



MATERNAL NEWBORN NURSING CARE (MNNC) COURSE

Course Policies and Procedures

January – March, 2016



Thank you for choosing to attend Regional Perinatal System's Maternal & Newborn Nursing Care (MNNC) Course. This is a **didactic** course. All class lectures are taught by experienced perinatal nurse educators and managers, midwives; and social workers from the major birthing facilities in San Diego and Imperial Counties. The primary objective of the course is to provide an exceptional learning experience for nurses and to equip them with the knowledge necessary to provide quality nursing care to pregnant women and their newborns. Regional Perinatal System (RPS) is responsible for the administration of this course. A class proctor from RPS is available on-site to assist with administrative issues for each class session. Regional Perinatal System together with all those who offer their time as MNNC Instructors take great care in planning this course to maximize your learning experience. For this reason, policies and procedures have been developed.

I. Attendance

“Course offerings must be at least one hour in length. If it is an academic course, the nurse must be enrolled for credit. The nurse must meet all class requirements. Credit for completing part of a course (continuing education or academic) may NOT be granted. Thus, if a person attending the course leaves before the course is over, they are not to be issued a certificate of completion. Some CEPs who offer multiple day courses often break the course into several segments and provide contact hours for each segment successfully completed.”(Source: State of California (2007)). Department of Consumer Affairs Board of Registered Nursing. Applying for a Continuing Education Provider Number. Retrieved on June 23, 2009 from <http://www.rn.ca.gov/applicants/cep-lic.shtml#require>).

Due to the California Board of Registered Nursing guidelines stated above, students must attend 100% of the course to earn Continuing Education Contact Hours. To facilitate attendance documentation, students must sign in three times a day: at the beginning of each day; upon return from the lunch break; at the end of the day. A sign-in sheet will be available 15 minutes before the beginning of each day, during the first 15 minutes of the first lecture of each day, after each lunch break; and at the end of the day. **Due to the requirements of this course, we ask that you do not sign out early or sign in or out for someone else. Accurate signing in and out for each class session is required to pass this course.**

Unlike the BRN, however, Regional Perinatal System will issue a verification of successful completion to each student who attends a **minimum of 11 full class sessions** (and passes all exams). Your employer may be notified of excessive absences.

II. Classes

Each session will start and end on time. Classes begin at 8:00AM and will usually end by 4:15PM - refer to the course schedule to confirm class start and end times.

Please be courteous to those around you and keep private conversations to a minimum during the lectures. Pagers and cell phones should be turned off or placed on silent mode.

Syllabus & Text Book

A syllabus, including most of the class lectures, will be provided electronically. Regional Perinatal System has asked all instructors to provide current lecture materials for the syllabus binder prior to the first day of class. However, RPS cannot guarantee that all current lectures will be included in the syllabus binder if they were not provided by the instructor. The textbook that is referenced in the course is: Lowdermilk DL, Perry SE (2012), Maternity & Women's Health Care, Tenth Edition: Mosby: St. Louis, Missouri (ISBN: 978-0-323-04367-0). The textbook can be purchased on-line. It is recommended that student's purchase the textbook prior to the first day of class.

III. Tests

A total of 5 tests (1 pretest and 4 in-class exams) will be given throughout the course. The pretest is used to establish baseline and does not count towards the course requirements. During the exam period, please be sure to keep all materials (binders, books, notebooks, etc.) closed. **A minimum score of 80% is required to pass each test.** If you receive a score below 80% for any test, you will have one opportunity to repeat the exam. **You must receive a passing score on ALL tests in order to pass this course and receive a certification of successful completion.** If you need to re-take an exam, you will be contacted by the MNNC Coordinator.

Honor Code

As healthcare professionals, students are expected to adhere to a code of honor and honesty when taking examinations during the MNNC. Any evidence of cheating will result in disqualification of the student from the remainder of the course and the student's employer will be notified.

IV. Continuing Education Units (CEUs)

On the first day of class, please review your Continuing Education Unit (CEU) form to make sure that your address and RN License number are correct. Please sign and return the CEU form to the designated RPS staff. Your CEU form along with a Certificate of Successful Completion will be presented to you on the last day of the course. **Please note that 100% attendance is required to receive CEUs. Most class days provide approximately 6.75 CEUs. Refer to section I above for more information.**

V. Evaluation Form

Regional Perinatal System's goal is to offer a high caliber course to assist nurses in San Diego and Imperial Counties to reach their professional goals in Labor and Delivery and Newborn Care. To ensure that we continue to do so, we ask that you complete an evaluation of your instructors and the course as a whole. Evaluations will be done on line. You will be provided links to the evaluation forms after week 4, 8 and 12. We suggest that you keep notes on your experience so aid in your evaluation.

VII. Parking

Parking is free.

VIII. Other Information

- It is recommended that you bring a light sweater or jacket to class as the room temperature may vary.
 - Morning and afternoon refreshments (i.e. coffee, tea, and water) are provided as a courtesy.
 - Sixty minutes is provided for lunch each day.
 - Please clean your area each day before leaving.

By signing this form, I acknowledge that the Maternal & Newborn Nursing Care (MNNC) Course Policies and Procedures have been reviewed with me by a Regional Perinatal System staff member; I affirm that all my questions regarding these policies and procedures have been addressed by the Regional Perinatal System staff member for whom reviewed them with me; and that I fully understand all of the policies and procedures as set forth by Regional Perinatal System. I agree to abide by these policies during my participation in the MNNC course.

Student's Printed Name

Student's Signature

Date

Thank you for attending Regional Perinatal System's MNNC Course. If we can be of any assistance please feel free to let us know: (858) 536-5092. We wish you success in the course; and in your future endeavors in Maternal and Newborn Nursing.