

**Syllabus**

N5339 Roles and Functions of the Nurse Administrator

**Faculty**

**[Office Hours by Appointment for all Faculty]**

**Lead Teachers**

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**Academic Coach**

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**Prerequisites**

Prerequisite NURS 5311 or concurrent enrollment. Basic *Word* processing, computer, email, spreadsheet, and Internet skills. *Excel* is used for a variety of evaluation documents.

**Textbooks, Reading Materials, and Resources**

Gibson, J.L.; Ivancevich, J.M.; Donnelly, J.H.; & Konopaske, R. (2011). *Organizations: Behavior, structure, processes.* 14th ed. Boston, MA: McGraw-Hill Irwin. ISBN: 0077998251 **[Note: May use edition purchased for N5311]**

Clark, C. (2009). Creative Nursing Leadership & Management. Boston, MA: Jones and Bartlett Publishers.

Articles listed in Blackboard and/or eReserves.

References for writing papers:

American Psychological Association. (2010). *Publication manual*

*of the American Psychological Association (6th ed.)*

Washington, DC. ISBN-10: 1-4338-0561-8

**Suggested Readings**

Articles from current Nursing, Health Care, Business, and other journals related to class session topic.

Optional Additional Resources: Readings from N5311 and N5343.

**Course Description**

Observe and analyze roles and functions of administrative executives and managers in health care.

**Student Learning Outcomes**

1. Evaluate the roles and functions of nurse leaders in selected rural/urban health care organizations.
2. Apply knowledge of trends and issues that influence nursing leadership in selected health care organizations.
3. Evaluate management and leadership processes and styles used by nurse leaders in selected health care organizations.
4. Analyze research and evidence based practice findings in decision-making processes.
5. Formulate a personal framework and philosophy for nursing leadership practice.

**Course Topics**

1. Role of the Nurse Executive, Nurse Leader, and the Nurse Manager in a Managed Care Environment.
2. Personal Framework for Nursing Administration/Leadership.
3. Evaluation of the Organization, Values, Motivation, and Reward Systems.
4. Risk Management/Legal Aspects of Nursing Administration/Leadership.
5. Managerial Responsibilities for Research and Education in Patient Care Delivery Systems.
6. Effective Human Resources Management.

**Requirements**

Note: Guidelines and grading criteria are located in Blackboard.

1. Complete assignments, discussion boards and application exercises to meet requirements for 90 clinical hours.
2. Extensive readings from texts, suggested references, and related literature of personal selection.
3. Analysis related to involvement and observation in research, quality improvement, or evidence based practice project(s) relevant to nursing leadership and summary presentation.
4. Evaluation: Must be passed with at least 80% to pass the course.

Point Percentages:

* Organizational Analysis - Paper (25%)
* Framework and Philosophy - Paper (25%)
* Force Field Analysis – Application (5%)
* Just Culture - Application (5%)
* Discussion Board (40%)

**Grading Policy**

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| **A = 90 – 100** | **B = 80 – 89** | **C = 70 - 79** | **D = 60 – 69** |

**(D and F are NOT considered passing)**

Grades are extended to two decimals without rounding for the final grade. For example a final course score of 89.99 is a B in the course.

Assignments and projects are the major part of the course work and should receive appropriate attention. All material submitted for grading must meet the standards of graduate level work (content and format).

All assignments are to be submitted electronically via Blackboard unless otherwise specified by the instructor. Title page for each assignment is required unless otherwise specified.

Turn in only one copy of your work; all assignments are the property of UTA. Students should make a copy of their work prior to submission.

**NOTE: STANDARD FOR LATE ASSIGNMENTS**

**There will be a point deduction applied for all late assignments. TEN (10) POINTS will be deducted each day the assignment is late. The assignment will NOT be accepted after two (2) days (from original due date). At that time the assignment will be graded as a zero. Adaptations in acceptance dates/times for late assignments in the event of an unexpected life-event are at the discretion of the faculty member.**

Students must remain in satisfactory academic standing by maintaining a minimum of a 3.0 GPA. This means that students must score an 80 or better to continue in the program.

**Attendance Policy**

Accessing all lecture materials, and regular participation in discussion boards is expected of all students. Participation in both will be reflected in the course grade. Students are responsible for all missed course information.

**Drop Policy**

Graduate students who wish to change a schedule by either dropping or adding a course must first consult with their Graduate Advisor. Regulations pertaining to adding or dropping courses are described below. Adds and drops may be made through late registration either on the Web at MyMav or in person through the student’s academic department. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing.

1.      A student may not add a course after the end of late registration.

2.      A student dropping a graduate course after the Census Date but on or before the

last day to drop may, receive a grade of W. Students dropping a course must:

Contact your graduate advisor to obtain the drop form and further instructions

before the last day to drop.

**Accelerated On Line 5339 – Summer 2016 - Last day to drop or withdraw – 7/01/2016**

**Status of RN Licensure**

All graduate nursing students must have an unencumbered license as designated by the Board of Nursing (BON) to participate in graduate clinical nursing courses. It is also imperative that any student whose license becomes encumbered by the BON must immediately notify the Associate Dean, Dr. Jennifer Gray. Failure to do so will result in dismissal from the Graduate Program. The complete policy about encumbered licenses is available in the Graduate Student handbook online at:

<http://www.uta.edu/nursing/file_download/56/MSN+2011-2012+Handbook.pdf>

**Student Code of Ethics**

UTA 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 Student Handbook.

**Academic Integrity**

All students enrolled in this course are expected to adhere to the UTA 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.*

Per UT System Regents’ Rule 50101, §2.2, suspected violations of university standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with the University policy, which may result in the student’s suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

As a licensed registered nurse, graduate students are expected to demonstrate professional conduct as set forth in the Texas Board of Nursing rule §215.8. in the event that a graduate student holding an RN license is found to have engaged in academic dishonesty, the college may report the nurse to the Texas BON using rule §215.8 as a guide.

**Plagiarism**

Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (such as, 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 UTA Central Library via: <http://library.uta.edu/plagiarism/index.html>

**Student Success Faculty**

In order to assist masters nursing students who are at academic risk or who need academic support, there are graduate faculty members available to you. The goal of the success faculty members is to support student achievement in masters-level coursework so students can reach their educational goals. Students may contact a success faculty member directly, or a course instructor may encourage you to contact a success faculty member.

The success faculty in the MSN Program:

Dr. Donelle Barnes is available as a writing coach to assist students in the MSN Core courses; theory, research, and evidence based practice. Since these courses are writing intensive, Dr. Barnes can help students improve the clarity and organization of their written papers. She can be reached via email: [donelle@uta.edu](mailto:donelle@uta.edu).

Dr. Mary Schira is available as a success faculty to assist with diverse resources that may include study skills, testing challenges/approaches, managing multiple responsibilities, and addressing personal issues impacting academic performance.   Course content challenges may also be addressed, with referral to additional resources as indicated.  Dr. Schira can be reached via email:  [schira@uta.edu](mailto:schira@uta.edu).

**Americans with Disabilities Act**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 -The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at: <http://www.uta.edu/disability>.

Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

**Online Etiquette Policies**

Electronic Communication: UTA has adopted the University e-mail address as an official means of communication with students. Through the use of e-mail, UTA is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through e-mail.

All students are assigned an e-mail account, and information about activating and using it is available at: <http://login.live.com/>.

New students (first semester at UTA) are able to activate their e-mail account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UTA. Students are responsible for checking their e-mail regularly.

Online Conduct: The discussion board 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 denied access to the Main Discussion board. Refer to UTACON Student Handbook for more information.

**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>.

If you are unable to resolve your issue contact the Helpdesk at [helpdesk@uta.edu](mailto:helpdesk@uta.edu).

**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>.

**No Gift Policy**

In accordance with Regent Rules and Regulations and the UTA Standards of Conduct, the CON has a “no gift” policy. A donation to one of the UTA College of Nursing Scholarship Funds, found on page 11 of the MSN Student Handbook: <http://www.uta.edu/nursing/file_download/56/MSN+2011-2012+Handbook.pdf>

would be an appropriate way to recognize a faculty member’s contribution to your learning. For information regarding Scholarship Funds, please contact the Dean’s office.

**Course Evaluation**

Course evaluation is a continuous process and is the responsibility of both the faculty and the students. Ongoing feedback (formative evaluation) is the only way to improve the course and to assure that it meets your needs and those of the discipline of nursing. It is your responsibility to give immediate, constructive feedback regarding class structure and process.

Formal evaluation of the course and the instructor occurs at the end of the course. You will receive instructions at your UTA e-mail address about how to complete the course evaluations online. Your ratings and comments are sent to a computer not connected to the CON, and faculty members do not receive the results until after they have turned in course grades.

**Library Information**

Peace Williams, Nursing Librarian

(817) 272-6208

[peace@uta.edu](https://owa.uta.edu/owa/jodiann@exchange.uta.edu/redir.aspx?C=SVRP3-Z3G0yLcRBl4w8Q9wF_cv0zQ9FIQ5gOmmosKIInWYPomrx0Oo2N_W9d-9pE5QSpbYM9G7Q.&URL=mailto%3apeace%40uta.edu)

Research Information on Nursing: [http://www.uta.edu/library/research/rt-nursing.html](https://owa.uta.edu/owa/jodiann@exchange.uta.edu/redir.aspx?C=SVRP3-Z3G0yLcRBl4w8Q9wF_cv0zQ9FIQ5gOmmosKIInWYPomrx0Oo2N_W9d-9pE5QSpbYM9G7Q.&URL=http%3a%2f%2fwww.uta.edu%2flibrary%2fresearch%2frt-nursing.html).

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| **DEPARTMENT OF GRADUATE PROGRAMS** |

**Judy Leflore, PhD, RN, NNP-BC, CPNP-PC & AC, ANEF, FAAN**

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| **GRADUATE ADVISORS** |

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**STATEMENT OF SCHOLARSHIP**

**Masters of Science in Nursing Administration**

**University of Texas at Arlington – College of Nursing**

Congratulations! You have chosen to embark on an exciting journey in the University of Texas at Arlington (UTA) Masters of Science in Nursing Administration program. As the graduate faculty for this program, our assumption is that you will be stretched as you take on new and challenging professional roles and responsibilities. Many students believe graduate school is merely an extension of undergraduate work. However, graduate school requires that you be prepared and disciplined in your work, thinking, and writing. Some students may need to develop their ability to think critically, and to speak and write English properly and effectively. We expect each of you to set high performance goals for yourselves and to enthusiastically pursue excellence. When you leave us, we know you will feel that your graduate experience was not only informational, but also transformational. Now is the time to renew your commitment to being an active participant in your own personal and professional development. We look forward to facilitating your successful completion of this program. We (your faculty) are here to assist you in your success along this scholarly journey.