

**De Anza College
Nursing 86
Leadership/Management in Nursing
Winter Quarter 2015**

Prerequisites:	C or better in Nursing 85, Nursing 85A, Nursing 85AL & Nursing 85L
Corequisites:	Nursing 86L
Units:	2
Lecture/Campus:	Fridays, 10:30-11:20AM, S72
Online Availability:	Monday 9:00AM-10:00AM
Lead Instructor:	Patricia Williams, R.N., M.S.N., CCRN
Office:	S91j
Office Hours:	Friday 9:30-10:30, 11:30-12:30, 1:30-2:30

Course Description: Leadership/Management in Nursing is a quarter long course designed to prepare the Registered Nursing student to function as a graduate nurse. Focus includes the managerial/leader-ship role, interdisciplinary practice, legal and ethical challenges of clinical practice, and trends within the nursing profession.

[Welcome and Information](#) This course is being offered via Hybrid Delivery -- lectures are to be viewed online through iTunes prior to the on-campus portion of class each week (see section at end of greensheet for accessing iTunes lectures). Powerpoint handouts to accompany the lectures are available on the Catalyst system. The on-campus classroom experience will be application of the week's content, clarification of concepts, and introduction of new material as appropriate. In addition to the 1h on campus class, the instructor will be available for an additional hour online, at the time listed above.

Course Objectives: [N86 Syllabus Theory Objectives](#) Course content will be presented per week as outlined in the objectives.

SLOs (Student Learning Outcomes):

- Demonstrate beginning leadership skills in nursing.
- Demonstrate beginning management skills in nursing.

Required/Recommended Texts:

1. Zerwekh, J. & Garneau, A.Z. (2015). Nursing today: Transitions and trends, 8th edition. Philadelphia: Saunders.
2. LaCharity, L., Kumagai, C. & Bartz, B. (2014). Prioritization, Delegation, and Assignment: Practice Exercises for the NCLEX Examination, 3rd edition. St. Louis: Mosby.
3. Nursing 86 Web and Catalyst course content.
4. [QSEN Competency](#) Information

Evaluation Criteria:

Two interim examinations will cover material assigned by course readings (including all textbooks), web assignments, case studies, and theory lecture presentations (available on Catalyst and iTunes).

The Final Exams consists of the HESI Management examination and the HESI Exit Examination. HESI Case Studies and practice tests will be assigned each week, which will aid in preparation for the Final Exams. In addition, some HESI Case Studies will be done in class along with discussion of rationale of correct and incorrect answers.

In addition, two written assignments will be due: Resume & Cover Letter, and the Role Development Paper. Detailed descriptions of these assignments can be found on the Catalyst course site.

Written Work, Examinations, And Quizzes:

The two written assignments for the theory portion of Quarter 6 are the Cover Letter and Resume Assignment and the Role Development Paper (descriptions available on Catalyst). Written assignments may be eligible for full credit only if turned in at the start of class on the due date. Half credit (maximum) will be given on work submitted up to one week late, at the following class. No work will be accepted after that time. Exams must be taken on the date noted; the only exceptions to this rule are at the sole discretion of the instructor for reasons such as serious illness (with MD documentation) or death in the family. The Final Exam may not be given early for any reason per Department policy; if a student is unable to sit for the Final, a grade of I may be given.

Special Note to Students Requiring Exam Accommodations under the ADA (EDC Testing):

Students requiring special testing under the Americans with Disabilities Act must inform the instructor of such requirements at the first class meeting. Exams must be scheduled to be the same day as they are scheduled for the class, beginning 1 hour earlier than the class.

Bonus Points:

The bonus point option for this course is attendance at the Board of Registered Nursing Board Meeting (morning of Day 2 of this meeting) when legal cases of RNs whose licenses are being disciplined are heard by the Board. The bonus point activity is worth 2% of the total course points possible (5 points if total is 250 points). The write up of this meeting can also be used as a basis for writing the Role Development Paper (below).

Point Breakdown:

<u>Learning Activity</u>	<u>Total Points Possible</u>	<u>Percentage of Final Grade</u>
Exam #1	40 points	16%
Exam #2	40 points	16%
HESI Management Exam	50 points	20%
HESI Exit Exam	50 points	20%
Case Studies (total)	20 points	8%
Role Development Paper	15 points	6%
Catalyst Activity*	5 points	2%
Resume and Cover Letter	30 points	12%
<i>Total</i>	<i>250 points</i>	<i>100%</i>

Final Course Grade / Grading Scale:

A = 230-250 points

B = 207.5-229.99 points

C = 187.5-207.49 points

F = <187.5 points or failure of the clinical component (Nursing 86L)

*For Catalyst activity points to be earned, please log into Catalyst for a minimum of one hour each week. Note: There is a link to Evolve on the Catalyst course page.

Special Note: In order to pass the theory portion of the course, students must attain an average of 75% on examinations (i.e. total of 135 points).

Note: The student must receive a passing grade in both N86 (theory class) and N86L (clinical component) concurrently to pass the course and graduate from the nursing program. Failure of either the theory class or the clinical component requires **both** to

be repeated concurrently in order to complete the nursing program (See Nursing Student Handbook for information on re-entering the program).

Miscellaneous Items

1. It is the instructor's belief that students are adult learners. This implies that students are responsible for their own learning and the instructor is the facilitator.
2. Students are expected to come prepared for class. Questions, assigned exercises and case studies should be completed prior to class. Videotaped lectures should also be viewed prior to class. Please bring your text to class for group work.
3. Attendance at lecture is expected. The student is expected to arrange his or her preceptorship schedule around lecture time. If an absence is unavoidable, the student is responsible for obtaining information presented in class.
4. Not all material that is on the exam will be discussed in class. Some examination questions may relate to material learned in previous quarters. Some exam questions relate to information from web site readings assigned.
5. Course, Preceptor, and Final Program evaluations will be done during Week 10 theory class. The evaluations will be collected in a sealed envelope by a student volunteer, and will be submitted to the Department Head. The instructor will review these after final grades have been submitted.

Note: De Anza College will enforce all policies and procedures set forth in the *Standards of Student Conduct* (see catalog). Any student disrupting a class may be asked to leave that class. Administrative follow-up may result.

Cheating Policy: All examinations, quizzes, assignments and homework are considered to be individual (not group) work unless explicitly stated by the instructor. Dishonest behavior such as cheating (or attempts to cheat, or placing yourself in a situation where cheating may be perceived) on *any* required class-related work or tests will result in a failing grade *on that assignment or examination and a program long Plan for Improvement*.

The BHES Division Student Handbook: You are also required to comply with all rules and regulations as outlined in the Biological, Health and Environmental Sciences Division Student Handbook as well as those of De Anza College (see the De Anza College Catalog). The BHES Division Student Handbook is available on line at:

<http://bhes.deanza.edu/StudentHandbook.pdf><http://bhes.deanza.edu/StudentHandbook.pdf> as well as in the Science Center and Kirsch Center for Environmental Studies Resource Centers in hard copy. All information in the Student Handbook applies in this course and students will be held accountable for this information. In addition to outlining expectations of classroom behavior, this handbook contains many helpful resources for students as well as ideas to help students succeed in the sciences!

** Presentations in De Anza's iTunes U

To access the Nursing 86 media in De Anza's iTunes U store, you need Apple's iTunes application installed on your computer. It is available for both Windows PC and Apple Mac computers. It is a free download:

https://email.fhda.edu/owa/redir.aspx?C=yOLV42QPoU-IiHGJe_4jDIzKQcDxQtAlo2lHw37tX133plbeextkmhdwxTiWv_0TopKb8CInekw.&URL=http%3a%2f%2fwww.apple.com%2fitunes%2fdownload%2fhttp://www.apple.com/itunes/download/

Here is the direct iTunes U link to the Nursing 86: Leadership and Management in Nursing media:

<https://deimos.apple.com/WebObjects/Core.woa/BrowsePrivately/deanza.edu.21283555469https://deimos.apple.com/WebObjects/Core.woa/BrowsePrivately/deanza.edu.21283555469>

Student User Name: (obtain from teacher)

Student Password: (obtain from teacher)

For a better viewing experience and better navigation during playback, the **** media should be downloaded to your computer and viewed within** iTunes. Alternately, you can also try viewing the downloaded files in Quicktime, the Windows Media viewer, or any media player that can handle Quicktime files. When downloaded, the material is much easier to review in the future.

Use the GET button at the far right of the iTunes U window to download a presentation. It is suggested that presentations be downloaded one at a time to prevent multiple downloads being interrupted in case of network or computer issues. Since downloads may take a long time, a download may be started before going off to do something else that doesn't use the computer. Do not turn off the computer during the download.

Downloads from De Anza's iTunes U will be in an iTunes library named "iTunes U". To play the media in something other than iTunes, you will need to find where they are located on your computer:

https://email.fhda.edu/owa/redir.aspx?C=yOLV42QPoU-IiHGJe_4jDIzkQcDxQtAlo2IHw37tX133pIbeextkmhdwxTiWv_OTopKb8CJnekw.&URL=http%3a%2f%2fsupport.apple.com%2fkb%2fht1391http://support.apple.com/kb/ht1391

***Need help?** Free online tutoring is available to all De Anza students! Just login to [MyPortal](#), go to the Students tab, and find the Smarthinking link. You can work with a tutor live (hours vary by subject) or post a question or piece of writing for a response. For more information, go to*

https://email.fhda.edu/owa/redir.aspx?C=9CLaX9fXpk27dxYstO6ytCzySmL7E9EITXvBvNVvO8xWlvpIm_82BN-orPR4HFav37XxiCjCSM.&URL=http%3a%2f%2fdeanza.edu%2fstudentsuccess%2fo nlinetutoring.htmlhttp://deanza.edu/studentsuccess/onlinetutoring.html.