UNIVERSITY OF FLORIDA

COLLEGE OF NURSING

COURSE SYLLABUS

SUMMER 2015

COURSE NUMBER NUR 4829

COURSE TITLE Leadership and Management in Nursing

CREDITS 2

PLACEMENT             BSN Program: 4th Semester Upper Division

PREREQUISITES NUR 3826 Legal and Ethical Issues in Nursing

COREQUISITES None

FACULTY Sally Bethart, MSN, ARNP, APHN-BC

 Sbeth12@ufl.edu (352) 273-6372 HPNP 4203

 Office hours: Wednesdays 12:00AM-2:00PM

 Nancy Young, MSN, ARNP, CPNP

 ngyoung@ufl.edu (352) 273-6403 HPNP 2218

 Office Hours: Fridays 11:00AM-1:00PM

COURSE DESCRIPTION      The purpose of this course is to examine leadership and management concepts used to address complex microsystem issues within selected healthcare organizations. Emphasis is on the application of advanced communication skills in collaboration with interprofessional teams. Focus is on the interrelationship of selected roles within the context of specific theoretical frameworks and models of care.

COURSE OBJECTIVES       Upon completion of this course, the student will:

1. Analyze the components of organizational structure and culture.
2. Analyze selected leadership and management theories pertinent to the delivery of quality healthcare in complex microsystems.
3. Examine planned change, conflict resolution, and decision making as a member of interprofessional teams.
4. Select nurse sensitive indicators that incorporate safety and support quality healthcare outcomes.
5. Analyze microsystems to determine advocacy needs for clients.
6. Discuss the relationship of lifelong learning to career trajectory.

COURSE SCHEDULE

Section Day Time Room

72C7 – Bethart Wednesday 2:00PM – 4:45PM G307

72D1 – Young Wednesday 2:00PM – 4:45PM G316

E-Learning in Sakai is the course management system that you will use for this course. E-Learning in Sakai is accessed by using your Gatorlink account name and password at <http://lss.at.ufl.edu>. There are several tutorials and student help links on the E-Learning login site. If you have technical questions call the UF Computer Help Desk at 352-392-HELP or send email to helpdesk@ufl.edu.

It is important that you regularly check your Gatorlink account email for College and University wide information and the course E-Learning site for announcements and notifications.

Course websites are generally made available on the Friday before the first day of classes.

TOPICAL OUTLINE

1. Organizational structure and culture
2. Leadership theories
3. Management theories
4. Systems and models of nursing care
5. Quality of care
6. Advocacy
7. Change theories
8. Conflict resolution and communication
9. Career planning

TEACHING METHODS

Guided small group discussions, assigned readings and case analysis, assigned analyses of leadership behaviors, computer-assisted problem analysis in organizations, and written assignments

LEARNING ACTIVITIES

Participation in small group discussions, presentations, completion of modules and e-learning assignments, evaluation of written papers, and completion of e-portfolio.

Required individual written paper.

EVALUATION METHODS/COURSE GRADE CALCULATION

Assignments are due on the date assigned by 8:00PM and must be posted in the E-Sakai, under “Assignments”.

|  |  |  |
| --- | --- | --- |
| Assignments |  | Percentage |
| Class Participation Discussions (6 in-class)Canvas discussion boards (5 posts) |  | 12 (2 points for each class and participation) 20 (4 points for each discussion board) |
| Papers (2)Organizational Culture AnalysisCareer Goals and Strategies |  | 18%25% |
| Final Leadership Presentation |  | 25% |
| Resume  |  | S/U |

***Graded assignments will be returned within 2 weeks.***

MAKE UP POLICY

If lateness is unavoidable, notify the professor prior to the scheduled time. Unexcused late submission will result in grade reduction of 3 points per day.

GRADING SCALE/QUALITY POINTS

A 95-100 (4.0) C 74-79\* (2.0)

 A- 93-94 (3.67) C- 72-73 (1.67)

B+ 91- 92 (3.33) D+ 70-71 (1.33)

 B 84-90 (3.0) D 64-69 (1.0)

 B- 82-83 (2.67) D- 62-63 (0.67)

 C+ 80-81 (2.33) E 61 or below (0.0)

 \* 74 is the minimal passing grade

For more information on grades and grading policies, please refer to University’s grading policies: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

UNIVERSITY AND COLLEGE OF NURSING POLICIES:

Please see the College of Nursing website for a full explanation of each of the following policies - <http://nursing.ufl.edu/students/student-policies-and-handbooks/course-policies/>.

* Attendance
* Academic Honesty
* UF Grading Policy
* Accommodations due to Disability
* Religious Holidays
* Counseling and Mental Health Services
* Student Handbook
* Faculty Evaluations
* Student Use of Social Media

REQUIRED TEXT

Marquis, B.L., & Huston, C.J. (2012). *Leadership roles and management functions in nursing*

(7th ed.).Philadelphia: Lippincott

RECOMMENDED TEXT

American Psychological Association. (2010). *Publication manual of the American Psychological*

 *Association* (6th ed.). Washington, DC: Author.

**WEEKLY CLASS SCHEDULE**

|  |  |  |
| --- | --- | --- |
| DATE | TOPIC/EVALUATION | ASSIGNMENTS/READINGS\*\* |
| Week 105/13/15 | Introduction to course Career Planning  |  |
| Week 205/20/15 | Career PlanningInterview process Resumes | Chapters 11 & 15Resume DUE – bring 1 copy to classCome to class prepared to “interview” |
| Week 305/27/15 | Organizations: Structure, Power and Culture | Chapters 12 and 13 |
| Week 406/03/15 | Performance AppraisalTeam Building | Chapter 24 Chapter 25Chapters 16 and 18 |
| Week 506/10/15 | Conflict Resolution and CommunicationHostile Work EnvironmentHorizontal ViolenceCompassion Fatigue | Chapters 19 and 21Organizational Paper DUE 6/16 by 8PM |
| Week 606/17/15 | AdvocacyChangeTime ManagementDelegation | Chapter 6 Chapter 8Chapter 9Chapter 20 |
| Week 7 | **Summer Break Week** | No Class  |
| Week 86/29 – 7/7 | **CLASS NOW ONLINE**Role of the Professional Nurse: Leadership and Management Theories | Chapter 1, 2, 3*(online discussion board)* |
| Week 97/8 – 7/14 | Systems and Models of Care Delivery: Implications for Professional Nursing Practice  | Chapters 14 and 17*(online discussion board)* |
| Week 107/15 – 7/21 | Quality Care |  Chapter 23*(online discussion board)*Career Goals Paper DUE 7/21 by 8PM |
| Week 117/22 – 7/28 | Nurse Leaders in Magnet Hospital | Assigned articles*(online discussion board)* |
| Week 127/29 – 8/05 | Strategic and Operational PlanningFiscal Planning | Chapters 7 and 10*online discussion board* *Final PowerPoint DUE by 8/05 by 8PM**Final Discussion DUE by 8/07 by 8PM* |

**\*\* Additional readings will be posted in each week’s E-Canvas folder**

Approved: Academic Affairs Committee: 07/05; 10/07; 09/09

 General Faculty: 07/05; 10/07; 09/09

 UF Curriculum Committee: 01/06; 10/09