THE UNIVERSITY OF TEXAS AT ARLINGTON COLLEGE OF NURSING

RN to BSN ACADEMIC PARTNERSHIPPROGRAM

N4455 Nursing Leadership and Management

(Access to a healthcare facility is required for successful completion of this course.)
Contact your Academic Coach to discuss any related issues.

Course Description

Exploration of organizational strategies, leadership theories and societal trends with implications for decision-making in health care. Introduction to management and leadership skills needed by professional nurses with clinical application in diverse settings.

Credit Hours and Clock Hours

Credit Hours 4

Placement in Curriculum

FOR REGISTERED NURSE STUDENTS ONLY. Junior or Senior Semester

Course Prerequisites

N3645 Professional Nursing

Course Instructors

N 4455-502

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UTA College of Nursing
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N 4455-505

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Course Outcomes

1. Apply theories, evidence, trends, and issues in making management decisions and selecting change models.
2. Analyze patient care delivery models and discuss effectiveness of observed processes of delegation.
3. Formulate a plan for personal professional development that values lifelong learning.
4. Demonstrate knowledge of the Texas Nursing Practice Act and Texas Board of Nursing rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
5. Analyze measures to promote quality and a safe environment for patients, self, and others.
6. Demonstrate effective written and verbal communication skills as well as the ability to be an active, productive team member.
7. Promote the practice of professional nursing through leadership activities and advocacy.
8. Demonstrate responsibility for continued competence in nursing practice and develop insight through reflection, self-analysis, self-care, and lifelong learning.
9. Apply key components and processes of financial management or the healthcare organization.
10. Explore effective processes for improving client care outcomes, utilizing evidence based practice to support provision of safe nursing care and acknowledging one's role in preventing errors and promoting quality improvement.
11. Communicate and manage information using technology in support of decision making to improve patient care and delivery systems.

UTA College of Nursing Grading Criteria

In undergraduate UTA nursing courses, all grade calculations will be carried out to two decimal places, and there will be no rounding of grades.

Letter grades for tests, written assignments, end-of-course grades, etc. shall be:

A: 90.00 – 100.00

B: 80.00 – 89.99

C: 70.00 – 79.99

D: 60.00 – 69.99

The existing rule of C or better to progress remains in effect; therefore, to successfully complete a nursing course, students shall have a course grade of 70.00 or greater.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

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Late Policy

There will be a deduction of 5 points per day for each late assignment.

Late initial discussion responses will be penalized 5 points for every day late up until the due date and time, there will be no credit given for late peer responses.

Evaluation

Components to Be Graded	Percent of Grade
Self-Assessment, Discussions, and Situaltional Analysis	**10%**
Staffing and Budgeting	**20%**
Change Theories Project	**25%**
Professional Development Plan	**10%**
Organizational Analysis (35% total) • Shadow Plan – 5% • Organization – 10% • Nurse Leader – 10% • Your experience – 10%	**35%**

Required Textbook

Sullivan, E.J.. (2012). *Effective leadership and management in nursing* (8th ed.). Upper Saddle River, NJ: Pearson Prentice Hall.

Teaching Strategies

Lecture
Student discussion and application exercises Observation of a health care organization

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N4455 Nursing Leadership and Management

Course Planning Calendar

Module	Assignment	Due Date
Module 1	Assignment: Attestation Form	**WED 2359** **Week 1**
	Assignment: Leadership Self- Assessment (Do not submit Inventory sheet)	**WED 2359** **Week 1**
	Assignment: Situational Analysis	**SAT 2359** **Week 1**
	Assignment: *Organizational Analysis – Shadowing Plan*	**SAT 2359** **Week 1**
	Discussion 1 Who Controls Nursing	**Post WED 2359** **Week 1** **Replies SAT 2359** **Week 1**
	Discussion 2 Quality Data Review	**Post WED 2359** **Week 1** **Replies SAT 2359** **Week 1**
Module 2	Discussion 1 Conflict in the workplace	**Post WED 2359** **Week 2** **Replies SAT 2359** **Week 2**
	Discussion 2 Situation examples	**Post WED 2359** **Week 2** **Replies SAT 2359** **Week 2**
	Assignment: *Organizational Analysis- The Organization*	**SAT 2359** **Week 2**
Module 3	Discussion Board 1 Tasks and Functions in work environment	**Post WED 2359** **Week 3** **SAT 2359** **Week 3**
	Assignment 1: *Financial Management Case Study*	**SAT 2359** **Week 3**
	Assignment 2: *Change Theories Project (SUBMIT IN **ASSIGNMENT DROP BOX** FOR GRADING)*	**SAT 2359** **Week 3**
	Discussion Board 2:: ***POST*** your Change Theory Presentation to the Discussion Board	**Post PowerPoint WED 2359** **Week 4** **Replies 2 Others** **SAT 2359** **Week 4**

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Module	Assignment	Due Date
Module 4	Discussion 1 Change Theories	**Post WED 2359** **Week 4** **Replies SAT 2359** **Week 4**
	Discussion 2 Use of Nursing Process to improve performance	**Post WED 2359** **Week 4** **Replies SAT 2359** **Week 4**
	Situational Analysis	**Submit SAT 2359** **Week 4**
	Week 4 Assignment: *Organizational Analysis – The Nurse Leader*	**SAT 2359** **Week 4**
Module 5	Discussion Reflective analysis	**WED 2359** **Week 5** **Replies SAT 2359** **Week 5**
	Week 5 Assignment 1: *Organizational Analysis – Your Experience* Week 5 Assignment 2: Professional Development Plan	**SAT 2359** **Week 5** **SAT 2359** **Week 5**
	NO ASSIGNMENTS ACCEPTED AFTER COURSE CLOSES…..	

LIBRARY INFORMATION

Peace Williamson
Stem Librarian, Central library
702 Planetarium Place, Office#216
Arlington, TX 76019 http://www.uta.edu/library/ | peace@uta.edu
Research information on nursing: **http://libguides.uta.edu/nursing**

RN-BSN Program Support Staff

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UTA Information

Attendance

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this course, there are deadlines for assignments in this online format but there are no requirements for attendance.

Academic Integrity

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

> *I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Plagiarism

Copying another student's paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publication. If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are encouraged to review the plagiarism module from the UT Arlington Central Library via http://library.uta.edu/tutorials/Plagiarism

Statement for Americans with Disabilities Act

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored.
Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

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Title IX:

The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded fromparticipation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Student SupportServices

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Electronic Communication

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

Student Feedback Survey

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

College of Nursing Information

APA Format

APA style manual will be used by the UTACON with some specific requirements for the undergraduate courses. The sample title page & instructions, as well as a Manuscript Preparation document can be found in the Student Handbook which can be found by going to the following link and clicking on BSN Student Handbook:
http://www.uta.edu/nursing/bsn-program/

Student Code of Ethics

The University of Texas at Arlington College of Nursing supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the College of Nursing Student Handbook.

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Code of Professional Conduct

Nursing students in the UTA CON are considered to be part of the nursing profession. As members of the profession, students are expected to commit to and maintain high ethical standards.

Students are responsible and accountable for their own academic and professional behaviors and the resulting consequences. Students will demonstrate self-discipline throughout all aspects of their nursing education, including meeting academic responsibilities and exhibiting professional conduct in the classroom and in the community, as outlined in the Texas Nurse Practice Act and Texas State Board of Nursing Policies.

It is each student's responsibility to promote scholastic honesty and professional ethics by actively participating with faculty in maintaining a quality academic environment.

Students are expected to guard public safety by immediately reporting to faculty, any incident they observe or are aware of which would allow incompetent, unethical, or illegal practice by another individual. Having knowledge of and failing to report such behaviors constitutes a breach of both academic and professional responsibilities.

Refer to the Student Handbook for more information.

Online Conduct

The discussion boards should be viewed as a public and professional forum for course-related discussions.

Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature.

It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty.

Inappropriate statements/language will be deleted by the course faculty and may result in denial of access to the discussion board.

Announcements from student organizations may be posted to the designated level discussion boards (not associated with this course). Students are to refrain from discussing this course, including clinical situations, written assignments, peers, or faculty on all social networking sites such as Facebook, Twitter, etc.

Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board.

Refer to UTA College of Nursing Student Handbook for more information.

Professional Conduct on Blackboard and Social Media Sites

The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by course faculty. Announcements from student organizations may be posted to the designated level discussion board (not associated with this course). Students are to refrain from discussing this course, including clinical situations, written assignments, peers, or faculty on all social networking sites such as Facebook, Twitter, etc.

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Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board.

Computer Requirements:

All computers on campus will access Blackboard. If you choose to access from home you must have a computer and a quality Internet provider such as DSL, Cable, or Satellite (regular telephone is not adequate). Questions about adequate computer hardware should be directed to the UTA help desk at 817-272-2208 or www.helpdesk@uta.edu. They are open the same hours as the Library.

Your home computer's compatibility with Blackboard is your responsibility. Neither the helpdesk nor your instructor is responsible for the functionality of your home computer's configuration. If you have doubts about your own equipment you may wish to work at the many UTA Computer Labs on campus.

Please do not bring your technical problems to class. Your instructors are not available for technical support please call or contact the helpdesk.

Word of caution:

Do not rely on employer's computer system to access Blackboard. Students have encountered various problems (such as dropping them in the middle of an on-line quiz) due to the special filters, fire walls, program blocking programs, and barriers they put on their systems. It is advised to not take any on-line quizzes on a wireless system as students have also been dropped and used up their time trying to reconnect. Use a more stable system.

Software:

Your software (WORD, POWERPOINT, EXCEL and WINDOWS) should be up to date. As a student you may purchase the latest WINDOWS XP and OFFICE from the Computer Store in Ransom Hall for a very nominal fee. Please take advantage of this opportunity.

Observance of Religious Holy Days:

Undergraduate Nursing faculty and students shall follow the University policy regarding Observance of Religious Holy Days:
http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#6

The Student Handbook can be found by going to the following link:

http://www.uta.edu/nursing/bsn-program/ and clicking on the link titled BSN Student Handbook located in the lower left-hand corner.

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Module Objectives

In each module you will demonstrate mastery of objectives. The table below details the course activity where you will demonstrate mastery of each objective.

Module	Objectives	Course Activity
1	Explain how organizations function.	Chapter 2 Reading
	Compare and contrast characteristics of leadership and management.	Situational Analysis, Change Theories Project
	Apply trends, issues, theories, and evidence as guidelines for management decisions.	Discussion 2
2	Analyze patient care delivery models, including the process of delegation.	Change Theories Project, Organization Assignment
	Evaluate effectiveness of communications patterns using specific management situations.	Discussion 1, Chapter 9 Reading
	Explain how to effectively lead a team and function as a member of an interdisciplinary team.	Discussion 1, Chapter 11 Reading
	Use effective techniques to analyze and manage conflicts.	Discussion 1
	Utilize quality improvement processes for improving client care outcomes.	Discussion 2
3	Apply trends, issues, theories, and evidence as guidelines for management decisions.	Discussion
	Apply key components and processes of financial management for the healthcare organization.	Assignment 1 – Financial Management Case Study
	Use management tools and skills to create a more workable environment.	Assignment 1 – Financial Management Case Study
4	Apply trends, issues, theories, and evidence as guidelines for management decisions.	Assignment 1 – Organizational Analysis; Discussion
	Use management tools and skills to create a more workable environment.	Assignment 2 –
5	Explain the role and responsibility of a professional nurse to advance quality care in patients.	Assignment 1 – Experience Assignment 2

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