THE UNIVERSITY OF TEXAS AT TYLER

COLLEGE OF NURSING

Nursing Administration: Delivery of Care

NURS 5337 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.]

NURS 5337
Delivery of Care
Class Calendar—Fall 2015
All the weeks will begin on Tuesday and end on Monday at Midnight.
Assignments are due by Midnight on Monday to Blackboard

Modules	Focus	Readings and Assignments
Module 1 08/25/2015	Introduction Organized Delivery Systems The Strategy that Will Fix Health Care Reflective Leaders	Fottler, M.D., Malvey, D., & Rooney, K. (2011). Organized delivery systems. In L.F. Zolper (Ed.), *Healthcare administration: Managing organized delivery systems* (5th ed.) (pp. 67-106). Sudbury, MA: Jones and Bartlett Publishers. (to be provided) Porter, M. E., & Lee, T.H. (2013, October). The strategy that will fix health care. *Harvard Business Review, 91*(10), 50-70.(to be provided) McDaniel, E.A., & DiBella, H. (2012). Reflective leaders become causal agents of change. *Journal of Management Development, 31*(7), 663-671.Retrieved from http://dx.doi.org/10.1108/02621711211243863 . (to be provided) Introduce Self in DB #1 (08/25-08/31) Tegrity Presentation of Introduction due by 09/07/2015. Clinical Self Evaluation due by 08/31/2015 Self Reflective Exercise due by 08/31/2015 Choose Discussion Board to Lead by 08/31/2015.
Module 2 09/01/2015	Nurses without Borders International Health Care: A Twelve Country Comparison	Irwin, J.F. (2011). Nurses without borders: The history of nursing as U.S. international history. *Nursing History Review, 19,* 78-102.doi: 0.1891/1062-8061.19.78. (Article to be provided.) Savage, G.T., Feirman, H., van der Reis, L. Myers, A., & Moxley,A.(2011). International health care: A twelve country comparison. In L.F. Zolper (Ed.), *Healthcare administration: Managing organized delivery systems* (5th ed.) (pp. 3-66). Sudbury, MA: Jones and Bartlett Publishers (To be provided) Post choice of country for International Health Care Delivery Presentation by 09/14/2015 DB #2 (09/01-09/07) Clinical Objectives and Preceptor Agreement Due by 09/07/2015
Module 3 09/08/2015	Trends Shaping Nursing Leadership Conceptualizing Professional Nursing Practice. Environmental Scan Reports(ESRs)	Roussel (2013) Introduction, Chapters 1 & 2 ESR readings to be provided in Folder for ESR's under Assignments Tab.

Module 4 09/15/2015	Emotionally Intelligent Leadership Ethical Nurse Leadership	Roussel (2013) Chapters 3, 4 Additional readings to be determined ESR #1 Due by 09/21/2015
Module 5 09/22/2015	Change, Complexity & Creativity Collaborative Decision Making Building a Portfolio for Academic & Clinical Partnership	Roussel (2013) Chapters 5, 6, 20 CRJ #1 due by 09/29/2015
Module 6 09/29/2015	Organizational Structure & Analysis Strategic Planning & Management	Roussel (2013) Chapters 7 & 9 Additional readings to be determined DB#3 (09/29/2015-10/05/205) Rough Draft International Health Care Delivery Presentation Due by 10/05/2015
Module 7 10/06/2015	Human Resource Development Performance Management & Compensation Managing a Culturally Diverse Workforce	Roussel (2013) Chapters 8, 18, & 23 ESR #2 Due by 10/12/2015
Module 8 10/13/2015	Staffing & Scheduling Budgeting Principles for Nurse Managers	Roussel (2013) Chapters 10 & 11 Cover Letter & Resume for Portfolio due by 10/19/2015
Module 9 10/20/2015	Managing the Process of Care Delivery Information Management & Technology	Roussel (2013) Chapters 12 & 13 Additional readings to be determined CRJ #2 & Midterm Discussion Board Self Evaluation due by 10/26/2014
10/26/2015	**Last Day to Drop with a W**	**Recorded on your transcript**
Module 10 10/27/2015	Health Policy, Laws & Regulatory Issues	Roussel (2013) Chapters 14 & 15 Additional Readings to be provided. DB#4 (10/27/2015-11/02/2015) Completed International Health Care Delivery Presentation to

	Risk Management & Legal Issues	include Tegrity Presentation due by 11/02/2015
Module 11 11/03/2015	Tools for Evaluating Operations & Care Delivery Systems Quality Management: Key to Patient Safety Healthcare Evaluation & Outcome Measures	Roussel (2013) Chapters 16 & 17 Additional Readings to be determined Links to such sites as *Healthy People 2020*; Joint Commission; Centers for Medicare and Medicaid Services
Module 12 11/10/2015	The Professional Nursing Staff Educator Transformational Leadership & Evidenced Based Management In a Changing World	Roussel (2013) Chapters 19 & 21 DB#5 (11/10/2015-11/16/2015) Completed Portfolio Due by 11/16/2015
Module 13 11/17/2015	Magnetism: Exemplary Nursing Excellence Executive Summary in Health Care	Roussel (2013) Chapters 22 & 24 ESR#4 Due by 11/30/2015 Final CRJ (CRJ #3) due by 11/30/2015 Clinical Log to be signed by Preceptor and submitted by 11/30/2015 Preceptor Evaluation due by 11/30/2015 (Link for evaluation will be emailed to preceptor.)
	THANKSGIVING WEEK November 23-27	Happy Turkey Day
Module 14 12/01/2015	Disaster Preparedness & Crises Management	Wolper (2012) Chapter 11 and additional readings on disaster management to be provided. DB #6 (12/01/2015-12/07/2015) (DB Leader to post summary by 12/10/2015) Discussion Board Final Self Eval due by 12/07/2015

COURSE DESCRIPTION

TITLE: NURS 5337: Nursing Administration: Delivery of Care.

COURSE DESCRIPTION: Focuses on the Delivery of Care within the Healthcare Environment at the organizational, community, state, and national levels. Enables the professional nurse to participate in the design of care delivery systems within healthcare organization in community, state and national environments.
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. Utilize state, national and organizational indicators of healthcare evaluation and outcomes incorporating interdisciplinary healthcare teams.
2. Synthesize strategic plan and vision integrating workflow design with emerging technologies, performance improvement and risk management strategies to assure positive patient outcomes.
3. Incorporate theories of management systems, process and analysis in the design and implementation of new models of care delivery and coordination.
4. Integrate socio-cultural competence, effective communication, and state, national and international quality indicators to facilitate patient centered care within community organizations.

FACULTY: Helene Hakim, PhD, RN, NEA-BC
                       Associate Clinical Professor

**Calls and e-mail are returned within 48 hours Monday through Friday unless out of town. If we do not return your call or respond to your e-mail within 24 hours, feel free to repeat.

TEXTBOOKS:

Roussel, L. (2013). *Management and leadership for nurse administrators* (6th ed.).
      Burlinton, MA: Jones & Bartlett Learning. (ISBN: 978-1-4496-5171-8)

[The American Nurses Association. *(2009). Nursing administration. Scope & standards
      of practice.* Silver Springs, MD: Nursebooks.org.
      (ISBN-13: 978-1-55810-267-5) is NOT a required text for this course but will help
      you with your philosophy paper that is part of the portfolio assignment and is a
      required text for N5331:Leadership in the Healthcare Environment.]

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* etc. will be
used to supplement

COURSE REQUIREMENTS AND EVALUATION:
   1. Discussion Board: Leadership Role   15%
   2. Discussion Board: Participation Role   10%
   3. Tegrity Presentation of Introduction   01%
   4. Environmental Scan Reports (ESRs) (Four)   35%
       ESR #1 will be weighted at 5%.
       ESR #2, #3, & #4 (10% each)
   5. International Health Care Delivery Presentation.   20%
       Power Point Presentation on the Health Care Delivery System
       of another country to include Abstract, Power Point, Evaluation
       Tool & Tegrity Presentation
   6. Rough Draft of Presentation (See #5)   5%
   7. Portfolio   14%
   8. Clinical (to include satisfactory completion of 37.5 clinical
       hours and submission of required clinical logs, journals,
       preceptor agreement and preceptor evaluation 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.
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.

 (Please note: Written Assignments will be submitted through Safe Assign. 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.)

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 *Graduate Nursing Student Guide* and the *UTT Student Guide*.

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 university email 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. **Course Number (NURS 5337) along with issue in subject line in any emails to faculty to facilitate responses to student email.** 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.* [Calendar week begins on Monday and ends on Sunday at Midnight. Faculty will **not** be available for assistance **after 4 pm on Friday until Monday am]**
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 one working days.
2. Be available **by office phone or cell phone** during office hours posted under Faculty in Blackboard. (Instituting Zoom Office Hours)

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 may bank up to ten hours of clinical between semesters.)
2. A signed preceptor agreement before starting clinical.
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 developing his or her own role as a nurse leader/administrator. Students to develop objectives before beginning clinical and are to share course and clinical objectives with preceptor.
5. A clinical log and three clinical reflective journals (CRJ) documenting his or her experiences (See Blackboard for template and requirements)
6. A signed clinical log and preceptor evaluation at the end of the clinical for the course.
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.

UNIVERSITY POLICIES

The following University policies must appear on each course syllabus or be provided as an informational sheet (web-links to these policies may be used in the print or electronic syllabus) 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://www.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:

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