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Department: <u>Nursing</u>
Course Title: Professional Nursing: Leadership and Management
Section Name: RNSG 2121
Semester: Fall 2013
Time: Online
Classroom: CT 204 Online

Instructor: Sandra Shaw MSN, RN
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Office Hours: By Appointment
Online Office Hours: Wednesday 1-3pm

Course Description:
This course includes application of concepts and skills for the development of the professional nurse's roles with adult patients and families involving multiple body systems. Emphasis is placed on advanced knowledge, judgment, skills, and professional values within a legal/ethical framework. This course lends itself to a blocked approach. (ICOs 1,2,3,4,5,6).
Prerequisites:
RNSG 1144,
RNSG 2201,
RNSG 2208,
RNSG 1161 and RNSG 1162, for the generic student or consent of the department.
RNSG 1144,
RNSG 1443, and RNSG 2261 for the transition student.
Co-requisites:
 RNSG 1146,
 RNSG 2163,
 RNSG 2262,
 RNSG 2331,
PHED 1100, and the humanities/visual and performing arts requirement for the generic student.
RNSG 2331 and RNSG 2363 for the transition student.

Required Texts:
LaCharity,L.,Kumagai,C., Bartz,B. Prioritization, Delegation and Assignment 2nd Edition
Assessment Technologies Institute® (2010). Nursing Leadership and Management Review Module Edition 5.0.

Description of Institutional Core Objectives (ICO's)
Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73)*

Odessa College's Institutional Core Objectives (ICOs):
1) *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2) *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3) *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
6) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Learning Outcomes for RNSG 2121_ (Source: *Odessa College Catalog of Courses)*

Outcome **Analyze the roles of the professional nurse within a health care delivery system; apply principles leadership and management utilizing a systematic problem-solving process and critical thinking skills to plan care for patients and their families; examine the factors impacting nursing and healthcare.**	ICO
As a Provider of Patient Centered Care 1. Use clinical reasoning and knowledge based on	1) *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis,

the associate degree nursing program of study and evidence-based practice outcomes as a basis for decision making in nursing practice (PO 7). 2. Determine the physical and mental status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the associate degree nursing program of study (PO 1). 3. Identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team (PO 2).	evaluation and synthesis of information
As a member of the Healthcare Team Communicate and manage information using technology to support decision making to improve patient care (PO 7).	2) *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
As a Patient Safety Advocate Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards (PO 13).	3) *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
As a member of Profession 1. Participate in activities that promote the development and practice of professional nursing (PO 15). 2. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning (PO 15)	4) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
As a Patient Safety Advocate 1.Comply with mandatory reporting requirements of the Texas Nursing Practice Act (PO 17)	5) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making

As a Provider of Patient Centered Care 2. Determine the physical and mental status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the associate degree nursing program of study (PO 1).	6) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Academic Policies
Note that the OC Student Handbook states (page 32) that "[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104)."
For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* *http://www.odessa.edu/dept/studenthandbook/handbook.pdf*

Scholastic Dishonesty
Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

> **"Cheating on a test" shall include:**
> • Copying from another student's test paper
> • Using test materials not authorized by the person administering the test.
> • Collaborating with or seeking aid from another student during a test without permission from the test administrator.
> • Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
> • The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
> • Substituting for another student, or permitting another student to substitute for one's self, to take a test.
> • Bribing another person to obtain an unadministered test or information about an unadministered test.
> • "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
> • "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30)*

Special Populations/Disability Services/Learning Assistance
Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at www.odessa.edu/dept/counseling/disabilities.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52)*

Dropping a Course or Withdrawing from College
Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36)*

Learning Resource Center (LRC; Library)
The Library, known as the Learning Resources Center, provides research assistance via the

LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

Student Success Center (SCC)
Located in the LRC, the Student Success Center (SSC) provides assistance to students in meeting their academic and career goals. We strive to provide new and updated resources and services at no charge to OC students. Academic support services include tutoring, study skills training, workshops, and the mentoring program. Tutoring is available for a variety of subjects including college mathematics, English, government, history, speech, chemistry, biology, and all developmental coursework. Appointments are preferred, but walk-ins will be served as soon as possible. Smarthinking online tutoring is also available. All computers in the center have Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing and mathematical skills. The center also offers special assistance to students preparing for the THEA/COMPASS test. Computer lab assistants are available to assist students with student email, Blackboard, OC portal, Course Compass and more. For more information or to make an appointment, please call 432-335-6673 or visit www.odessa.edu/dept/ssc/ (Source: *Odessa College Catalog of Courses 2012-2013, page 54)*

Student E-mail
Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. C**orrespondence will be submitted using your Odessa College email as an alternative method to contact you with information regarding this course.**

Technical Support
For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Expectations for Engagement – Face to Face Learning
To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
- provided my contact information at the beginning of the syllabus;

- respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.

2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
- return classroom activities and homework within one week of the due date and
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
- attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
- recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
- missing class when a major test is planned or a major assignment is due;
- having trouble submitting assignments;
- dealing with a traumatic personal event; and,

- having my work or childcare schedule changed so that my classroom attendance is affected.

3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and,
- attend class regularly to keep up with assignments and announcements.

Institutional Calendar Fall 2013 (8/26-12/14)

Fall 2013 (8/26/13-12/14/13)
NOTE: College business offices are closed from Wed., Nov 27 through Sun., Dec 1.

FALL & SPRING BUSINESS HOURS :
Wrangler Express Center: M-Th: 7:30 am-7 pm; Fri: 7:30 am-5 pm; Sat: 9 am-noon
Other offices: M-Th: 8 am-5:30 pm; Fri: 8 am-1 pm
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Classes Begin..**Aug 26 (Mon)**
Late Registration & Schedule Changes (Add/Drop):
On the Web (5 am to Midnight, 7 days a week)..**Aug 26-27 (Mon-Tues)**
In Person (See Business Hours Above)... **Aug 26-27 (Mon-Tues)**
Holiday (Labor Day – Offices closed except for Wrangler Express – No Classes)............ **Sep 2 (Mon)**
Census Day.. **Sep 11 (Wed)**
Last Day to Drop or Withdraw with a "W" (1st eight week courses)....................................**Oct 4 (Fri)**
First Eight Weeks End..**Oct 18 (Fri)**
Second Eight Weeks Begin...**Oct 21 (Mon)**
Deadline for Fall DegreeApplication...**Nov 1 (Fri)**
Last Day to Drop or Withdraw with a "W" (full semester length courses).....................**Nov 12 (Tues)**
Last Day to Drop or Withdraw with a "W" (2nd eight week courses)............................**Nov 26 (Tues)**
Student Evaluation of Instruction Survey Available Online............................ ... **Nov 18-22 (Mon-Fri)**
Thanksgiving Holiday (begins 9 pm Tues, Nov 26)..**Nov 27-30 (Thurs-Sat)**
Last Class Day...**Dec 7 (Sat)**
Final Exams...**Dec 9-12 (Mon-Thurs)**
End of Semester..**Dec 12 (Thurs)**
Fall Graduation.. **Dec 14 (Sat)**
College Offices Closed... **Dec 21-Jan 5 (Sat-Sun)**

Course Policies
TEACHING/LEARNING METHODS:
The following teaching/learning methods may be incorporated into RNSG 2121: Lecture, discussion, case studies, technological instructional modalities, reading assignments, peer interaction, role playing, group project/assignments, writing assignments, oral presentations, guest speakers, and study guides.

Digital Protocol
Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

Attendance Policy.
Attendance Policy Students are expected to attend class regularly. Attendance will be recorded using a "sign in" sheet. Excessive absences will be grounds for disciplinary action and will be determined on a case-by-case basis. The door to the classroom will be closed and locked 5 minutes after class time, if you are more than 5 minutes late you will have to wait until the next break to enter classroom, please do not knock on the door as this is disruptive to other students.

AVID
This course has been identified as a course by Career, Technical, and Workforce Education as one in which teaching and learning strategies adopted by AVID will be implemented. As a student in the legal program, you will be expected to develop an understanding of the strategies, to model the strategies, to maintain fidelity of implementation, and to examine how these strategies may impact your effectiveness as a professional in your chosen area of occupation, either through coursework or practicum experience as outlined by the course instructor.

Grading Policy
Please understand that this is a required course for the ADN program in order to prepare you for NCLEX. Quality work and active participation is expected and not to be negotiated. As a general policy, grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within a week's time.

Grade Inquiry Policy
It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final**.**

Communication Plan

The best way to communicate with the course instructor is via email through Blackboard. Also, check in Blackboard regularly for announcements, including any changes in the course schedule due to instructor illness or conference attendance. Appointments with the instructor may also be scheduled.

General Course Requirements
1. **Attend class and participate.**
2. **Contribute and cooperate with civility.**
3. **Submit assignments on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

Expectations for Course Discussions:

Students are required to respond minimally to two other student postings. Be substantive and follow up on your comments with what you think or pose questions to further conversation and learning opportunities.

You are required to contact your instructor within 24 hours for any assignment which receives a grade below 75.

Grading Scale:
"A" = 90-100
"B" = 80-89
"C" = 79 -75
"D" = 60 -74.99
"F" =   0-59

Incomplete Policy

An 'Incomplete' grade may be given only if:
1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

Overview of assignments

Type of Assignment	Percentage
Daily Grade (participation in discussions)	10%
Weekly Grade (KWL)	5%
Journal articles (6)	20%
Change Project	10%
Cover Letter and Resume	20%
Prioritization Exercises	25%
ATI Proctored Exam	10%
Total:	100%

Schedule (Tentative and Subject to Change)

Date	Topic/Objectives Objectives from	Assignment
August 28 1:00-2:50 pm	Introductions Syllabus Review Online Instruction Review Assignment Submission	ATI Leadership and Management Edition 5.0 Chapter 1
August 28	ATI Practice Exam Plan safe, cost effective care for the client. Manage conflict among clients and health care staff. Evaluate delegated tasks to ensure correct completion of activities. Apply knowledge of pathophysiology when establishing priorities for interventions with multiple clients. Participate in performance improvement/quality assurance processes. Evaluate the effectiveness of staff member's time management skills.	Identify an article utilizing one of the topics in management of client care. Summarize the article and submit under assignments. (see rubric for grading criteria) Respond to discussion questions posted under discussions in module 1.

September 4	Explore resources available to assist the client with achieving or maintaining independence.	Respond to discussion questions under Module 2
	Review the plan of care to ensure continuity across disciplines.	Identify an article utilizing one of the topics in management of client care. Summarize the article and submit under assignments.
	Act as a liaison between the client and others.	(see rubric for grading criteria
		Case Study: 1
	Use clinical decision making/critical thinking in consultation situations.	Misplaced Affection, Professional Responsibility
	Maintain continuity of care between/among health care agencies.	
	Identify community resources for the client.	
September 11	Integrate advance directives into the client's plan of care.	Case Study:2
	Discuss identified treatment options with clients and respect their decisions.	Late and Later Documentation
	Educate clients and staff about client rights and responsibilities.	Respond to discussion questions under Module 3
	Assess staff member and client understanding of confidentiality requirements.	
	Recognize ethical dilemmas and take appropriate action.	
	Use emerging technology in managing client health care.	
	Verify that the client comprehends and consents to care/procedures, including procedures requiring informed consent.	
	Educate the client/staff on legal issues.	
September 18	Make an appropriate room assignment for the cognitively impaired client.	Case Study: 4 When Nursing Care and More Complex and Adequate Training and Supervision Are Absent
	Verify appropriateness and/or accuracy of a treatment order.	Respond to discussion questions under

	Follow procedures for handling bio-hazardous materials. Evaluate client care environment for fire/environmental hazards. Facilitate appropriate and safe use of equipment.	Module 4 Identify an article utilizing one of the topics from Maintaining a safe environment Summarize the article and submit under assignments. (see rubric for grading criteria)
September 25	Use clinical decision-making/critical thinking for emergency response plan. Evaluate response to error/event/occurrence. Use clinical decision making/critical thinking in situations related to security planning.	Application exercise Chapter 18
October 2	Review stages of change and create a group project using Change Theory.	Application Exercises 8-11, 16,
October 9	Group project presenting a topic chosen by group that could facilitate change within the nursing program.	Change Theory Project ATI Proctored Exam
October 16	Create cover letter and resume based upon an identified job advertisement.	Create cover letter and resume based upon an identified job advertisement.

Source:
Assessment Technologies Institute. (2010).Nursing Leadership and Management Edition 5.0, Content Mastery Series Review Module.
Nursing Pathways for Patient Safety, NCSBN (2013).