

THE UNIVERSITY OF TEXAS AT TYLER

SCHOOL OF NURSING

**Leadership in the Health Care Environment**

**NURS 5331 Syllabus**

**Spring 2018**

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\*\*Calls and e-mail are returned within 24 hours Monday through Friday unless out of town. If you do not receive a response within 24 hours, feel free to repeat.

University Policies referenced in Syllabus can be found at:  
<http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

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:** 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. **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:** Admission to the MSN program and NURS 5302 OR Admission to the “Nursing Administration Certificate”. NURS 5325 may be taken as a pre-requisite or co-requisite.

**COREQUISITE:** NURS 5325 may be taken as a co-requisite.

**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.

**REQUIRED TEXTBOOKS:**

American Psychological Association. (2009). *Publication manual of the American Psychological Association*. (6th ed.). Washington, D.C.: Author. ISBN 10: 1433805626  
ISBN 13: 9781433805622

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: 978-1-284-05068-4).

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 *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 (8 @ 5% each)	<b>40%</b>
2. Project Leader Presentation (Includes Abstract, Evaluation, PowerPoint)	<b>25%</b>
3. Environment of Care & Professional Practice Paper	<b>25%</b>
4. Clinical Reflective Journals (2 @ 5% each)	<b>10%</b>
5. Clinical (to include satisfactory completion of 37.5 clinical hours, preceptor agreement, preceptor evaluation, clinical objectives, clinical schedule, and signed log by due dates on calendar)	<b><u>*Pass/Fail</u></b>
<b>Clinical failure will constitute a course failure.</b> Course failure requires a repeat of the course with both the didactic and clinical requirements.*	
<b>Total.....</b>	<b>100%</b>

\*Last Day to withdraw from course- APRIL 2, 2018

The requirements for each assignment are posted under the Assignment tab, on Discussion Boards, and under Clinical menu tabs in Canvas.

**\*\*\*Please note all submitted written assignments (i.e. Project Leader Presentation, and Environment of Care, Professional Practice Paper, and the Clinical Reflective Journal) will be evaluated for possible plagiarism. Plagiarism will result in a zero for the assignment and other action by the School of Nursing and The University of Texas at Tyler.**

*Students repeating this course may not use previously submitted assignments nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from previous semesters is considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.*

**GRADING SCALE:**

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

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

**COURSE SCHEDULE**

The course schedule, including assignment due dates, may be found under Course Information in Canvas.

**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 being familiar with all course expectations, to include information provided within the Syllabus and all information and announcements posted in Canvas.
3. **Students are expected to check their UNIVERSITY EMAIL (Faculty will not use the students' personal or work emails for communication) and Canvas Announcements at least every 2 working days.** Since this is an online course much of the communication from faculty will be through Canvas 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. 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, unless an emergency exists.
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.

9. 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 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. This needs to be discussed with the involved instructors in advance.)
2. A signed preceptor agreement and validation of a facility agreement/contract between clinical agency and the School of Nursing (SON) **by the beginning of the first week of the semester**. 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. The student may be expected to arrange clinical at another agency (to ensure agreements are in place), or may be expected to withdraw from the course. Many course assignments reflect the student's clinical experience.
3. 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). Current documents must be uploaded to Castlebranch and be considered "compliant" before starting clinical, regardless of whether the student is an employee of the facility.
4. The student and clinical preceptor will collaborate to develop clinical objectives with the goal of enhancing the student's role as a nurse leader/administrator before beginning clinical.
5. A clinical log and two clinical reflective journals (CRJ) documenting student experiences will be developed and submitted.
6. A signed clinical log, preceptor's evaluation of the student, and the student's evaluation of the preceptor will be submitted at the end of the course. (Faculty will email preceptor with a link in which to evaluate the 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.

**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.

## **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://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](http://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. 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 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 of Tyler at Texas offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit

<https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The **Student Accessibility and Resources** (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **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.

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**UT Tyler Resources for Students**

UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)

UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)

UT Tyler Counseling Center (903.566.7254)