THE UNIVERSITY OF TEXAS AT TYLER

SCHOOL OF NURSING

Leadership in the Health Care Environment

NURS 5331 Syllabus

Fall 2016

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

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
Deborah Crumpler, PhD, RN, CCRN

**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 Spring, MD: Nursebooks.org. (ISBN-13: 978-1-55810-267-5).
OR the REVISED EDITION (2016).
American Nurses Association. (2016). *Nursing administration: Scope and Standards of Practice* (2nd ed.). Silver Spring, MD: Nursesbooks.org. (ISBN-13: 978-1-55810-643-7).
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. Introduction TEGRITY Presentation   **2%**
  4. Philosophy of Nursing Administration   **8%**
  5. Rough Draft of Project Leader Presentation (Includes TEGRITY)   **5%**
  6. FINAL Project Leader Presentation (Includes TEGRITY PRESENTATION)   **15%**
  7. Rough Draft of Environment of Care & Professional Practice Paper   **5%**
  8. FINAL Environment of Care & Professional Practice Paper   **25%**
  9. Clinical (to include satisfactory completion of 37.5 clinical hours
     and submission of required Zoom Conferences, clinical log, journals, preceptor
     agreement, and preceptor evaluation and signed log by due dates on Calendar)
     Clinical Journals (2@ 5% each)   **10%**
     *Pass/Fail for Clinical
     *Clinical failure will constitute a course failure.   Course failure requires a repeat
     of the course with both the didactic and clinical requirements.

         TOTAL   **100%**

*Last Day to withdraw from course- October 31, 2016

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.

<u>**GRADING SCALE:**</u>

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.

<u>**EXPECTATIONS OF STUDENTS**</u>

1. Participate in course learning activities. These activities will focus on application of concepts presented in required reading.
2. Students are responsible for being familiar with all course expectations, to include information provided within the Syllabus and all information and 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. **Course Number (NURS 5331) along with issue in subject line in any emails to faculty must be used 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.* [<u>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, unless an emergency exists**</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.
7. **If the student finds it necessary to submit an assignment late, they are expected to request an extension at least 24 hours before assignment is due; provide a valid reason for requesting the extension; and provide an action plan for completion and submission of assignment to include planned day and time of submission (Faculty discretion for approval).**
8. Students are expected to make arrangements for online access to the course while traveling. Since this is an online course, lack of internet access during the travel and other issues which may occur as part of the traveling experience will

NOT be considered an acceptable excuse for lack of timely participation in course activities.

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 a registered nurse who has either a Master of Science in Nursing (MSN)- which is the preferred degree, 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. Students may NOT select a Nurse Practitioner unless the NP also has the MSN-Nursing Administration Degree (Faculty will review for possible approval). Faculty will have final approval of preceptor assignment.   (Students may bank up to ten hours of clinical between semesters).
2. A signed preceptor agreement before starting clinical. In addition, there must be validation of a facility agreement/contract between clinical agency and the School of Nursing (SON). The SON is required to have a facility agreement/contract with any agency in which students are participating in clinical experiences. Students cannot start their clinical until this agreement is in place. Since some course activities are contingent on the clinical, the agreement must be in place within the first two weeks of the semester. If this is not the case, the student may be expected to arrange clinical at another agency with whom the SON has an agreement or may be expected to withdraw from the course.
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 are expected to meet all regulatory requirements and are to provide the required documents asked for by the education department (confidentiality statement, proof of immunization requirements, and other applicable documents).
4. Clinical objectives developed with the goal of further development of 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. Two clinical logs and two clinical reflective journals 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.

8. Should a student find it necessary to withdraw from the course for any reason, the student is expected to notify the graduate nursing advisor and the course faculty, as a matter of professional courtesy.

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:

UT Tyler Honor Code
Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

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

Campus Carry
We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at **http://www.uttyler.edu/about/campus-carry/index.php**

UT Tyler a Tobacco-Free University
All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit **www.uttyler.edu/tobacco-free**

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. (For Fall, the Census Date is Sept. 12.) 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 (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware. 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.

Student Accessibility and Resources

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 (SAR) 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.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but 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.

i. "Cheating" includes, but is not limited to:

copying from another student's test paper;

using, during a test, materials not authorized by the person giving the test;

failure to comply with instructions given by the person administering the test;

possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;

collaborating with or seeking aid from another student during a test or other assignment without authority;

discussing the contents of an examination with another student who will take the examination;

divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors have designated that the examination is not to

be removed from the examination room or not to be returned or to be kept by the student;

substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;

falsifying research data, laboratory reports, and/or other academic work offered for credit;

taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and

misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by SafeAssignTM, available on Blackboard.

UT Tyler Resources for Students

UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu

UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu

The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.

UT Tyler Counseling Center (903.566.7254