNSG 1360 – Clinical Nursing II – Spring 2022

I have received and read the syllabus for RNSG 1360 – Clinical Nursing II.

My questions have been answered and clarified. I will seek clarification if needed. I understand there are no verbal contracts. Instructors may change the syllabus as needed to meet course and program outcomes. I am accountable and responsible for all syllabus information.

Student print name / date		
Student sign name / date		

Retained in Student Permanent File