

THE UNIVERSITY OF TEXAS AT TYLER  
COLLEGE OF NURSING

NURS 5535  
Legal, Regulatory and Financial Management  
Syllabus

Spring 2018

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](mailto: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/files/syllabuspolicy.pdf>]

## 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 we do not return your call or respond to your e-mail within 24 hours, feel free to repeat.

## LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

**REQUIRED TEXTBOOKS:**

Penner, S.J. (2017). *Economics and financial management for nurses and nurse leaders* (3<sup>rd</sup> ed.). Springer Publishing Co., LLC.

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

**RECOMMENDED TEXTBOOKS:**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Nurses Association. (2016). *Nursing administration: Scope and standards of practice*. Silver Spring, MD: Author.

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 Boards (Four @ 5% Each)	20%
2. Finance Quizzes (Seven @ 5% Each)	35%
3. Team Business Plan	15 %
4. 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.	20 %
5. Clinical Reflective Journal (2 @ 5% each)	10%
6. 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 Section** on **Canvas**.

(Please note: Written Assignments will be submitted through Turnitin . Turnitin is a feature provided by Canvas 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 Turnitin. 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)

## LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

found in your paper. The purpose of using Turnitin in your course is to ensure you are 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 Canvas.
3. **\*\*\*Students are expected to check their university email 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 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]

## LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

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 Canvas.

### **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) and who is in a leadership position. {The preceptor should not be someone who is directly responsible for the student's employee evaluation.} 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 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 Canvas for template and requirements.)

## LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

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.)
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>.

#### **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.

## LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

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. (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.

## LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a 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 of 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. Revised 05/17

### **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.



## LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

### 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 has 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.

## LEGAL, REGULATORY AND FINANCIAL MANAGEMENT

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 plagiarism software.

## UT Tyler Resources for Students

- [UT Tyler Writing Center](http://writingcenter@uttyler.edu) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), [tutoring@uttyler.edu](mailto: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](http://counselingcenter@uttyler.edu) (903.566.7254)