South Central College

NURS 2520  Semester 4 Leadership

Course Outcome Summary

Course Information

Description: This course introduces concepts related to leadership skills and management for nurses within the multidisciplinary health care team. Healthcare policy and regulatory processes impact on nursing practice are analyzed. Ethical principles and diversity are reviewed. Quality improvement concepts in health care are examined. Community service and education projects are implemented. (Prerequisites: Successfully complete all Semester 3 Courses in order to advance to Semester 4 courses)

Total Credits: 1
Total Hours: 16

Types of Instruction

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Credits/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1/16</td>
</tr>
</tbody>
</table>

Pre/Corequisites

Successfully complete all Semester 3 Courses in order to advance to Semester 4 courses

Institutional Core Competencies

Civic Engagement and Social Responsibility - Students will be able to demonstrate the ability to engage in the social responsibilities expected of a community member.

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Cultural Competence - Students will be able to demonstrate an attitude of personal curiosity, a rising knowledge of cultures, and an evolving range of skills for living and working among others with other worldviews and ways of life.

Course Competencies

1. Examine leadership roles and skills for management of health care within the multidisciplinary team.

Learning Objectives
Examine the importance of life-long learning to stay current in professional health care knowledge as an expectation of professional nursing practice.
Examine various styles of leadership and management in the healthcare system (ex. authentic leadership, transformation leadership, systems theory).
Explore various nurse leadership roles in health care (ex. management of care and resources).
Distinguish the role of the nurse leader in health care and the multidisciplinary team (ex. intra- and interdisciplinary teams).
Confirm the roles of other disciplines as collaborative partners for excellence in health care.
Complete a professional nursing resume.

2. Analyze health care policy and regulatory processes for nursing practice.

Learning Objectives
Examine the regulatory and professional standards governing the practice of professional nursing.
Investigate various legal principles that impact nursing practice (ex. neglect, abandonment, safe-staffing, malpractice, reporting of unsafe practice or improper care).
Examine legal responsibilities related to the Patient Bill of Rights (ex. privacy, confidentiality, informed consent, advance directives, right to refuse).
Differentiate between assignment, delegation and supervision according to the Nurse Practice Act.

3. Differentiate professional methods to facilitate collaboration and communication.

Learning Objectives
Appraise personal verbal and nonverbal communication effectiveness for clinical practice.
Examine effectiveness of standardized communication tools to minimize risks associated with hand-off reports.
Use effective conflict management techniques.
Model effective electronic communication strategies that adhere to accountability for standards of practice in provision of care.
Differentiate the role responsibilities of the intra-disciplinary team (ex. registered nurse, licensed practical nurse, unlicensed assistive personnel).

4. Discriminate the ethical principles that guide the practice of professional nursing.

Learning Objectives
Examine the professional codes of ethics governing the practice of professional nursing (ex. equitable care, cost-effectiveness).
Examine personal beliefs, values, and biases that could impact care delivery.
Examine strategies to demonstrate respect for all persons (ex. caring, compassion, maintaining dignity).
Explore ethical dilemmas that will be encountered in professional nursing practice (ex. abuse/neglect, communicable disease).

5. Adhere to professional nursing care that respects cultural diversity across the lifespan.

Learning Objectives
Demonstrate integrity, consistency and respect for differing views.
Demonstrate respect of cultural and diversity differences of patients and their families.
Examine strategies to identify the patient's emotions (ex. accept and respond to distress, facilitate hope, trust, faith).
Demonstrate methods to appreciate the patient as a whole person (ex. dignity, uniqueness, integrity, self-determination).
Differentiate the various influences that impact the delivery of nursing care (ex. spirituality, family dynamics, lifestyle choices).

6. Apply teaching strategies to educate adult learners.

Learning Objectives
Determine adult learning concepts and learning styles for effective teaching.
Explain learning styles to incorporate into teaching plan.
Incorporate technology into a plan to enhance instruction for the adult learner.

7. Participate in a service-learning event to promote healthy life-style habits.

Learning Objectives
Use organizational skills and communication skills to contact and meet with a community organization to determine an appropriate topic for service learning project.
Create an educational plan with objectives and learning outcomes that are appropriate to meet the community organizational needs.
Implement a health promotion education topic to a community group.

8. **Apply continuous quality improvement strategies to provide improved health care.**

**Learning Objectives**
- Explain several frameworks and theories for assessing and improving the quality of health care.
- Distinguish key elements of published quality assessment and improvement studies.
- Explain appropriate reporting of incidents or variances as opportunities for quality improvement (ex. near-misses, actual errors).
- Distinguish importance of technology and informatics contributions for quality care.
- Apply strategies to improve patient safety in a variety of health care situations.

**SCC Accessibility Statement**
South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-5847.

Additional information and forms can be found at: www.southcentral.edu/disability

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.

**Academic Honesty - Nursing**

**Nursing - Academic Honesty**
Academic honesty is a core principle of learning and scholarship. When you violate this principle, you cheat yourself of the confidence that comes from knowing you have mastered the targeted skills and knowledge. You also hurt all members of the learning community by falsely presenting yourself as having command of competencies with which you are credited, thus degrading the credibility of the college, the program, and your fellow learners who hold the same credential.

All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:
- **Plagiarism** - presenting someone else’s words, ideas, or data as your own work.
- **Fabrication** - using invented information or the falsifying research or other findings.
- **Cheating** - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to:
  1. Copying from another learner’s work.
  2. Allowing another learner to copy from your work.
  3. Using resource materials or information to complete an assessment without permission from your instructor.
  4. Collaborating on an assessment (graded assignment or test) without permission from the instructor.
  5. Taking a test for someone else or permitting someone else to take a test for you.

**Academic Misconduct** - other academically dishonest acts such as tampering with grades, taking part in obtaining or
distributing any part of an assessment, or selling or buying products such as papers, research, projects or other artifacts that document achievement of learning outcomes.

**Accessibility Statement- Nursing**

**SCC Accessibility Statement**

If you have a disability and need accommodations to participate in the course activities, please contact college Disability Services at the Academic Support Center on your campus, as soon as possible. North Mankato room B-132, 507-389-7222 or at Faribault room A-116, 507-332-5847. Or you can contact Disability Director, Marilyn Weber at 507-389-7339 or 507-331-4291 or TTY: 711 or 1.800.627.3529, marilyn.weber@southcentral.edu For more information see SCC Disability Services web page at http://southcentral.edu/disability-services/disability-services.html

**Campus Closing- Nursing**

**Nursing - Campus Closings**

If it is determined by the college administration or the governor that emergency conditions have developed which change the college’s normal operating times, an announcement will be made via radio and television broadcasts over the following stations: KTOE (AM 1230), KEEZ (FM 99.1), KXLP (FM 93), KNUJ (AM 860), KDOG (FM 96.7), KSTP (channel 5), KEYC-TV (channel 12), KDHL (AM 920), KQLC (FM 95.9), and WCCO (AM 830). Please note that the closing may be specific to facility, South Central College - North Mankato or Faribault.

We recommend that you register for the Star Alert system so you will know if the college closes. Directions can be found at http://southcentral.edu/campus-security/star-alert.html

In an emergency, Star Alert will send a text message to the cell number(s) and/or e-mail address(es) you provide. Notifications identified as "Star Alert" messages will note the nature of the emergency, what action, if any, you are to take, and where to find more information. Star Alert also will let you know if campus is closed or if classes are delayed or cancelled.

**Communication- Nursing**

Positive, direct and timely communication is expected.

Use of messaging by e-mail is encouraged.

Only southcentral.edu e-mail addresses will be used.

E-mail will be answered as timely as possible. No response should be expected until the following day if message is received after 6pm.
E-mail will not be routinely responded to over the weekend.

E-mail received Friday after 3pm has no guarantee of response until Monday, after class.

Instructor is known to be on the computer after 8pm, do not assume communication will be guaranteed.

E-mail etiquette is expected. The following rules should be utilized:

Include a brief entry in the Subject line.

In the Subject line, include either “response requested” or “no response needed”.

Never send a message when angry or emotionally upset.

Re-read the message before sending to make sure content is appropriate and professional.

E-mail messages will be returned with “Inappropriate message” in the Subject line when the above is not followed.

Include your first and last name when signing off.

Desire to Learn or D2L- Nursing

Nursing - Desire to Learn or D2L
Students are expected to know how to access and use the D2L site for this course. This includes but is not limited to the drop box, discussions, e-mail functions, and grade book. Communication will occur through this route. You are to check D2L several times each week to read announcements and requirements.

Course Evaluation- Nursing

Nursing - Course Evaluation

Course evaluation will be based on computer examinations, class assignments, participation, rubric expectations, and D2L requirements.

Instructor reserves the right to change evaluation tools and outlines in D2L used for grading.

Grading will be based on percentage of the total points possible.

Students will be given advanced notice of dates for exams and assignments.

Unscheduled quizzes and/or activities may be introduced at any time during the semester.

It is the student’s responsibility to keep track of point postings in D2L.
**Grading Scale- Nursing**

**Nursing - Grading Scale**
All grading will be based on a percentage of the total points possible (points earned by the student, divided by total points possible). Percentages will not be rounded up. The grade percentage will be translated to a letter grade on the following scale: A = 100% - 94%, B = 93% - 87%; C = 86% - 80%; 79% or below = F.

The D2L Course Gradebook automatically calculates total earned points/percentages for midterm and final grades. In order for this course to meet the program requirements for nursing a final grade point average of 80% or greater must be achieved in order to pass this course. Students are responsible for keeping a record of their total points earned and percentages so they will be aware of their academic standing.

**Guidelines to Success- Nursing**

**Nursing - Guidelines to Success**

Each student is expected to perform the following:

1. Be responsible for own learning.
2. Actively participate in online activities and discussions.
3. Complete and turn in assignments/projects on time.
4. Participate in D2L expectations. This course utilizes the Desire 2 Learn (D2L) platform to deliver grades, communication within the class, assignments, and course content. It is expected all students will be familiar and able to utilize this technology and check it frequently for updates and course information. *This includes the expectation the home page is checked daily.*
5. Spend approximately two (2) hours minimum studying for each credit of class (ten hours per week).
6. Devote additional time for other projects assigned.
7. Contact instructor and share with classmates by using D2L Discussion: Talk with Teacher.
8. Contact instructor by email with personal questions or concerns.
9. Submit all written work on time, via D2L Dropbox. Make sure work is professional in appearance with accurate spelling and grammar. APA formatting will be expected (cover page, citation within body of paper, and reference page). Helpful information for APA formatting is available under course content.
10. Understand and utilize the rubrics provided for all written work assigned.
11. Act in a professional manner during class and in meetings with instructor. Refer to the Student Professional
Expectation Guideline in the South Central Student Handbook.


13. Recognize fellow classmate as part of the classroom team. Please note the importance of every single person on the team in the mastery of this course.

**Late Policy- Nursing**

Nursing - Late Policy

Students are responsible for keeping up with the class as scheduled. Unless otherwise specified assignments and exams will be open for a week. Actual dates and times will be visible in D2L, but as a general rule, all assignments will be due **Fridays at 1800**. Late assignments will incur a 5% loss of total points for each school day that the assignment is late. If a student knows he or she will not be able to complete an assignment within the specified time frame and notifies the instructor in advance, provisions *may be made* for submission at the discretion of the faculty member. However, even if the instructor is notified in advance, late assignments may incur a loss of points as outlined above.

**SCC Email- Nursing**

Nursing - SCC Email

Students are responsible for checking their South Central College email. If instructors need to contact students that is how we will do it. We cannot use other e-mail addresses for privacy reasons. If there is another email that you check more often, arrange for SCC messages to be forwarded to that email account.

**SCC Handbooks- Nursing**

Nursing - SCC Handbooks

Refer to the information and policies in the current SCC Catalog and Nursing Handbooks. You are a member of our SCC learning community and are responsible for knowing and following these requirements. The Nursing Handbook can be found at [http://southcentral.edu/nursing/nursing-handbook.html](http://southcentral.edu/nursing/nursing-handbook.html), SCC College policies are at [http://southcentral.edu/academic-policies/academic-dishonesty.html](http://southcentral.edu/academic-policies/academic-dishonesty.html)

**Technology Expectations- Nursing**

Nursing - Technology Expectations

You will need access to a computer for this course. This may be through your personal home computer, a public library, or the school computer lab. Required software includes the following:
1. Adobe Acrobat Reader

2. Microsoft Word (version 2003 or later)

3. Not only are you required to have access to these software programs and platforms, you are expected to know the basic functions of their use. “I don’t know or didn’t know how” are not valid excuses for incomplete or late assignments. If you don’t know something, it is expected you seek out the information required of you to complete the assignment. Additional information and instruction about D2L can be accessed through the SCC website.

4. Directions for Microsoft Word can be found by clicking on help within the program, utilizing help sheets in the college library, or access the Microsoft website directly at www.microsoft.com.

5. If you don’t have Microsoft on your computer, strongly consider purchasing this program through SCC. The student version is quite affordable and includes all aspects of the program.

6. Atomic Learning is a D2L site with a wide array of tutorials.

7. Openoffice.org is available as a substitute for Microsoft; it is easy to use, and free. It is the leading open source office software suite for word processing, spreadsheets, presentations, graphics, and more. It can be downloaded and used completely free of charge for any purpose. It will allow you to submit your papers in a format acceptable for this class!

Teacher Expectations of Students- Nursing

Nursing - Teacher Expectations of Students

1. It is expected that you attend all clinical hours; you will contribute to pre/post clinical activities.
2. Due to illness or family death you are to contact the instructor ASAP prior to the clinical. As outlined above, an alternate assignment may be available but the clinical time cannot be made up.
3. You will come to clinical early enough to be completely ready to begin at the scheduled time. It is your responsibility to be prepared for clinical experiences in terms of proficient knowledge specific to the clinical site and goals of the experience.

Online - Instructor Role and Responsibilities

As your instructor, I am responsible for providing an environment in which an opportunity for learning exists. I will work with you and assist you in your quest for understanding. I cannot make you learn anything. As a resource person and facilitator, I will organize the course, schedule learning activities, and evaluate the short-run "products" of your learning process. Recognizing that even asynchronous online communication is time sensitive, I will monitor threaded discussions and respond to queries within 48 hours of the time they were posted. Since the Writing and Thinking Skills and Individual Reflections are significant pieces of writing, it may take a little longer to assess them. I will be giving your work, as well as that of your fellow learners, careful consideration.
Online - Learner Role and Responsibilities

You are an adult learner and as such you are responsible for your own learning. No one else can be a "stand in" for you in the learning process. You will be held accountable for all assigned activities. You matter and what you do does make a difference. You will have an opportunity to share your unique ideas and experiences with your student peers and instructor. The form and content of your participation will determine the level of achievement, satisfaction, and enjoyment that you experience. Because others are depending on you to keep the course moving, you have an obligation to meet deadlines for completing assignments and postings.