

NURS 249: PN Leadership (1 Credit)

Course Description

This course is an introduction to the leadership responsibilities of the practical nurse. The concepts necessary for effective management are presented in lecture. Student learning is facilitated through assignments related to leadership concepts. This course consists of 16 hours didactic.

Prerequisite: Currently licensed practical nurse.

Prerequisite Courses

Satisfactory completion of BIOL 220/220L, BIOL 221/221L or the equivalent of both.

Satisfactory completion or presently enrolled in MICR 202/202L or the equivalent.

Textbooks and Software and Other Materials

Required: Effective Leadership and Management in Nursing Seventh Edition. Eleanor J. Sullivan and Phillip J. Decker. Pearson-Prentice Hall - Copyright 2009

Software: Microsoft Word is needed for all online classes. If additional software is needed for a particular course, it will be indicated in the online course schedule.

Contact Coleen at the NDSCS Bookstore for the most current textbook information (1-800-342-4325, ext. 2239 or coleen.thoe@ndscs.nodak.edu). You may also visit the Bookstore web site at <http://www.ndscsbooks.com/> and search for book information by class by clicking the "Textbook" tab.

Technology Required

Email: Students taking online classes from NDSCS also need a working email account. Be sure email address is updated in student record in PeopleSoft system.

Internet Access required. High speed Internet service is highly recommended. If students are unable to get high speed service, an alternate site may be needed to view some of the course components.

Course Objectives

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

1. Demonstrate the ability to meet the course objectives by practicing consistent, safe, legal, ethical and responsible behavior as defined by:

Consistent: predictable, uniform performance;

Ethical: practices based on moral reasoning acceptable to nursing practice;

Responsible: accountable for own behavior and decisions; and

Legal: compliance with ND Board of Nursing standards for practice.

2. Describe leadership concepts in the health care setting.

3. Describe nursing management styles.
4. Describe legal and ethical issues of nursing.
5. Discuss conflict and staff development in health care.
6. Describe principles of delegation in health care.
7. Discuss Quality Improvement in health care.
8. Define overall skills related to nursing management.
9. Describe current events in health care and resulting effects for the public.
10. Discuss "Healthy People 2010" publication.

Assignments

Please follow the order of units as listed within the Course Navigation area (located at the left.) Each unit will build onto the next one and will be accessible according to the posted Schedule.

Assignments and quizzes within each chapter are due within specified time frames. Refer to the Schedule for specific due dates.

Assignments not completed by the specified deadline but submitted late will have 20% of grade points deducted per day at instructor's discretion.

No points will be assigned for incomplete assignments. Be prepared to spend at least four (4) hours per week in the online class, studying, and completing assignments.

Tests and Quizzes

Tests are unproctored, are open book and are open note. One hour is available for each exam. In the case of computer failure, please save your work often while taking a test. Please see the schedule for exam dates.

Submitting Assignments

All assignments should be turned in via Dropbox unless otherwise specified. You are strongly encouraged to make hard copies of your assignments and communications with the instructor to avoid losing data in the case of technical issues. At the first sign of problems, contact your Internet Service Provider (ISP) immediately.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor by telephone to make other arrangements.

Grading

The grading policy will follow that as outlined in the NDSCS Practical Nurse Student Handbook.

You will be graded on your timely completion of assignments and complete fulfillment of assignment objectives.

93-100%- 173-187 points= A

92-85%- 158-172 points= B

84-75%- 140-157 points= C

74-65%- 121-139 points= D

< 64%- < 121 points= F

Citation of References

When completing written assignment, please ensure that your writings are scholarly and include citation to back up your statements/opinions. Your textbook is one of many resources that may be cited. Please see Smarthinking Tab (under course home) for assistance with APA format. This is a requirement for all written work submitted, including those assignments submitted via the companion web site.

Discussion Grading Criteria

You are expected to respond to discussion questions and to the number of peers/classmates as designated in each assignment. Make every attempt to respond to a different peer each time discussion is assigned. Each posting must be relevant and substantive (at least 75 words in length.) Responses to classmates must also be relevant and substantive (more than "I agree.") Your first entry is expected by the date given in the assignment. You will then check back into the Discussion to respond to your classmates within three days (72 hours) to their initial posting. You will be graded on participation according to the following:

Most discussion assignments are worth 5 points

- Unsatisfactory: 0 points
- Needs Work: 1 points
- Satisfactory: 3 points
- Very Good: 5 points

Tie to Program Assessment Outcome

Apply theory of human needs, developmental levels and adaptation modes in the integration of the client/patient as a bio psychosocial, spiritual and cultural being while recognizing learning needs and participating in client teaching.

Utilize the nursing process to plan and safely manage the bio psychosocial, spiritual and

cultural needs of the client/patient and their support systems within their environment and health care settings utilizing current knowledge base of nursing practice.

Practice within the ethical and legal framework of the practical nursing profession as directed by the Board of Nursing; demonstrating protection of the patient/client confidential information, accepting accountability for nursing practice, and demonstrating responsibility for continued personal and professional growth.

Utilize effective communication including patient advocacy concepts with the client/patient and follow established lines of authority to provide nursing care.

Successfully complete the nursing curriculum requirements securing employment in the health care delivery system as a Licensed Practical Nurse and/or articulate to another level of education.

Demonstrate critical thinking skills through analysis, evaluation, inference, deductive and inductive reasoning.

Work Expectations

Students should estimate approximately three hours of course work per credit per week for NDSCS classes. For example, a three-credit class may require approximately nine hours of work time a week for the student. This amount may vary by class and by student.

Course Policies and Procedures

Access Policy: Computer Failures and Viruses

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will NOT be accepted. Review the Access Policy to learn how you can take a proactive approach to your online success.

Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course.

As your instructor, if I am unexpectedly unavailable and may be delayed in reviewing or correcting assignments, I will notify the class of this as a sign of courtesy and respect.

An online student who does not submit class work for ten (10) consecutive calendar days may be dropped from the course. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted.

The following action may be taken regarding irregular attendance:

- 1) Dropped from a course or program;
- 2) Course grade may be lowered;
- 3) Termination of financial aid assistance;

- 4) Cancellation of registration;
- 5) Restriction from extra-curricular activities; or
- 6) Any other judgments deemed necessary.

See the entire NDSCS Attendance Policy

Updated policy effective Summer 2007

Online Discussions

The online discussions are required activities, and full participation is essential for your success of this course. These discussions are an equivalent to the traditional classroom discussions. You are expected to read all postings, and interact with each other. Refer to the specific Discussion expectations under Discussion Grading Criteria.

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines to learn of these expectations.

General NDSCS Policies and Procedures

NDSCS online students should be aware of various policies and procedures such as those shown below.

Attendance - Students are expected to log into their online classes frequently during each week of the semester and to submit course work on time to meet due dates set by the instructors. Attendance and class participation is monitored and students not submitting work in their online classes may be dropped from the class. Review the Attendance Policy for further details.

Computer Access - It is the student's responsibility to maintain access to a working computer and Internet connection to keep up in online class assignments. Because computer problems do occur, students should have a plan for alternative computer access in case of computer problems. Students will be able to access their online classes from any computer with an Internet connection.

Refund Policy/Withdrawal Refund Schedule

Academic Calendar - Online classes follow the same calendar as regular on-campus classes. They begin with the semester begins and students do not need to log in at specific days/times but instructors do set due dates for assignments and exams to be submitted so there is structure to the classes. Online classes are not self-paced but do provide flexibility in that they are accessible 24/7 to allow students to work around other commitments when doing their course work.

Academic Integrity - Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is

subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or College Catalog under College Policies and Basic Regulations of Conduct.

Types of Misconduct

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Fabrication: Intentionally and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Disabilities and Special Needs

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Disability Support Services Office, 225 Mildred Johnson Library (phone 701-671-2623, 800-342-4325, ext. 32623) as early as possible in the term.

Other College Policies can be found in the Catalog.

Student-Instructor Communications

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor will not be available 24 hours a day. I will check my email, voicemail, and Cyber Office messages on a regular basis, but there may be times when I am unavailable due to other commitments and job responsibilities. I will respond to email, voicemail, or Cyber Office messages as time allows. As a general rule, you can expect your direct question to be answered within 24 hours during week days.

When sending an email, please include your full name so I know to whom I'm responding. Often, the email address does not indicate who is sending the message.

Exams

Exams are done online. Instructors may require a proctor be present for online exams. When the semester begins, check your course information for the proctor form and proctor criteria.

Schedule

Online classes follow the same academic calendar for start and end dates as regular on-campus classes. While there is no set time for students to be logged into a class each day, instructors do set due dates for assignments and exams. Students should log into classes frequently to keep up with announcements and to keep up with course work. Online classes are not self-paced.

You may want to print the for NDSCS Academic Calendar reference during the year. It includes semester start and end dates, final days to add/drop classes for each semester, vacation dates, etc.

Tuition/Fees

See tuition and fee information, Refund Policy and Withdrawal Schedule information in the NDSCS Online site under Financial Information. Tuition and fee costs do not include books, software, supplies and other program or course fees which may vary by program.

Instructor Information

Instructor may vary by semester.