Welcome to Instructional Module 4

Mindy Starch MSN,RN, MEDSURG-BC,ENLS

IM4 Facilitator

Module 4 Instructors

- **Lorena Burnett-** Dosage calculation, simulation and assisting with CPE and LMS.

- **Sheryll Coulombe:** Student retention, calendar, and assisting with clinical schedule.

- **Abby Heinrich:** Bootcamp schedule,Trustpoint and assisting with attendance, calendar, clinical schedule, CPE, and LMS.

- **Mindy Starch:** Course Facilitator, attendance, Trustpoint and assisting with HESI.

- **Abigail Webster:** HESI, N95 testing, simulation and assisting with CPE.

Safety Procedures

- **Fire** – take nearest exit & meet in *NORTH* parking lot.
- **Tornado** – stay in classrooms or faculty offices.
- **Active Shooter** – Run, Hide, Fight
  - Leave building if you can do so safely
  - Lock classroom door with deadbolts. Cover windows in doors. Lights out. Silence all electronics & turn off screens.
  - See poster on bulletin boards.
  - If you leave building, go *SOUTH* to parking lot between apartments or dorms or go to nearest safe structure.

- **Do NOT leave campus!**
  - We must account for everyone
  - First responders could endanger themselves looking for you.

- Chain of Command

- Advisory Groups

- Seating Chart
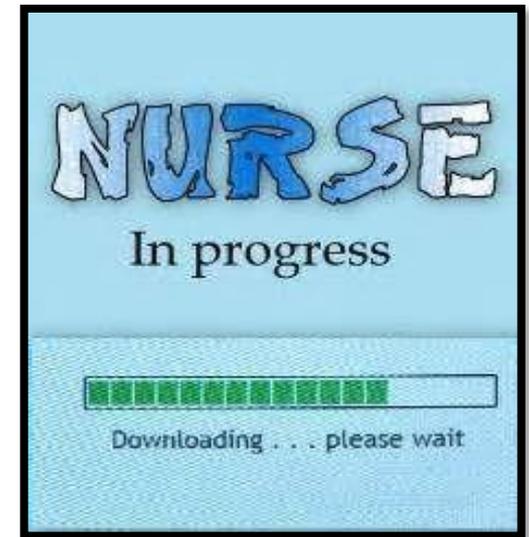
- Office Hours- See calendar (Email on LMS to setup time)

- Update EMPOWER contact info by **Wed. of Wk. 1**

- **Notify Dr. Kidder and Mrs. York of any changes in Empower email because it is linked to LMS**

The Next 8 Weeks

- **Calendar**

- **Credit Hours**

- **Syllabus**

- **General policies**

  - Confidentiality

  - Honor Code forms

  - Policies apply in all clinical & theory settings

Electronic Devices & Other Distractions

- Do not disrupt others learning

- Texting & web surfing is distracting to others

  - Keep electronics on silent

  - Searching topics R/T to course is acceptable

- *Conversations are a **big** distraction*

- Enter / leave room quietly when class is in session

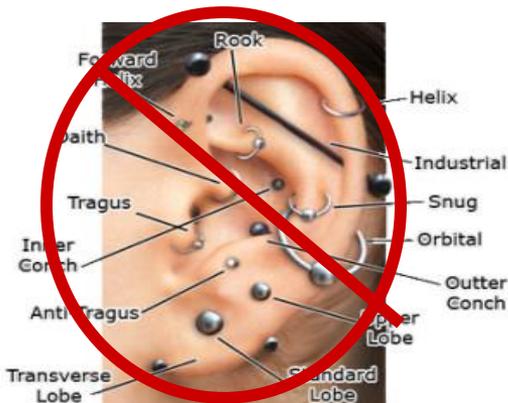- Ask permission to record a lecture

Dress Code

- **Name badge**

  - Must be worn at all times in all locations

  - Clearly visible – Left or Right *shoulder*

- **Class & clinical dress**

  - *See Student Handbook for updates*

 - Clinical dress code applies to hospital, lab & simulation

Class Schedule

- **Monday & Thursday:** Med-Surg material or Exam

- **Tuesday & Wednesday:** Clinical *Week 5 Dosage Calculation Exam

- **Friday:** HESI assignments are assigned to comparable lecture (see HESI Across the module schedule)

- **All Out of Class assignments DUE by 1700 Friday, Week 7**

- ***Schedule is subject to change as circumstances vary**

LEARNING MANAGEMENT SYSTEM (LMS)

- **Lessons** are listed

  - weeks_topic_faculty

  - Multiple out of class assignments

  - Lecture material will open at a minimum

    of 48 hours before scheduled class time
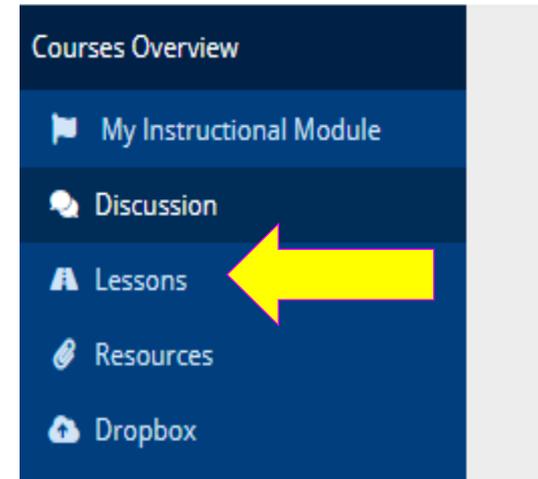
Clinical Folder on LMS

- **Bootcamp information – Wed., Week 1**

  - *Report to your 1st station for attendance*

  - *Bring forms or computer for paperwork rotation*

- **Clinical forms –** all sites

- **Fillable forms**

- **Clinical paper instructions**

- *Simulation **–** see separate folder for information and paperwork*

Bootcamp Instructions

- Bootcamp is in the SIM lab. (Please see the bootcamp schedule on LMS)

- Must be in clinical attire.

- Please bring a printed copy of the clinical paperwork. (Medication worksheet, Physical assessment narrative, and Diagnostic worksheet.)

- Please bring writing utensils. Pen and Pencil is suggested because you will be filling out an example clinical paperwork and working on dosage calculations.

- You will need a calculator for dosage calculation. (Your phone calculator is fine ☺)

Clinical & Reference Tools

- **Found in lessons on LMS**

- **Variety of resources**

  - HESI, LMS - Tutorial Videos

  - Library resources

  - Reference sheets – Drug classifications, IV Fluids

Quarantine Plan

- **Found in lessons on LMS**

- **Notify Dean Timmerman and your advisor**

    Exposed - Test Positive - Have S&S

- ***Advisor*** **will assign COVID-19 clinical plan**

  - **Submit completed work to Advisor's DROPBOX**

  - **All required work MUST be completed or Failure of IM4**

HESI Material

- ***HESI Across the Module*** located in the HESI Material folder

- HESI information covered in class week 1.

- Mrs. Webster is IM4 HESI Champion

Out of Class Work

IMPORTANT

- **Includes a variety of HESI work, adaptive quizzes and clinical assignments**

- **See course calendar & learning objectives**

Week 7 Due Date

- See IM4 calendar & Learning Objectives

- **ALL in class & out of class assignments**

  - Examples include but not limited to

    - All REQUIRED HESI Assignments

    - Reflection for CPE

- ***ALL assignments are DUE by 1700 on Friday of Week 7, failure to comply will result in failure of IM4***
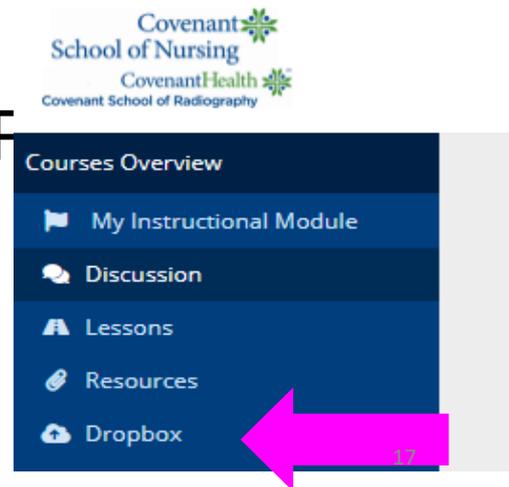
LEARNING MANAGEMENT SYSTEM (LMS)

- **Dropbox**

- **Reflection forms** **– see Clinical folder**

  - Submit **for CPE to your Advisor**

  - **See Module calendar for due dates & times**

  - **ALL files/attachments must be labeled**

    Last name.Initial_Subject_Topic

    Example: Smith.J_Reflection_CF

  - **CONFIRM** you have the correct
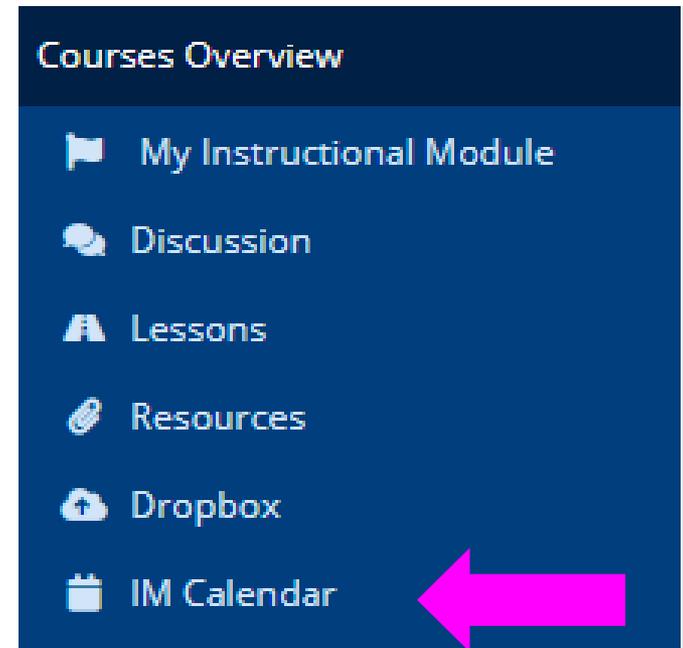
    Dropbox before submission

LMS – Discussion Board

- Divided by Exams >> Faculty

- Submit questions regarding course content to Discussion Board

- **Questions for Muddy Waters to be submitted in advance if possible**

- **Notify faculty if you post on Discussion Board**

- If you text/email questions regarding content faculty may place it on Discussion Board but we will omit your name

- Questions will only be addressed during business hours.

- **Faculty may choose to use discussion for lecture material and class assignments**
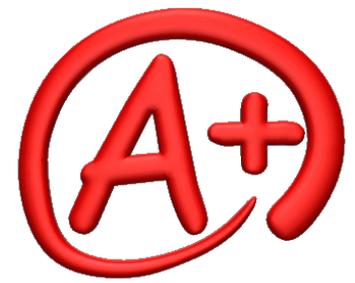

Covenant
School of Nursing
CovenantHealth
Covenant School of Radiography

Courses Overview
- My Instructional Module
- Discussion
- Lessons
- Resources
- Dropbox

LMS - Calendar

- Required Teams Meetings PRN

- Loading Teams app to your phone / laptop is recommended.

Courses Overview
- My Instructional Module
- Discussion
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- Resources
- Dropbox
- IM Calendar ←

Course Grades

1. **Unit Exams** = **75%** of overall MODULE grade

   - 4 exams of 65 questions each. Include Pharm, patho & med-surg theory & 5 Med Math questions, Total of 70 questions each exam.

   - Must have 75% Exam average ***BEFORE*** any other components are averaged into final course grade

2. **Other graded module items** = **25%** IM4 course grade

   - CPE – 10%

   - Dosage Calculation Exam 5%

   - HESI Material (adaptive quizzes) - 5%

   - HESI Fundamental V2 proctored exam – 5%

HESI Adaptive Quizzes

- **5% of overall course grade**

- **Adaptive Quizzes:** (will cover on HESI intro)

  - **Must reach novice level**

- **Must make an 85 or higher Drug Calculations - Module 11**

- **HESI Adaptive Quizzes, essential packets, and case studies *must be completed* for module completion.**

HESI Fundamentals V2 Exam

- **5% of overall course grade**
- **Goal is score of 850 or above**
- **If score is below 850 -**
  - See Mrs. Webster or Retention Coordinator if you have questions

	HESI Score	Conversion score	Gradebook Score
Student 1	1030	92.35	100%
Student 2	876	80.66	100%
Student 3	839	74.88	74.88%
Student 4	703	63.25	63.25%

Example: (Conversion Scores vary based on exam-type and student performance)
(Reference: Nationally Standardized Assessments Policy for complete policy)

Clinical

- **Students to the clinical sites**
  - Covenant Medical Center and Trustpoint – Tues. 0630-1330 & Wed.0630- 1200
  - Simulation – Tues. 0830-1200 & Wed. 0830-1200

- **Student Conduct**
  - Students employed in a healthcare role may **NOT** perform the duties of that role during CSON educational experiences.
  - Student must provide care under the supervision of a licensed nurse regardless of other experience or education.
  - Policies of the clinical site apply to **ALL** CSON students.
  - See IM4 syllabus & Behavioral Congruence Policy

Clinical Proficiency Exam
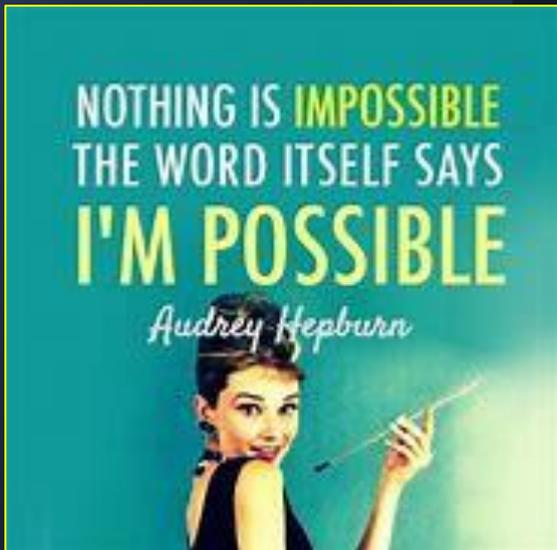
- **CPE** – Wk. 7 – **10% of grade**; allowed 2 attempts
  - Meet criteria on 1st attempt = 100 points
  - Meet criteria on 2nd attempt = 75 points
  - Did not meet criteria after 2 attempts = zero points

- **DO NOT schedule work or any other activities on CPE day.**
  - We cannot guarantee the time you will be dismissed
  - You may have to return in the afternoon for retakes

NOTHING IS IMPOSSIBLE THE WORD ITSELF SAYS I'M POSSIBLE

Audrey Hepburn

Mask Fit Test – Week 8

- **Students who do not complete the Mask Fit Test will be considered *Incomplete* & will not progress to IM5**

- Contact Mrs. Webster for questions.

What Is A Tardy?

Arrive to class/clinical less than 30 minutes past start time

Leaving theory/clinical less than 30 minutes early

3 Tardies = an absence

It is the STUDENT's responsibility to check in with faculty to ensure they are not marked Absent

LATE for Classroom Activities

If late, you must notify instructor at first available opportunity.

- Attendance taken at designated start time

- Be on time - attendance is taken for every activity

- *It is possible to earn more than 1 tardy per day*

> If you are not in your chair at the designated start time,
>
> YOU ARE TARDY!

What is an Absence?

Student not present in theory or clinical for **more than 30 minutes after** the theory or clinical experience was scheduled to start

Student arrives on time for theory or clinical but **leaves more than 30 minutes early**

Student leaves in the middle of class/clinicals and **is gone for more than 30 minutes,** the student will be counted absent for the day.

Attendance Policy

- **Review the policy in Student Handbook!**

- **Total of 3 absences**

- **Allowed 3 absences in a module that do *not* require makeup.** Funerals, illness, etc. are counted in the 3 days.

- Only **ONE absence from clinical will _not_ require makeup.**
  - A *SECOND* clinical absence _requires_ makeup.
  - *MORE THAN 2 _CLINICAL_ ABSENCES = MODULE FAILURE.*
  - **Clinical Hours include clinical, simulation, boot camp, and CPE**
  - **Clinical absences will be counted throughout program and will be used to decide Module 8 preceptorship placement along with HESI scores and Internship.**

Reporting an Absence

- If you are going to be ABSENT/ TARDY call/text clinical/theory instructor.

    - Call in time begins **1 hour prior** to designated start time

    - In addition, **text & email Miss Starch**

- **Attendance discrepancy?**

    - Contact Miss Starch via email within 7 calendar days of attendance posting

- **Attendance Makeup Day – Week 8**

Exam day tardy/absence

- If the student arrives after the start of an exam, the student will be admitted to the exam. The student **will receive a tardy** & will **NOT be allowed additional time the exam**.

- **Email Miss Starch to schedule a make-up exam.**

Exam Makeup Requirements

- Missed proctored exams **must be taken on the first available day upon returning**. Day of return to school is marked by attendance to any scheduled school event during that calendar day.

- **Students may miss**

  - one (1) exam without a point deduction but will receive an absence.

  - Any subsequent exams (including standardized exams) missed during the same module will receive a 5-point deduction **_and_** an absence for missed class/clinical/simulation of the day.

- **If absent due to subpoenaed court appearance**, **funeral, approved CSON activity or deployment of close relative to active war zone will _NOT have points deducted_. Submit documentation to Miss Starch.** (see policy for details)

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Attendance Policy
Clinical No Show

- **Failure to notify the appropriate individual via cell phone call or text message within 2 hours past start time of clinical will result in a Clinical No Show.**

  - 1 occurrence = written corrective action

  - 2 occurrences = 2 days of suspension

  - 3 occurrences = dismissal

- **Occurrences are tracked throughout the student's entire enrollment**

NO SHOW
NO CALL
NO GOOD

Inclement Weather Policy

- **If LISD delays** school on a **theory** day, CSON will delay theory classes for same amount of time as LISD

- **If LISD delays** school on a CSON **clinical** days, students may be provided asynchronous TBON approved simulated activities

- **If LISD cancels school** on a theory day, each IM will decide how & when theory content will be made up. *Options are virtual learning or the use of Fridays*

- If school is delayed or canceled on **exam day**, exams will either be delayed of rescheduled for another day

- **Everbridge** (call/text system) will be utilized for cancellation

Exam Procedure

Exams will be in the LRC

- Times of exams may vary - See course calendar
- Must have ID badge for all exams
- **Start the exam before you brain dump**
- Review will immediately follow the exam

Clarification of Exam Question or Concepts

- **Questions written on exam scratch paper NOT acceptable.**
- **You have 2 hours** after the exam closes to email instructor (no text or calls). ** 1 hour after Exam 4.**
- Provide material from textbook/lecture to support your view

Exam Procedure

- **Attendance will be taken in classroom 10 minutes prior to exam time**
  - You will be marked absent if not in your chair for attendance
  - Do NOT enter computer lab before exam proctor tells you to
  - You will be assigned to a computer
- All computers are now in kiosk-mode
  - CLOSE / EXIT all windows & RESTART COMPUTER before leaving
  - Return scratch paper with YOUR NAME & pencil to faculty (DO NOT BRING YOUR OWN)
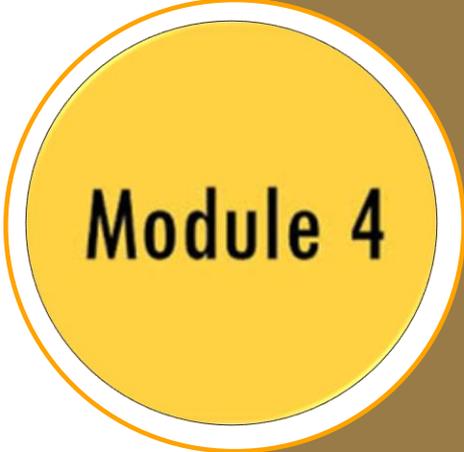
Module 4

Uploading Exams

- **5-point deduction** – failure to close & upload your exam

- **1-point deduction -** for not knowing your ID Number or entering *incorrect* ID number

CONGRATULATIONS!

YOUR FILE(S) UPLOADED SUCCESSFULLY.

Exam
lete   chasetest_Posting 1 of Test Rob for VDI -- NON Secure_20120321074628593_fi

Click History to view a list of your exam uploads and downloads.

History   Quit

Grade Examples

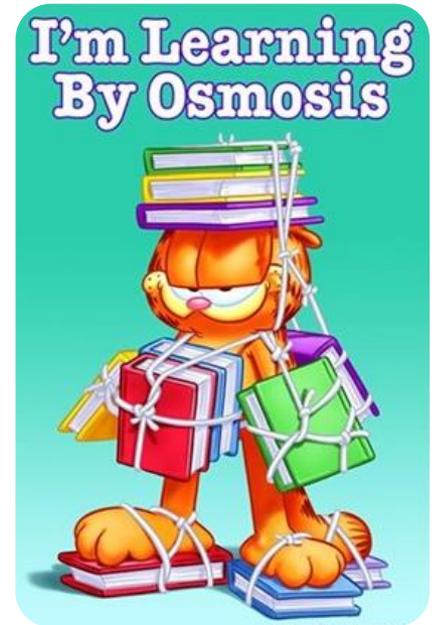## Student 1

Exam average (including medication exam grades) of 88% x 0.75 = 66 points	
Dosage Calculation	100 x 5% = 5 points
HESI Adaptive Quiz	100 x 5% = 5 points
HESI Fundamentals 850 or above	100 x 5% = 5 points
CPE – Met on first attempt	100 x 10% = 10 points
Total	**24 points**
Final Course Grade	66 + 24 = 90
Transcript Grade / Letter Grade	90 (no rounding) / A

Student 2

Exam average (including medication exam grades) of 82% x 0.75 = 61.5 points	
Dosage Calculation	100 x 5% = 5 points
HESI Adaptive Quiz	85 x 5% = 4.25 points
HESI Fundamentals 805	75 x 5% = 3.75 points
CPE – Unmet after 2 attempts (10%)	zero points
Total	**13 points**
Final Course Grade	61.5 + 13 = 74.25
Transcript Grade / Letter Grade	74.5 (no rounding) / F

Retention Specialist

- *If you need help, please ask faculty*

- See Retention Specialist, Mrs. Gurley

- Ms. Coulombe is IM4 Retention Champion

- **Last day to Withdraw w/o penalty –**

  - **Friday, Week 6 before 1100**

  - Ms. Coulombe will meet with you after exam 2 if your grade is 76 or lower.

  - **If you withdraw:** please email your advisor & the course facilitator

Dosage Calculation

- Version 1- 20 question exam

- 85% or greater=100 in gradebook

- Below 85= Mandatory reschedule to retake version 2. Version 1 and 2 score will be averaged.

- Version 2- You are responsible to schedule with Mrs. Tienda a time to take version 2.

- **DEADLINE TO TAKE VERSION 2 IS February 28th!**

- *** If you must take version 2 you are required to meet with Mrs. Burnett prior to retaking this exam.**

YOU ARE
BRAVER
than you believe,
STRONGER
than you seem,
SMARTER
than you think.

WISE WORDS FROM CHRISTOPHER ROBIN TO WINNIE THE POOH
—A.A. Milne