UNIVERSITY OF FLORIDA

COLLEGE OF NURSING

COURSE SYLLABUS

Spring/2012

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 Jeanne-Marie R. Stacciarini

[jeannems@ufl.edu](mailto:jeannems@ufl.edu) HPNP 4207 (352) 273-6499

# Office hours: Wednesday 11:30AM - 1:30pm or by appointment

# DEPARTMENT CHAIR M. Josephine Snider, EdD, RN

[snidemj@ufl.edu](mailto:snidemj@ufl.edu) HPNP 4221 (352) 273-6359

Office hours: By appointment only

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

095A Fridays 8:30-10:25am G312

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](mailto: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.

ATTENDANCE:

**This course is a combination of in-class and online learning formats**. Students are expected to be present for all classes, participate in the E-Sakai activities, 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 as soon as possible. Instructors will make an effort to accommodate reasonable requests. A grade penalty may be assigned for late assignments or make-up exams. Make-up exams may not be available in all courses. Additionally to Sakai, we will also be using the efficiency of a web-based platform called Voicethread™ for course content delivery and student/instructor interactions (discussion boards). A Voicethread™ is a collaborative, multimedia slide show that holds images, documents, and videos and allows people to navigate pages and leave comments in 5 ways - using voice (with a microphone or telephone), limited text, audio file, or video (via a webcam). There is no software to install to use Voicethread™. The initial link to access Voicethread™ will be sent to your Gatorlink e-mail account.

ACCOMODATIONS DUE TO DISABILITY

Each semester, students are responsible for requesting a memorandum from the Disability Resource Center to notify faculty of their requested individual accommodations. This should be done at the start of the semester.

STUDENT HANDBOOK

Students are to refer to the College of Nursing Student Handbook for information about College of Nursing policies, honor code, and professional behavior.

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 the “Assignment Folder”. If lateness is unavoidable, notify the professor prior to the scheduled time. *Unexcused late submission will result in grade reduction of 2 points per day.*

*Your corrected assignment will be returned to you within 14 days; I will notify you if life circumstances make this impossible.*

|  |  |  |
| --- | --- | --- |
| Assignments |  | Points |
| Class Participation  Group discussions (in-class)  *E-Sakai discussion boards* |  | 14 (2 points for each group participation)  20 (5 points for each discussion board) |
| Papers (2)  Organizational Culture Analysis  Career Goals and Strategies |  | 21  30 |
| Final PowerPoint Presentation |  | 15 |
| Resume with Portfolio |  | S/U |

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

REQUIRED TEXTS:

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

(7th ed.).Philadelphia: Lippincott

RECOMMENDED TEXTS

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 1  01/13 | Introduction to course | Syllabus/All Assignments/readings  Grading (course evaluation)  Avoiding Plagiarism (Turnitin) |
| Week 2  01/20 | Career Planning (Unit 1) | Chapter 11 |
| Week 3  01/27 | Career planning  Interview process | Chapter 11 &15  *Come prepared for your “first nursing job interview”.* |
| Week 4  02/3 | **Dorothy M. Smith Nursing Leadership Conference** | Attendance required  Resume due on 02/03 |
| Week 5  02/10 | Organizations: Structure, Power and Culture | Chapters 12 & 13 Organizational Culture Analysis Paper is due on 02/10 |
| Week 6  02/17 | Systems and Models of Care Delivery: Implications for Professional Nursing Practice | Chapter 14  Career Fair |
| Week 7  02/24 | Nurses leader in Magnet Hospital | Assigned articles |
| Week 8  03/02 | Role of the Professional Nurse: Leadership and Management theories | Chapters 1,2,3 |
|  | **Spring break** |  |
| Week 9  03/12 - 03/18 | Advocacy  ***classes will be online*** | Chapter 6  *(online discussion board)* |
| Week 10  03/19 - 03/25 | Conflict Resolution and communication | Chapters 18 & 19 |
| Week11  03/26 - 04/01 | Conflict Resolution and communication | Chapters 20 &21*(online discussion board).*Career Goals and Strategies Paper Due on 04/01 |
| Week12  04/02- 04/08 | Quality of Care | Chapter 23  *online discussion board* |
| Week 13  04/09 - 04/15 | Nurses leader in Magnet Hospital | *online discussion board (article critique)* |
| Week 14  04/16 - 04/20 | Performance Appraisal | Chapter 24 & 25 *online discussion board*. Final PowerPoint presentation must be posted by 04/17 – then will be discussion |

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

|  |  |  |
| --- | --- | --- |
| Approved: | Academic Affairs Committee:  General Faculty:  UF Curriculum Committee: | 07/05; 10/07; 09/09  07/05; 10/07; 09/09  01/06; 10/09 |