![UT Tyler School of Nursing logo]

Nursing Leadership and Management
RNBS-4631.060 and RNBS-4631.060L (combined into ONE Canvas course site)
Fall 2022
Scheduled Class Days and Times: Online

RNBS-4631.060 & .060L (Lab section) - Nursing Leadership & Management – (All sections are combined in main Canvas course; we will not use the Canvas lab sections for this course. We will have didactic and clinical content in one location only.**)**

Instructor's Name:	Vicki Jowell, MSN-Ed., RN
Office:	BRB 2065903-566-7194
Phone:	Office: 903-566-7194; Cell: 903-520-5788
Email:	*vjowell@uttyler.edu
Office Hours:	Tuesday afternoons: 1 – 4 pm via zoom (by appointment only); or as needed.

*Best way to contact me.

Scheduled Office hours on Zoom: See course Announcements for more details.

TA Contact Information: NA

Course Description:
Synthesis of theories and concepts related to critical thinking, change theory, conflict resolution, delegation, and changes that impact the health care delivery system are discussed. Theories and concepts related to leadership and management are presented. Opportunities for theory application are provided in selected structured and unstructured settings. 3:3
https://www.uttyler.edu/catalog/)

Prerequisites:
Admission to the RN-BSN track. Successful completion of RNBS 3303 and RNBS 3312 and RNBS 3315. Special permission required from the School of Nursing to take out of sequence.

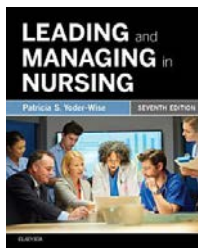**Student Learning Outcomes:**

Upon successful completion of this course, the student will be able to:

1. **Professionalism**: Demonstrate responsibility for ongoing professional development, including exploration of role diversification and life-long learning.
2. **Patient-Centered Care**: Integrate concepts of current organizational and systems leadership with the culture of the healthcare organization to coordinate quality patient centered care.
3. **Evidence-Based Practice (EBP)**: Integrate theory and research knowledge in the formulation, implementation, and evaluation of nursing leadership/management actions in various practice settings.
4. **Informatics & Technology**: Utilize contemporary practice technologies, information systems, and communication devices that support the delivery of safe nursing practice.
5. **Quality Improvement**: Apply knowledge of the socio-political forces, economic resources, and regulatory processes that impact health care delivery.
6. **Teamwork and Collaboration**: Work in partnership with the inter/intra disciplinary team to optimize patient outcomes that reflect advocacy and human caring for diverse populations across the lifespan.
7. **Wellness and Prevention**: Synthesize professional skills, knowledge, and attitudes when applying the nursing process to provide safe, holistic, evidenced based patient centered care.
8. **Leadership**: Demonstrates values based on historical, moral, ethical, and legal aspects of professional nursing practice responding to global health needs.
9. **Safety**: Implement measures to promote quality and a safe environment for patients, self, and others.
10. **Strengths**: Measure how strengths (signature talent themes) influence the role of the student nurse and clinical decision-making.
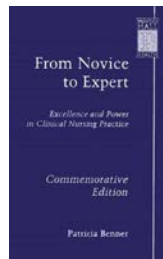
Required Textbooks and Readings:

Students may order their required textbooks through the UT Tyler Bookstore (order online): https://evolve.elsevier.com/cs/ Please make sure the use the correct course prefix and number (**RNBS**-4631).

1. Yoder-Wise, P. S. (2019). *Leading and managing in nursing* (7th Ed.) St. Louis: Elsevier, ISBN: 978-0-323-44913-7 (hard copy – publish date 2019 or eBook – publish date 2018)

Recommended Textbooks and Readings:

1. Benner, P. (2001). *From novice to expert: excellence and power in clinical nursing practice.* Menlo Park, California: Addison-Wesley Publishing Company. ISBN: 978-0-13-032522-8 or 0-13-032522-8

NOTE: An older version of Benner's, *From Novice to Expert* is fine too. You can buy this **used** and save.

2. Publication Manual of the American Psychological Association, 7th Edition;
ISBN: 978-1-4338-3215-4

Special Course Notes:

a. Students are responsible for all course assignments and content, including announcements posted in Canvas learning management system. All work submitted must include the student's full name and date. All work must be typed on templates provided or as Word, Excel, or PowerPoint documents.

b. Weekly module content, including video lectures and interactive learning activities (ILAs) are posted in Canvas by module. Students are responsible for viewing the lecture video and any other required videos then completing the Interactive learning activities. Completion of ALL components of the interactive learning activities results in a percentage of completion grade in the grade center. Completion of the course work for each module is recommended for successful completion of the course.

c. All submitted written material (papers, assignments, examinations, etc.) are the property of the School of Nursing.

d. Late assignments are discouraged and will be accepted at the discretion of faculty. A five (5) percent penalty for each day the assignment is late may be applied to the final grade at faculty discretion.

e. Communication with faculty will be via canvas, phone, scheduled Zoom meetings, UTT Patriot email or scheduled appointment. Students are required to use their student Patriot or Canvas email accounts for all correspondence. **Email communication should include RNBS-4631 in the subject line**. Students are expected to check their university email at least every two business days. Faculty will respond to email correspondence within two business days.

    a. <u>Students must communicate with course faculty</u> all potential/late assignments/exams and discuss options for making up and submitting late course work. Students will contact course faculty as soon as possible to discuss the situation. Students are subject to failing the course assignment/exam if they do not communicate with course faculty.

    b. <u>All **clinical activities and exams are required**</u> to be completed for this course.

Assignments and Weights/Percentage/Point Values

Final course grades less than 75% are not rounded. The combined weighted calculation of all course assignments, quizzes, exams, and clinical activities must be at least 75% in order to pass the course.

Students are expected to adhere to assignment due dates and times. Late submissions will receive a 5% deduction each day an assignment is past due unless prior arrangements have been made with your course faculty. Extenuating circumstances may apply. Students must contact course faculty (prior to due date if possible) to get approval for any extensions for late work.

Criteria for Evaluation:	Percentage of Grade:
Exam 1 (Modules 1 – 4)	15%
Exam 2 (Modules 5 – 9)	15%
Exam 3 (Modules 10 – 12)	15%
Discussions/Participation – (Strengths/Personal Assessment, Team Building, and Communication & Conflict)	15%
Interactive Learning/CU Quizzes (Modules 1 – 12)	5%
Syllabus/Course schedule/Important Course Information Quizzes	5%
Clinical Grade: Clinical Expectations Quiz, APA Quiz, Clinical Activities, and Clinical Self – Evaluation Required Clinical Activities: • Leader Interview and reflection on leader/follower roles • Group Project: Patient Safety & Quality Case Scenario & taped debriefing session • Delegation and staff/faculty teaching	30%
Total	**100%**

Grading Scale:

Specific guidelines and grading criteria for all assignments are in the Modules. Final grades for the course will be determined based upon the following point assignments:

A - 90-100
B - 80-89
C - 75-79
D - 60-74
F - Below 60

Final course grades less than 75% are not rounded up. The combined weighted calculation of all course assignments, quizzes, exams, and clinical activities must be at least 75% in order to pass the course.

Exam and homework materials, questions, and problems are the intellectual property of faculty, UT Tyler, or publishers.
- These materials may not be distributed without permission.
- Distributing or uploading them to online resources destroys the integrity of the assignment and the course, allowing others an unfair advantage by letting them view the materials.
- Uploading these materials to online resources is a violation of UT Tyler's academic misconduct policies and may result in formal conduct charges.
- Sanctions for uploading or otherwise divulging the contents of these materials can include:
  - a reduced or failing grade on an assignment
  - a reduced or failing grade for the course

- removal from the Nursing program
- removal from UT Tyler

Late Policy: 5% will be deducted each day an assignment is past due unless prior arrangements have been made with your course faculty. Extenuating circumstances may apply.

Repeating a Course: 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.

Attendance and Make-up Policy: Attendance/participation is expected. Make-up for exams, quizzes, assignments, and missed clinical time/activities is at the instructor's discretion.

Graded Course Requirements Information:

Specific guidelines and grading criteria for all assignments are in the Modules.

a. Meet with course instructor for any **clinical activity** that with a grade of less than 75%. All clinical activities must be passed with a score of 75% or greater in order to meet the student learning outcomes. Extenuating circumstances may apply.
b. Meet with course instructor for any exam with a grade of less than 75% to discuss exam study strategies. Students must schedule a zoom session with course faculty within 10 days of the exam.

Calendar of Topics, Readings, and Due Dates:

Students HIGHLY recommend that you link the course notifications and assignments to the Canvas calendar to your phones.

RNBS 4631 Nursing Leadership & Management – Course Schedule Fall 2022

Week	Topic	Chapter Readings	Assignments Due
Week 1: Oct. 17, 2022 Census date: 10/21/22	**Module 1** Course Introduction & Overview * Leading, Managing, & Following & Cultural Diversity * Career Management * Legal & Ethical Issues* (integrated throughout)	**Yoder-Wise (YW) Benner (B)** YW: 1, 3*, 4, 27 B: 1, 2	* **Student forms Quiz – due 10/21/22** * **Review Group Clinical Activity - (contact group members and select a group leader and begin)** **Weekly Check for Understanding Quiz – Module 1**
	Module 2 * Benner's Novice to Expert & Reflective Practice * Clinical Safety * Managing Self (Stress & Time)	YW: 2, 7 B: 2, 5	* **Begin Leader Interview process:** Email leader interviewee the list of questions before your interview. **Weekly Check for Understanding Quiz – Module 2**
Week 2: Oct. 24, 2022	**Module 3** * Making Decisions & Solving Problems	YW: 15	* **Student Introductions – due 10/28/22** * **Syllabus Quiz - due 10/28/22** * **APA Quiz – due 10/28/22** * **Clinical Expectations Quiz – due 10/28/22** * **DQ: Animal Personality Assessment & Review Top 5 Strengths – 10/28/22** **Weekly Check for Understanding Quiz – Module 3**
	Module 4 * Power, Politics, & Influence * Collective Action	YW: 9, 14 B: 14	**Weekly Check for Understanding Quiz – Module 4**
Exam 1	**Exam 1 (Module 1 - 4)**	**Open: 10/25/22** **Close: 11/1/22**	**Check for Understanding Quizzes – Module 1, 2, 3, 4 due by 11/1/22** **Review Exam 1 Blueprint and Instructions** **Exam 1 due – 11/1/22 in Canvas**

Week 3: **Oct. 31, 2022**	**Module 5** * Impact of Technology * Managing Quality and Risk	YW: 16, 23 B: 7, 9	* <mark>Clinical Activity</mark> – Leadership Interview - due 11/4/22 <u>**Note:**</u> Interview in person or via zoom only.
	Module 6 * Staffing & Scheduling	YW: 3*, 13	**Weekly Check for Understanding Quiz – Module 6**
	Module 7 * The Strategic Planning Process	YW: 30	**Weekly Check for Understanding Quiz – Module 7**
Week 4: **Nov. 7, 2022**	**Module 8** * Leading Change * Building Effective Teams	YW: 18, 19 B: 10	* <mark>DQ</mark>: Building Teams due 11/11/22 * **Midterm Evaluation survey due 11/11/22** (optional) **Weekly Check for Understanding Quiz – Module 8**
	Module 9 * Selecting, Developing & Evaluating Staff	YW: 21 B: 13	* <mark>GROUP Clinical Activity</mark> – **Patient Safety & Quality scenario & debriefing - due 11/11/22** **Weekly Check for Understanding Quiz – Module 9**
Exam 2	**Exam 2 (Modules 5 – 9)**	Open: 11/8/22 Close: 11/15/22	**Check for Understanding Quizzes – Module 6, 7, 8, 9 due by 11/15/22** **Review Exam 2 Blueprint and Instructions** <mark>**Exam 2 due – 11/15/22 in Canvas**</mark>
Week 5: **Nov. 14, 2022** **Last day to withdraw:** **11/23/22** **Thanksgiving Week (11/22/22 – 11/25/22)**	**Module 10** * Person-Centered Care * Delegating: Authority, Accountability, & Responsibility	YW: 3*, 22, 17	* <mark>DQ</mark>: Communication & Conflict due 11/18/22 **Weekly Check for Understanding Quiz – Module 10**
	Module 11 * Communication & Conflict; * Managing Personal & Personnel Problems	YW: 3*, 8, 25	**Weekly Check for Understanding Quiz – Module 11**
	Module 12 * Translating Research into Practice * Role Transition & Thriving for the Future	YW: 24, 26, 31 B: 11	**Weekly Check for Understanding Quiz – Module 12 x2**
Week 6: **Nov. 28, 2022**	**Final course assignments and Exam 3 prep**		* <mark>Clinical Activity</mark> - **Delegation due 12/2/22**
Week 7: **Dec. 5, 2022** **Exam 3**	**Exam 3 (Modules 10 – 12)**	Open: 11/29/22 Close: 12/6/22	**Check for Understanding Quizzes – Module 10, 11, 12 due by 12/6/22** **Review Exam 3 Blueprint and Instructions** <mark>**Exam 3 due – 12/6/22 in Canvas**</mark> * <mark>Clinical Self Evaluation</mark> (with student comments on each section) due 12/7/22 (Wednesday)

Please note that <u>all Assignments</u> must be submitted by <u>11:59 pm</u> Central Time on or before the due date.
<mark>**All Clinical Activities**</mark> <mark>**and Exams**</mark> <mark>**are required for this course.**</mark>   <mark>**DQ= Discussion Question**</mark>

Computer Requirements: Access to a current, working computer or laptop with internet access using Firefox or Chrome browser is required for this internet-based course. The Canvas learning system works best using Firefox or Chrome browsers. It is essential to have access to a reliable PC/laptop and internet access for this course.

Required to turn in assignments via Word, Excel, or PowerPoint as instructed. Students must include full name and date on all assignments turned in. If there is an associated template, use these to record your work. Do NOT alter the template format in any way. All assignments must be typed. No written work will be accepted.

Internet Instructions: Course modules are online in Canvas (see course calendar). UT Tyler online canvas courses use Java, JavaScript, browser plug-ins, helper application and cookies. Canvas works best using Chrome or Firefox browser. It is essential that you have these elements installed and enabled in your web browser for optimal viewing of the content and functions of your online course content. Lecture videos are optimally viewed in high definition.

- Adobe Reader allows you to view, save, and print Portable Document Format (PDF) files.
  http://get.adobe.com/reader/
- Java Runtime Environment (JRE) allows you to use interactive tools on the web.
  http://www.java.com/en/download/

- QuickTime allows users to play back audio and video files. http://www.apple.com/quicktime/download/

School of Nursing Policies and Additional Information:

https://www.uttyler.edu/nursing/college/student_guide_and_policies.php

Student Resources to assist you in this course:

UT Tyler Student Accessibility and Resource (SAR) Office (provides needed accommodations to students with document needs related to access and learning)

UT Tyler Writing Center

The Mathematics Learning Center

UT Tyler PASS Tutoring Center

UT Tyler Supplemental Instruction

Upswing (24/7 online tutoring) - covers nearly all undergraduate course areas

Robert Muntz Library (Links to an external site.) and Library Liaison

Canvas 101 (learn to use Canvas, proctoring, Unicheck, and other software)

Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)

LIB 422 - Computer Lab where students can take a proctored exam

The Career Success Center

UT Tyler Testing Center

Office of Research & Scholarship Design and Data Analysis Lab

Resources available to UT Tyler Students

UT Tyler Counseling Center (available to all students)

TAO Online Support Center (online self-help modules related to mental & emotional health)

Military and Veterans Success Center (support for all of our military-affiliated students)

UT Tyler Patriot Food Pantry

UT Tyler Financial Aid and Scholarships

UT Tyler Registrar's Office

Office of International Programs

Title IX Reporting

Patriots Engage (available to all students. Get engaged at UT Tyler.)

University Policies and Information

Withdrawing from Class: Students are allowed to withdraw (drop) this course through the University's withdrawal portal. Texas law prohibits students 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 other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the Tuition and Fee Refund Schedule. CAUTION #2: All international students must check with the Office of International Programs before withdrawing. All international students are required to enroll full-time for fall and spring terms.

Final Exam Policy: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the Incomplete will be changed to an F or NC if the course was originally taken under the CR/NC grading basis.

Grade Appeal Policy: UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the dean of the college offering that course, who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The grade Appeal form is found on the Registrar's Form Library.

Disability/Accessibility Services: The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the SAR Portal (https://hood.accessiblelearning.com/UTTyler/) and complete the New Student Application. For more information, please visit the SAR webpage or call 903.566.7079.

Military Affiliated Students: UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military-affiliated students are in the Military and Veterans Success Center (MVSC). The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Academic Honesty and Academic Misconduct: The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy in the Student Manual Of Operating Procedures (Section 8).

FERPA: UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in University Policy 5.2.3. The course instructor will follow all requirements in protecting your confidential information.

COVID Guidance: The UT Tyler community of Patriots respects the rights of others to wear a mask if they desire to do so. COVID guidelines may change as the situation warrants, and students should follow the instructions warranted by the situation.

Absence for Official University Events or Activities: This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures (Sec. 1 -501).

Absence for Religious Holidays: Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.

Campus Carry: We respect the right and privacy of students 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.