

THE UNIVERSITY OF TEXAS AT TYLER
COLLEGE OF NURSING

NURS 5535
Legal, Regulatory and Financial Management
Syllabus

Fall 2016

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Office hours: Wednesday's 9 am to 12 noon

[Instituting Zoom Office Hours]

& by Appointment

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

[University Policies referenced in Syllabus can be found at:

<http://www.uttyler.edu/academicaaffairs/files/syllabuspolicy.pdf>]

LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

N5335

Legal, Regulatory and Financial Management
Class Calendar—Fall 2016

All the weeks will begin on Wednesday and end on Tuesday at Midnight.


Please note assignment due dates and times on calendar. Assignments due by Midnight

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| <p>Module 1 08/31/2016</p> | <p>Introduction Reflections on the Past National Health Insurance Managed Care The Context of Health Care Financial Management Provider Payment Systems</p> | <p>Readings: Pozgar (2016) Chapter 1 & 24 Zelman et al.(2014) Chapter 1 & 13</p> <p>Clinical Self Evaluation Due by 09/06/2016. Submit ASAP (This is used to help divide everyone into groups.) Self-Reflective Exercise due by 09/06/2016 Introduce self on DB #1 Tegrity Presentation of Introduction due by (09/13/2016) Identify Team Name & Sign up for DB Leader Role Clinical Objectives and Preceptor Agreement due by 09/13/2016</p> |
| <p>Module 2 09/07/2016</p> | <p>Work Engagement in Nursing Practice Government, Law & Ethics Health Care Ethics Tort Law-Negligence</p> | <p>Readings: Keyko, K. (2014). Work engagement in nursing practice: A relational ethics perspective. <i>Nursing Ethics</i>, 21 (8), 879-889. doi: 10.1177/0969733014523167. (Provided in Module 2 Folder) Pozgar (2016) Chapters 2 -4</p> <p>Legal Issues DB #2 Reminder: Tegrity Presentation of Introduction due by (09/13/2016) Reminder: Clinical Objectives and Preceptor Agreement due by 09/13/2016.*One group member to submit group contract for completion of Finance Team Homework (FTH) Assignments and Business Plan BP by 09/20/2016</p> |
| <p>Module 3 09/14/2016</p> | <p>Health Care Financial Statements Business Plan</p> | <p>Readings: Zelman et al. (2014) Chapter 2 SBA.Gov Writing a Business Plan @ http://www.sba.gov/category/navigation-structure/starting-managing-business/starting-business/writing-business-plan Training Program on how to write a Business Plan (You can find the video about the bottom 1/3 of the page.) http://www.sba.gov/sba-learning-center/training/how-write-business-plan-0 External Link CMS, IHI & OIG</p> <p>Finance Team Homework (FTH) 1 Due 09/20/2016 Post Team idea for Business Plan to DB (See DB Forum for specific questions) by 09/20/2016. *One group member to submit group contract by 09/20/2016</p> |
| <p>Module 4 09/21/2016</p> | <p>Intentional Torts Criminal Aspects of Health Care Civil Procedures and Trial Practice Tort Reform & Risk Reduction</p> | <p>Readings: Pozgar (2016) Chapters 5, 6, 8 & 25 External Link OIG, False Claim Cases & Settlements by Topic & Top Healthcare Fraud Cases</p> <p>Legal Issues DB #3 Clinical Journal (CJ) #1 Due by 09/27/2016</p> |

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| Module 5 09/28/2016 | Principles & Practices of Health Care Accounting Financial Statement Analysis | <p>Readings: Zelman et al. (2014) 3&4 External Link: FBI (Do search for healthcare fraud) & Healthcare Almanac (note provides hospital profiles.)</p> <p>FTH 2 due 10/04/2016 Submit Midterm Legal DB Self Eval by 10/04/2016</p> |
| Module 6 10/05/2016 | Contracts and Antitrust Corporate Structure & Legal Issues | <p>Readings: Pozgar (2016) Chapter 7 & 9</p> <p>Legal Issues DB #4 Submission of Legal Presentation Preceptor Approval Form and Outline of Presentation by 10/11/2016 Note: Legal Power Point Presentation at Clinical Facility due by 11/15/2016 (to submit PPT, Abstract, Participant Evaluations & Summary of Evaluation to Submission Links.) Can submit any time before due date.</p> |
| Module 7 10/12/2016 | Working Capital Management The Value of Money | <p>Readings: Zelman et al. (2014) Chapters 5&6 External Link: OIG</p> <p>FTH 3 Due 10/18/2016</p> |
| Module 8 10/19/2016 | Medical Staff Organization and Physician Liability Nursing and the Law Health Departments and Allied Professionals Professional Liability Insurance | <p>Readings: Pozgar (2016) Chapters 10-12 & 23</p> <p>Clinical Journal (CJ) #2 due 10/25/2016 Rough Draft of Team Business Plan due by 11/01/2016. One member of team to submit to assignment link.</p> |
| Module 9 10/26/2016 | The Investment Decision Capital Financing for Health Care Providers | <p>Readings: Zelman et al. (2014) Chapters 7 & 8 External Link: HHS</p> <p>FTH 4 due 11/01/2016 Rough Draft of Team Business Plan due by 11/01/2016. One member of team to submit to assignment link.</p> |
| 10/31/2016 | Last Day to Drop with a W | Recorded on your transcript |
| Module 10 11/02/2016 | Patient Consent Legal Reporting Requirements Medical Records Patient Rights and Responsibilities | <p>Readings: Pozgar (2016) Chapters 13, 14, 15 & 19</p> <p>Legal Issues DB #5</p> |
| Module 11 11/09/2016 | Using Cost Information to Make Special Decisions/ Budgeting Estimate Nurse Intensity and Costs | <p>Readings: Zelman et al. (2014) Chapters 9&10 Jenkins, P., & Welton, J. (2014). Measuring direct nursing cost per patient in the acute care setting. <i>The Journal of Nursing Administration</i>, 44(5), 257-262. doi10.1097/NNA.000000000000064. McDonough, K.S. (2013, May, June, July). Development of the McDonough optimum staffing method: Evidence-driven recommendations based on patient demand. <i>Virginia Nurses Today</i>, 8-11. Retrieved from www.VirginiaNurses.com.</p> |

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| | | <p>FTH 5 Due 11/15/2016 Legal Power Point Presentation at Clinical Facility due by 11/15/2016 (to submit PPT, Abstract, Participant Evaluations & Summary of Evaluation to Submission Links.) Can submit any time before due date.</p> |
| Module 12 11/16/2016 | Labor Relations Employment at Will and Discharge Employee Rights and Responsibilities | <p>Readings: Pozgar (2016) Chapters 20, 21, & 22</p> <p>Legal Issues DB #6 (Realize this DB starts today but will finish on 11/29/2016. Group can decide if continue discussion on weekend prior to or after Thanksgiving day)</p> |
| | THANKSGIVING WEEK November 21-25 |  <p>Happy Turkey Day</p> |
| Module 13 11/30/2016 | Responsibility Accounting Provider Cost Finding Methods | <p>Readings : Zelman et al. (2014) Chapters 11 & 12</p> <p>FTH 6 Due 12/06/2016 DB Final Self Eval 12/06/2016 Final Team Business Plan Due by 12/06/2016. One team member to submit. All team members to submit peer evaluation of participation.</p> |
| Module 14 12/07/2016 | Procreation and Ethical Dilemmas Acquired Immune Deficiency Syndrome End-of-Life Issues | <p>Readings: Pozgar (2016) Chapters 16-18</p> <p>Final Clinical Journal, Final Signed Clinical Log, and Preceptor Evaluation due by 12/14/2016 (Can submit any time before due date.)</p> |
| Module 15 12/14/2016 | Nurse Adm Certification | <p>Readings : External Link: ANCC I really encourage you to take this time to review the materials for the Nurse Executive Certification Exam.</p> |

LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

COURSE DESCRIPTION

TITLE: NURS 5335: Legal, Regulatory and Financial Management

COURSE DESCRIPTION: Focuses on the legal, ethical, regulatory, and fiscal environment faced by nurse administrators. Enables the professional nurse to manage the ethical, legal and regulatory issues facing healthcare organizations and actively participate in the fiscal management of healthcare divisions and organizations. **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 and 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. Participate in health and public policy development and analysis impacting healthcare organizations.
2. Examine ethical, legal and regulatory perspectives in the analysis of the professional practice environment and organizational culture.
3. Apply healthcare economics to the strategic planning process with consideration of current economic, legal and political influences.
4. Advocate for a healthy work environment incorporating informatics and current emerging technologies within the legal, regulatory, ethical and fiscal operations of the health care organization.
5. Formulate a business plan utilizing business and economic principles and practices.

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

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

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TEXTBOOKS:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. (ISBN: 978-1-4338-0561-5)

Pozgar, G.D. (2016). *Legal aspects of healthcare administration (12th ed.)*. Burlington, MA: Jones and Bartlett Publishers.

Zelman, W.N., McCue, M.J., Glick, N.D & Thomas, M.S. (2014). *Financial management of healthcare organizations: An introduction to fundamental tools, concepts, and applications (4th ed.)*. San Francisco, CA: Jossey-Bass.

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 material within the course.

COURSE REQUIREMENTS AND EVALUATION:

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|---|------------|
| 1. Discussion Board: Leadership Role. | 15% |
| 2. Discussion Board: Participation Role (Intro Tegrity Presentation 1% of Grade) | 15% |
| 3. Finance Team Homework (6 @5% each) | 30% |
| 4. Team Business Plan | 15 % |
| 5. Healthcare Legal Issues Presentation developed for clinical facility that proactively or reactively addresses a concern/issue at facility to include participant evaluations and where possible participant continuing education credit. | 15% |
| 6. Clinical Journal (2 @ 5% each) | 10% |
| 7. 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.

(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

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writing original papers and to encourage you and all students to properly attribute all sources used.)

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.

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 being familiar with all course expectations to include information provided within the syllabus and all the information and 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 5335) 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. Faculty will only correspond through **university email** (not personal or work emails).
5. Students are expected to make arrangements for online access to course even while traveling. Since this is an online course, lack of internet access during travel etc will not be considered an acceptable excuse for lack of timely participation in course activities.
6. 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. **If 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. A five (5) point deduction may be taken for each day the assignment is late.** [Calendar week begins on Wednesday and ends on Tuesday at Midnight. Faculty may **not** be available for assistance **after 4 pm on Friday until Monday am**]

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7. 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.
8. Should students find it necessary to withdraw from the course for any reason, the student is strongly encouraged to notify the graduate nursing advisor and the course faculty as a matter of professional courtesy.

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 day.
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 are discouraged from using a preceptor who is in an educator role at the facility. Faculty to have final approval of preceptor assignment. (Students may bank up to ten hours of clinical between semesters.)
2. 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. A signed preceptor agreement before starting clinical.
4. 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 agency requirements and are to provide the required documents asked for by the education department i.e. confidentiality statement, proof of immunization requirements, etc.
5. 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.
6. A clinical log and journal documenting his or her experiences (See Blackboard for template and requirements.)
7. A signed clinical log and preceptor evaluation at the end of the clinical for the course. (Faculty will email preceptor with a link in which to evaluate the student online.)

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8. 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/files/syllabuspolicy.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:

- 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.

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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.