Nursing 447 Leadership and Management
Spring 2019
NOTE: Syllabus subject to change per instructor discretion

Instructor: Lorraine Zoromski
Office: Science D141
Office Hours: Appointments are individually arranged, please email, call, or see me in class for an appointment
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Course Meeting Time/Location
Wednesdays, 4:00-6:30 pm Room CCC207
Thursday's 1:00pm-3:30pm Room 194-UWSP at Wausau

Course Description:
Examines nursing leadership and management using relevant theories and concepts. Analyze decision-making in relation to communication, delegation, supervision and group process.

Prerequisites:
Major in Nursing

Textbook:
Marquis, B. L. & Huston, C. J. (2012). *Leadership roles and management functions in nursing: Theory and application* (8th ed.). Wolters Kluwer Health/LWW, Philadelphia

Reference Texts:
American Psychological Association. (2010). *Concise rules of APA style* (6th ed.). Washington, DC: American Psychological Association.
Hacker, D., & Sommers, N. (2010). *Bedford handbook* (4th ed.). Boston: Bedford/St. Martin's. (later editions also available)

Any additional readings are listed in each lesson.

Course Organization (units by topic and number of weeks per unit)

Unit #	Unit Duration	Topic
I.	4 weeks	Health Care Environment; Organizational Structure and Planning
II.	3 weeks	Organizational Planning
III.	3 weeks	Change and Quality Improvement
IV	5 Weeks	Personnel Management

Course Learning Outcomes:

Following completion of Nursing 447, students will:
1. Demonstrate knowledge of the complex and dynamic economic, political, and social influences on health care organizations and professional nursing practice. Examine the interrelationships among organizational behavior, leadership and management strategies and processes, and professional nursing practice.
2. Examine the interrelationships among organizational behavior, leadership and management strategies and processes, and professional nursing practice.
3. Analyze decision -making in relation to ethics, communication, delegation, leadership and followership, supervision and group process.
4. Analyze leadership and management behaviors, evidence-based leadership, and management research to promote quality care and professional nursing practice.

Course Format:

Interaction between instructor, students, and content will occur in the classroom, within D2L and email. Communicating via phone or Skype may also occur. Students are expected to be active participants in the learning process by assuming responsibility for their own learning, being active participants in the face to face and online classroom, and working collaboratively with others in the course. The role of the faculty is to facilitate students' learning. Teaching strategies may include lecture via slides, readings/articles, online discussion, small group work, and written assignments. All course-related materials are located on Desire 2 Learn (D2L). Students must have computer and internet access. Only campus email addresses will be used.

Course Calendar: Please refer to separate Course Calendar for assignment deadlines and other weekly activities.

To assure success in this course, several strategies are recommended:

1. Complete all assigned readings prior to the class in which they are covered. These will be outlined in the class schedule and/or given in class.
2. Print the Course Calendar to stay organized.
3. Use the resources provided in D2L for guidance and to ensure the quality of work.
4. Read assignment guidelines and rubrics before beginning work on learning activities. Review criteria frequently to ensure completeness and understanding of assignment expectations.
5. Read all e-mails and the announcements in D2L. Students are responsible for any information in either of these formats.
6. Contact instructor whenever necessary for clarification of student expectations.

Statement of Student Time Commitment:
For each week of a typical 16-week course, students are expected to spend a minimum three hours/week outside of class on coursework per credit. Therefore, for a three-credit course, at least 9 hours/week is expected. This is a general guideline; course workload may vary each week depending on the assignments.

Course Grade:

Assignment	Percentage
Quadruple Aim – Impact on Nursing	15%
Transformational Leadership	15%
Management topic of choice	15%
Quality Improvement	30%
Conflict Management	15%
Class Participation	10%
Total	100%

Grading Scale:

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
F	<64

Grades:

Late assignments: Late assignments will be docked 5% each overdue day, including weekends unless arrangements have been made with the instructor before due date.

Directions for all assignments will be provided in D2L. Assignments are to be submitted into the appropriate D2L Dropbox by the due date unless otherwise specified. Further directions will be provided in class.

Turnitin:
Instructors at UWSP use a software program called Turnitin® to check student work for plagiarism. The program is an instructional tool for students as well as they learn how to properly use research in their written work, from correct citation to creating accurate reference lists. Student assignments will be automatically submitted and an originality report will be produced. Papers with an originality report over 18% need revisions and citation corrections to bring the count below this number. Reports can take several hours to generate, therefore time must be built in to make necessary revisions before the paper due date.

POLICIES

Cellular Phones
As a courtesy to others, cellular phones are to be shut off and stored during class periods. If cell phones are being observed used during class sessions, you will be asked to cease. The use of cell phones in class will result in loss of points from class discussion for that day.

Academic Integrity

The board of regents, administrators, faculty, academic staff and students of the University of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the University of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions. (Excerpt from UWSP 14.01 STATEMENT OF PRINCIPLES). Refer to the following website for the entire policy, including information on consequences of violating academic integrity:
http://www.uwsp.edu/accreditation/docs/SA_PU_250.04.pdf

Academic Accommodations
Support services are available for students with disabilities. Any student who has a disability and is in need of classroom and/or exam accommodations, please discuss with the instructor and contact the campus Office of Disability Services, 103 Student Services Center, 1108 Fremont Street.

Confidentiality
When communicating information online or face to face based on personal or work-related experiences, keep in mind rules and policies of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is expected that students will judiciously protect the privacy of patients, peers, family, or agency/institution by not disclosing confidential information outside of the course. To maintain anonymity methods such as alias or initials should be used. For more information on these laws, please refer to the following Web sites:
FERPA http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html
HIPAA http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html

Netiquette
All members of the class are expected to follow the rules of common courtesy with all online correspondence. Be careful of the tone and content of online communication. Without facial expressions and voice inflections, misunderstandings can occur and the comments can be deemed as inappropriate or offensive. Unacceptable online

conduct includes, but is not limited to, postings that are racist, derogatory, inflammatory, condescending, rude or in any way offensive.   Persistent abuse of online etiquette may result in disciplinary action.
The Core Rules of Netiquette (http://www.albion.com/netiquette/corerules.html).

Social Media Policy
Consistent with American Nurses Association (ANA) principles for social media, whatever is posted on a social media site (Facebook, Twitter, YouTube, LinkedIn, etc.) instantly becomes available to the public, so keep content appropriate and confidential matters private. Regardless of the privacy settings, content can easily be made available to those outside of the user's preference settings. Be aware that all University and legal guidelines, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA), also apply in social media sites.

The following is adapted from the American Nurses Association (ANA) Principles for Social Networking:
1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.

For more information:
http://www.nursingworld.org/FunctionalMenuCategories/MediaResources/PressReleases/2011-PR/ANA-NCSBN-Guidelines-Social-Media-Networking-for-Nurses.pdf