THE UNIVERSITY OF TEXAS AT TYLER

SCHOOL OF NURSING

Leadership in the Health Care Environment

NURS 5331 Syllabus

Fall 2015

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The content of this syllabus is subject to change at the discretion of the faculty,
according to current learning needs

[University Policies referenced in Syllabus can be found at:
http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf.]

COURSE DESCRIPTION

TITLE: NURS 5331: Leadership in the Health Care Environment

COURSE DESCRIPTION: Focuses on the complex Health Care Practice Environment faced by nurse administrators. Enables the professional nurse to demonstrate organizations and systems leadership by synthesizing principles of leadership and management theory, organizational science, professional communication, and informatics. Theories are applied in the consideration of evidenced based practice, customer service, and personnel management.   **CREDIT:** 3 (2:1)

SEMESTER CREDIT HOURS: Three (3) credit hours, allocated as follows:
Two (2) lecture hours per week
Thirty Seven and One Half (37.5) clinical hours over the entire semester, with a mutually agreed upon clinical preceptor

PREREQUISITES: NURS 5302; NURS 5325; or consent of the instructor.

STUDENT LEARNING OUTCOMES/ COURSE OBJECTIVES: Upon successful completion of this course, the student will have demonstrated the ability to do the following:

1. Incorporate theories of leadership and management in the analysis of organizational culture considering customer service, personnel management, and labor relations through healthcare team coordination.
2. Utilize organizational science and informatics to strategically plan for the application of change processes across multiple healthcare delivery systems.
3. Apply communication principles to the strategic planning process considering patient safety and quality improvement initiatives with an interdisciplinary focus.
4. Employ research and scholarly activities to foster an environment for evidence based practice within their organizations.

FACULTY:
Karen Koerber-Timmons, PhD, MSN, BSN, RN, CNE, NEA-BC, CCRN, RN-BC

**Calls and e-mail are returned within 48 hours Monday through Friday unless out of town. If I do not return your call or respond to your e-mail within 48 hours, feel free to repeat.

REQUIRED TEXTBOOKS:

American Nurses Association. (2009). *Nursing administration: Scope & standards of practice.* Silver Springs, MD: Nursebooks.org. (ISBN-13: 978-1-55810-267-5).

Borkowski, N. (2016). *Organizational behavior in health care (*3rd ed.). Sudbury, MA: Jones and Bartlett Publishers. (ISBN: 978-1-284-05104-9).

Porter-O'Grady, T. & Malloch, K. (2015). *Quantum leadership: Building better partnerships for sustainable health* (4th ed.). Sudbury, MA: Jones and Bartlett Learning. (ISBN- 13: 978-1-2840-5068-4)

Assigned readings from journals and periodicals such as *Nursing Administration Quarterly, Modern Healthcare, Journal of Nursing Administration, American Hospital Association News, Nursing Management*, *Health Affairs*, *Health Economics*, *Hospitals & Health Networks (H&HN),* and other sources will be used to supplement course content.

COURSE REQUIREMENTS AND EVALUATION:

1.	Discussion Board: Leadership Role	**15%**
2.	Discussion Board: Participation Role	**15%**
3.	Philosophy of Nursing Administration	**10%**
4.	Rough Draft of Project Leader Presentation	**5%**
5.	FINAL Project Leader Presentation (Includes TEGRITY PRESENTATION)	**20%**
6.	Rough Draft of Environment of Care & Professional Practice Paper	**5%**
7.	FINAL Environment of Care & Professional Practice Paper	**30%**
8.	Clinical (to include satisfactory completion of 37.5 clinical hours and submission of required Zoom Conferences, clinical logs, journals, preceptor agreement, and preceptor evaluation and signed logs by due dates on Calendar)	***Pass/Fail**

*Clinical failure will constitute a course failure.
        TOTAL   **100%**

The requirements for each assignment are posted under the Assignment Tab on Blackboard.
***Please note all submitted written assignments (i.e. Philosophy, Project Leader Presentation, and Environment of Care and Professional Practice Paper) will be submitted through SafeAssign. Any assignment being evaluated as having a significant amount of plagiarism will result in a zero for the assignment and other action by the School of Nursing and The University of Texas at Tyler.

GRADING SCALE:

90-100	A			
80-89	B		60-69	D
70-79	C		<60	F

The student must achieve an average of 80% to successfully complete the course.

EXPECTATIONS OF STUDENTS

1. Participate in course learning activities. These activities will focus on application of concepts presented in required reading.
2. Students are responsible for all course assignments and content, including announcements posted in Blackboard.
3. *****Students are expected to check their <u>UNIVERSITY EMAIL</u>** (Faculty will <u>not</u> use the students' personal or work emails for communication) **and Blackboard Announcements at least every 2 working days**. *** Since this is an online course much of the communication from faculty will be through Blackboard and email.
4. <mark>**Course Number (NURS 5331) along with issue in subject line in any emails to faculty must be used to facilitate responses to student email.**</mark> Properly identified student emails are first to be read and receive a response.
5. ***All assignments will be turned in on the date assigned unless **PRIOR** arrangements have been made with the faculty. Late work will only be accepted at the discretion of the faculty. **A *five (5) point deduction** will be taken for each day the assignment is late.* [<u>Calendar week begins on Wednesday and ends on Tuesday at Midnight. Faculty will **not** be available for assistance **after 4 pm on Friday until Monday am**</u>].
6. All assignments including clinical logs and journals will be submitted to the appropriate assignment link. **NO** assignments will be accepted by email, except at the discretion of the instructor.

EXPECTATIONS OF FACULTY

1. Respond to student emails and discussion board questions in a timely manner. Contact faculty again if you do not have an answer to your question after 2 working days.
2. Be available **by office phone or cell phone** for appointments.

CLINICAL REQUIREMENTS

The following are required of each student in the course:

1. Thirty seven and a ½ (37.5) hours of clinical with a preceptor. This Preceptor is preferably a registered nurse who has either a Master of Science in Nursing (MSN), Master of Business Administration (MBA), or a Masters of Health Administration (MHA). Students are discouraged from using a preceptor who is in an educator role at the facility. Faculty will have final approval of preceptor assignment.
2. <mark>A signed preceptor agreement before starting clinical. Facility Contract with UT Tyler must be in place PRIOR to the start of the course, or within the first two weeks of the course.</mark>
3. Notification of the education department at the respective facility (even if it is the student's place of employment) in which the student will be doing his or her clinical. Students will provide the required documents asked for by the education department i.e. confidentiality statement, proof of immunization requirements, etc.

4. Clinical objectives developed with the goal of further development of his or her own role as a nurse leader/administrator.
5. A clinical log and journal documenting his or her experiences (See Blackboard for template and requirements.)
6. A signed clinical log and Online preceptor evaluation of student at the end of the clinical for the course. Students will also evaluate Preceptors using a Qualtrics survey link.
7. Student may use an educational activity to meet up to five clinical hours. Activity must have some type of focus on Nursing Administration/Leadership and must include contact hours. In addition student must obtain faculty approval prior to the activity.

ACADEMIC INTEGRITY: *Students are expected to assume full responsibility for the content and integrity of all academic work submitted as paperwork and examinations.* The official policy is available in the *College of Nursing Handbook* and the *UTT Student Guide.*

SafeAssign is a feature provided by Blackboard that is designed to detect plagiarism or non-original student work. Your instructor may set up this feature so that when you submit papers, they are automatically sent through SafeAssign. The program checks your work against a comprehensive database of source material including previous students' work and other papers and materials found on the web. An originality report will be generated that indicates the percentage of non-original material (text that matches existing sources) found in your paper. The purpose of using SafeAssign in your course is to ensure you are writing original papers and to encourage you and all students to properly attribute all sources used.

UNIVERSITY POLICIES
Found at: http://www.uttyler.edu/academicaffairs/syllabuspolicies.pdf.

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
http://www2.uttyler.edu/wellness/rightsresponsibilities.php

Grade Replacement/Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.
Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career

at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- o Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- o Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- o Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- o Being reinstated or re-enrolled in classes after being dropped for non-payment
- o Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).
Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.