THE UNIVERSITY OF TEXAS AT TYLER

COLLEGE OF NURSING

NURS 5535
Legal, Regulatory and Financial Management
Syllabus

Spring 2015

Helene Hakim, PhD, RN, NEA-BC
Associate Clinical Professor
LUC 227 (903) 663-8227
(903) 576-2541 (Cell)
(903)-663-8221 (Fax)
hhakim@uttyler.edu
Office hours: Wednesday’s 9 am to 12 noon
& 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/academicaffairs/syllabuspolicies.pdf.]
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

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.**
TEXTBOOKS:


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:
1. Discussion Board: Leadership Role. 15%
2. Discussion Board: Participation Role 10%
3. Finance Group Homework (6 @5% each) 30%
4. Business Plan 20%
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. Tegrity Presentation to Class of Legal Issue Presentation (#5) and evaluation of two classmates’ presentations. 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.

GRADING SCALE:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

The student must achieve an average of 80% to successfully complete the course.
LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

**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 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. 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 Wednesday and ends on Tuesday 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.

**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. A signed preceptor agreement before starting clinical.
LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

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 journal 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. (Faculty will email preceptor with a link in which to evaluate student online.)

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://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:
LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

- 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.