UNIVERSITY OF FLORIDA

COLLEGE OF NURSING

COURSE SYLLABUS

SPRING 2014

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: Fridays 11:00AM-1:00PM

 Joan Castleman, MS, RN

 jbcastle@ufl.edu  (352) 273-6362 HPNP 4205

 Office hours: Mondays 8:30AM-10:30AM

 Sheri Mangueira, MSN, RN, APHN-BC

 shmng@ufl.edu (352) 273-6344 HPNP 4208

 Office hours: Mondays 8:30AM-10:30AM

 Anna Schwait, MSN, ARNP

 yoon@ufl.edu (352) 273-6418 HPNP 3202

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

# DEPARTMENT CHAIR M. Josephine Snider, EdD, RN

 snidemj@ufl.edu (352) 273-6359 HPNP 4221

 Office hours: By appointment

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

0639 - Castleman Friday 8:30AM – 10:25AM G210

0661 – Bethart Friday 8:30AM – 10:25AM 1101

0654 - Mangueira Friday 8:30AM – 10:25AM 1102

095A - Schwait Friday 8:30AM – 10:25AM G316

E-Learning (Sakai) is the course management system that you will use for this course. E-Learning 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 eLearning 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 eLearning site for announcements and notifications.

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

ATTENDANCE

Students are expected to be present for all scheduled classes, other learning experiences, and examinations. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the course instructor **prior** to the scheduled class or as soon as possible thereafter. Instructors will then make an effort to accommodate **reasonable** requests. A grade penalty may be assigned for late assignments, including tests. Students are responsible for responding to online assignments as part of their attendance.

ACCOMODATIONS DUE TO DISABILITY

Each semester, students are responsible for requesting a memorandum from the Disability Resource Center (<http://www.dso.ufl.edu/index.php/drc/>) to notify faculty of their requested individual accommodations. This should be done at the start of the semester.

COUNSELING AND MENTAL HEALTH SERVICES

Students may occasionally have personal issues that arise on the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the University of Florida Counseling and Wellness Center, 352-392-1575, visit their web site for more information: <http://www.counseling.ufl.edu/cwc/>.

STUDENT HANDBOOK

Students are to refer to the College of Nursing Student Handbook for information about College of Nursing policies, honor code, class demeanor and professional behavior. <http://nursing.ufl.edu/students/student-policies-and-handbooks/>

ACADEMIC HONESTY

The University of Florida Student Conduct and Honor Code may be found at <http://www.dso.ufl.edu/index.php/sccr/process/student-conduct-honor-code/>

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 and individual written papers are required.

EVALUATION METHODS/COURSE GRADE CALCULATION

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

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| Assignments |  | Percentage |
| Class Participation Discussions (6 in-class)Sakai discussion boards (5 posts) |  | 12% 20%  |
| Papers (2)Organizational Culture AnalysisCareer Goals and Strategies |  | 20%20% |
| Week 2 Assignment  |  | 3% |
| Leadership Conference Assignment |  | 5% |
| Final Leadership Presentation |  | 20% |
| Resume  |  | S/U |

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

MAKE UP POLICY

A grade penalty may be assigned for late assignments, including tests. Make-up exams may not be available in all courses.

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>

FACULTY EVALUATION

Students are expected to provide feedback on the quality of instruction in this course based on ten criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu>.

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**

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| DATE | TOPIC/EVALUATION | ASSIGNMENTS/READINGS\*\* |
| Week 101/10/14 | Introduction to course  |  |
| Week 201/17/14 | Career PlanningInterview process **Class Activity On-Line**  | Chapters 11 & 15 |
| Week 301/24/14 | Career Planning **Come to class prepared for your “first nursing job interview”** | Chapters 11 & 15Resume DUE by 8PM |
| Week 401/31/14 | AdvocacyChangeTime ManagementDelegation | Chapter 6Chapter 8Chapter 9Chapter 20 |
| Week 502/07/12 | **No Regular Class**Smith Leadership Conference  | Assignment posted in Sakai DUE 2/14/14 by 8PM |
| Week 602/14/14 | Organizations: Structure, Power and Culture | Chapters 12 & 13 |
| Week 702/21/14 | Conflict Resolution and CommunicationHostile Work EnvironmentHorizontal ViolenceCompassion Fatigue | Chapters 19 and 21Career Fair 11:30AM – 2:30PM |
| Week 802/28/14 | Performance AppraisalProblem Employees | Chapter 24 Chapter 25Organizational Paper DUE 8PM |
| Week 903/07/14 | **Spring Break Week****NO CLASS** |  |
| Week 103/14 – 3/21 | **CLASSES NOW ONLINE**Role of the Professional Nurse: Leadership and Management Theories | Chapter 1, 2, 3*(online discussion board)* |
| Week 113/21 – 3/28 | Systems and Models of Care Delivery: Implications for Professional Nursing Practice  | Chapters 14 and 17*online discussion board*Career Goals Paper DUE 3/22 by 8PM |
| Week 123/28 – 4/4 | Quality Care |  Chapter 23*online discussion board* |
| Week 134/4 – 4/11 | Nurse Leaders in Magnet Hospital | Assigned articles*online discussion board* |
| Week 144/11 – 4/18 | Strategic and Operational PlanningFiscal Planning | Chapters 7 and 10*online discussion board*  |
| Week 154/18 – 4/23 | Team Building | Chapters 16 and 18*NO discussion board this week*Final PowerPoint DUE by 4/19 by 8PMFinal Discussion DUE by 4/23 by 8PM |

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| Approved: | Academic Affairs Committee:General Faculty:UF Curriculum Committee: | 07/05; 10/07; 09/0907/05; 10/07; 09/0901/06; 10/09 |

**\*\* Additional readings will be posted at E-Sakai**