Course Syllabus

Course Title: Leadership & Management in Nursing

Course Prefix: NURS  Course No.: 4193  Section No.: M01

Department of: Nursing  College of: Nursing

Instructor Name: Cynthia T. Wyllie MSN, RN FNP-BC
Office Location: College of Nursing, Office 908
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Fax: 713-797-7012  Email Address: ctwyllie@pvamu.edu

U.S. Postal Service Address: Prairie View A&M University
College of Nursing
6436 Fannin Street
Houston, TX 77030

Office Hours: Mondays 10:00 - 4:00 p.m. by appointment.
Virtual Office Hours: Fridays  1:00 - 4:00 p.m.
Course Location: College of Nursing, Room TBA
Class Meeting Days & Times: Wednesday 9:00 a.m. – 11:50 p.m.

Catalog Description: This theory course focuses on concepts and principles of leadership & Management. Functions of the beginning nurse management roles are explored.

Prerequisites: Semester IV courses

Co-requisites: NURS 4292 Leadership & Management Practicum


Recommended Text/Readings:
Dictionary of your choice

Required Software: See the “Technical Considerations for Online and Web-Assist Courses” section

Access to Learning Resources: PVAMU Library: phone: (936) 261-1500
Course Goals or Overview: The goal of this course is to apply the nursing process utilizing leadership and management concepts for culturally diverse clients across the life span.

NURS Course Objectives

Guidelines for Instruction:

Texas Board of Nursing (BON) Differentiated Essential Competencies (DECs) Fall 2011:
I. Member of the Profession (MOP)
II. Provider of Patient-Centered Care (POPCC)
III. Patient Safety Advocate (PSA)
IV. Member of the Health Care Team (MOHCT)

Essential I. Liberal Education for Baccalaureate Generalist Nursing Practice
Essential II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
Essential III. Scholarship for Evidence-Based Practice
Essential IV. Information management and Application of Patient Care Technology
Essential V. Health Care Policy, Finance, and Regulatory Environments
Essential VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
Essential VII. Clinical Prevention and Population Health
Essential VIII. Professionalism and Professional Values
Essential IX. Baccalaureate Generalist Nursing Practice

Course Objectives:

1. Use/integrate concepts and theories from nursing and social in the management of health care sciences to assist the nurse in delivering care to diverse individuals, groups, and families in the management of their health needs with a focus on promotion, maintenance, and restoration. (DECs I-III; AACN I-III, V-IX)

2. Apply/utilize the nursing process for diverse populations across the life span in a variety of settings in ways that will maximize their mental health. (DECs I-IV; AACN I, VI-VII, & IX).

3. Integrate critical thinking skills in analyzing social, economic and political factors influencing the US health care delivery system in meeting the health needs of a diverse client system. (DECs II-IV; CAN, II, V-IX)

4. Use advanced technology in in the management and delivery of innovative client care. (DECs II&III; AACN I, IV-V, VII-IX)

5. Use findings from scientific investigations, health related literature in planning the delivery of evidence based care. (DECs II & III; AACN I-II, V-VII, & IX)

6. Explore the roles of collaborator, coordinator, facilitator, and advocate for clients across the life span from varying levels of risks for health impairment. (DECs I & III; AACN I-III)

7. Evaluate/demonstrate professional responsibility and accountability involved in one’s own professional practice and continued professional growth and development. (DECs I & III; AACN III, V-VIII)

References
Course Requirements & Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. *Note: See Program Outcomes in True Outcomes*

**Exams** – written tests designed to measure knowledge of presented course material  
**Exercises** – written assignments designed to supplement and reinforce course material  
**Projects** – web development assignments designed to measure ability to apply presented course material  
**Class Participation** – daily attendance and participation in class discussions  
(*instruments will vary slightly depending on the course*)

### Grading

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Assignments/Group Presentation</td>
<td>5%</td>
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<tr>
<td>Unit Examination (4)</td>
<td>65%</td>
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<tr>
<td>Final Examination (Comp)</td>
<td>25%</td>
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<tr>
<td>Assignments:Portfolio</td>
<td>5%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**Grade Determination:**

- A = 90-100
- B = 81-89
- C = 75-80
- D = 65-74
- F = below 65

### Course Procedures

**Submission of Assignments:**
Students must complete all classroom assignments and meet all deadlines as scheduled. No make-up assignments will be given for quizzes or daily classroom activities missed. Permission to submit past due assignments must be obtained from the instructor within one week of the original due date.

**Formatting Documents:**
Microsoft Word is the standard word processing tool used at PVAMU. If you’re using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.

**Exam Policy**
Exams should be taken as scheduled. No makeup examinations will be allowed except under documented emergencies (See Student Handbook). The percentage of the unit examination not taken will be added to the final examination percentage. This will increase the percentage value of the final examination. The student is expected to notify the lead instructor if he/she will not be able to report for an examination. Notification should be received prior to 09:00 a.m., the morning of the examination. Only official excused absences will be accepted.
No excused absences will be given after the examination.

**Professional Organizations and Journals**

**Professional Organizations**

- American Nurses Association
- Nursing Scholarship

**References**
The APA style is required on all references. Use the current edition of the Publication Manual of the American Psychological Association

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**CALENDAR**

**Week 1**
**Topic:** Leading Following & Managing  
**Chapters:** 1, 3, 4

**Week 2**
**Topic:** Organizations structures and Design  
**Chapters:** 7, 8,  
**Assignment:** Read Assigned chapters

**Week 3:**
**Topic:** Power and Politics in Nursing, Delegation the Art of the Profession  
**Chapters:** 10, 26  
**Assignment:** Read assigned chapters

**Week 4:**
**Topic:** Care Delivery Strategies, Self-Management: Stress and Time  
**Chapters:** 13, 28  
**Assignment:** Read assigned Chapters, review materials for exam 1

**Week 5:**
**Topic:** Building Teams through Communication and Partnership: Managing Budgets and Costs  
**Chapters:** 2, 15, Unit Examination 1 (covers units 1, 2, 3)  
**Assignment:** Read Chapters

**Week 6**
**Topic:** Staffing an scheduling, Developing and Evaluating Staff  
**Chapters:** 14, 15  
**Assignments:** Exam 1 Review  
L & M Clinical Orientation

**Week 7**
**Topic:** Safe Care the Core of Management, Quality and Risk Management  
**Chapters:** 2, 20  
**Assignment:** Read Chapters, Exam 1 Review  
L & M Clinical begins

**Week 8**
**Topic:** Legal & Ethical Issues in Nursing, Leading Change  
**Chapters:** 5, 17
<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Week 9</td>
<td>Read Chapters</td>
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<tr>
<td>Topic:</td>
<td>Nursing Jurisprudence, NPA</td>
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<tr>
<td>Chapters:</td>
<td>Assigned BON reading</td>
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<tr>
<td>Assignment</td>
<td><strong>Exam 2 Covers units 4, 5, 6</strong></td>
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<td>Week 10</td>
<td>Read Chapters, <strong>Exam 2 Review</strong></td>
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<tr>
<td>Topic:</td>
<td>Conflict Management, Problem solving</td>
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<td>Chapters:</td>
<td>23, 24</td>
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<tr>
<td>Assignment</td>
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<tr>
<td>Week 11</td>
<td>Read chapters, <strong>Clinical Skills Exam</strong></td>
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<tr>
<td>Topic:</td>
<td>Managing Your Career, Role Transition</td>
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<td>Chapters:</td>
<td>27, 29</td>
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<td>Assignments</td>
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<tr>
<td>Week 12</td>
<td>Spring Break</td>
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<td>Week 10</td>
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<tr>
<td>Topic:</td>
<td>Group Presentation 1</td>
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<tr>
<td>Chapter:</td>
<td>L &amp; M Clinical Skills Examination</td>
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<td>Assignment</td>
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<tr>
<td>Week 11</td>
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<tr>
<td>Topic:</td>
<td>Group Presentation 2</td>
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<tr>
<td>Chapter:</td>
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<tr>
<td>Assignment:</td>
<td>Portfolio Due, <strong>Exam 3(Covers Units 7, 8, 9)</strong></td>
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<tr>
<td>Week 12</td>
<td>Group Presentations</td>
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<td>Topic:</td>
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<td>Chapters:</td>
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<tr>
<td>Assignment:</td>
<td>Exam 3 Review</td>
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<tr>
<td>Week 13</td>
<td><strong>Exam 4 Covers units 10, 11, Jurisprudence, NPA</strong></td>
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<td>Week 14</td>
<td>Exam 4. Review</td>
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<td>Week 15</td>
<td>Kaplan Exam, Comprehensive Review</td>
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<td>Week 16</td>
<td>Final Exam</td>
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Disability statement (See Student Handbook and Student Planner):
The Office of Disability Services and Diagnostic Testing is responsible for achieving and maintaining program accessibility for all students who self-identify as having an officially documented disability (Rehabilitation Act Section 504 and Americans with Disability Act (ADA). Students are encouraged to become self-advocates; however the office provides leadership in advocating for removal of attitudinal and physical barriers that may impeded successful progression toward achievement of the student’ educational objectives. Students with disabilities, including learning disabilities, who wish to request accommodations in class, should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Title IX of the Education Amendments Act of 1972 and Pregnancy Statement (See Student Handbook and Student Planner): Title IX states,

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Any pregnant students, or students planning to become pregnant, should consult with their health care provider to determine what, if any, additional precautions are needed based on their individual situation. It is the responsibility of the student to communicate their needs to the Dean of the College of Nursing, Academic Programs as soon as possible in order for risk-reduction to begin when it can be most effective, and to determine if additional steps are necessary. While the college cannot mandate the student notify the college she is pregnant or planning to become pregnant, the college strongly recommends students provide notification so appropriate steps can be taken to insure the health of both parent and child. To communicate health circumstances or to request additional information, please contact the Dean College of Nursing, Academic Programs, Dr. Betty N. Adams, at 713-797-7009.

Academic misconduct (See Student Handbook and Student Planner):
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:
1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else’s words, ideas, or data as one’s own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one’s own work also constitutes plagiarism.

References
Prairie View A&M University Title IX Consent Matters NO HARASSMENT
Prairie View A&M University College of Nursing Student Handbook 2012-2014
Prairie View A&M University Student Planner 2012-2013
Nonacademic misconduct (See Student Handbook and Student Planner)
The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook and Student Planner):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy:
Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

References
Prairie View A&M University Title IX Consent Matters NO HARASSMENT
Prairie View A&M University College of Nursing Student Handbook 2012-2014
Prairie View A&M University Student Planner 2012-2013

Technical Considerations for Online and Web-Assist Courses

Minimum Hardware and Software Requirements:
- Pentium with Windows XP or PowerMac with OS 9
- 56K modem or network access
- Internet provider with SLIP or PPP
- 8X or greater CD-ROM
- 64MB RAM
- Hard drive with 40MB available space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Netscape Communicator ver. 4.61 or Microsoft Internet Explorer ver. 5.0 /plug-ins
- Participants should have a basic proficiency of the following computer skills:
  - Sending and receiving email
  - A working knowledge of the Internet
  - Proficiency in Microsoft Word
  - Proficiency in the Acrobat PDF Reader
  - Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette): students are expected to participate in all discussions and virtual classroom chats when directed to do so. Students are to be respectful and courteous to others in the
discussions. Foul or abusive language will not be tolerated. When referring to information from books, websites or articles, please use APA standards to reference sources.

**Technical Support:** Students should call the Prairie View A&M University Helpdesk at 936-261-2525 for technical issues with accessing your online course. The helpdesk is available 24 hours a day/7 days a week. For other technical questions regarding your online course, call the Office of Distance Learning at 936-261-3290 or 936-261-3282

**Communication Expectations and Standards:**
All emails or discussion postings will receive a response from the instructor within 48 hours. You can send email anytime that is convenient to you, but I check my email messages continuously during the day throughout the work-week (Monday through Friday). I will respond to email messages during the work-week by the close of business (5:00 pm) on the day following my receipt of them. Emails that I receive on Friday will be responded to by the close of business on the following Monday.

**Submission of Assignments:**
Assignments, Papers, Exercises, and Projects will be distributed and submitted through your online course. Directions for accessing your online course will be provided. Additional assistance can be obtained from the Office of Distance Learning.

**Discussion Requirement:**
Because this is an online course, there will be no required face to face meetings on campus. However, we will participate in conversations about the readings, lectures, materials, and other aspects of the course in a true seminar fashion. We will accomplish this by use of the discussion board. Students are required to log-on to the course website often to participate in discussion. It is strongly advised that you check the discussion area daily to keep abreast of discussions. When a topic is posted, everyone is required to participate. The exact use of discussion will be determined by the instructor. **It is strongly suggested** that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.