

NURS 285 Management/ Leadership in Nursing Syllabus

### Instructor and Class Information

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| Instructor Name |  |
| Email |  |
| Phone |  |
| Office Location |  |
| Office Hours |  |
| Section Number |  |
| Start Date |  |
| End Date |  |
| Meeting Times |  |
| Location |  |

### Course Information

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| Course Number | NURS 285 |
| Course Title | Management/ Leadership in Nursing |
| Course Description | |
| This course is designed to introduce the student to beginning leadership and management concepts. Focus is on delegation, prioritization, and mentorship. Clinical experiences will be gained in a variety of settings. | |
| Total Credits | 6.00 |
| Total Hours | 192.00 |

Types of Instruction

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| Instruction Type | Credits/Hours |
| Classroom Presentation | 3 Credits/ 48 Lecture Hours |
| Clinical | 3 Credits/144 Clinical/Lab Hours |

Pre/Corequisites

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| Prerequisite | Full-Time Program -NURS 141, NURS 150, NURS 155, NURS 160, NURS 272 and NURS 276 (OR) NURS 136, NURS 272 and NURS 276 with at least a grade of C. |
| Prerequisite | Part-Time Program - NURS 141, NURS 150, NURS 155, NURS 160, NURS 272 , NURS 276 and NURS 281 (OR) NURS 136, NURS 272, NURS 276 and NURS 281 with at least a grade of C. |

Textbooks

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| Perry & Potter. *Fundamentals of Nursing*. Elsevier. 2017. **Edition:** 8th. **ISBN:** 978-0-323-32740-4 Required. |
| Kellogg Community College. *Nursing Student Handbook*. **Edition:** 2018-2019. **Source:** Distributed by KCC. Required. |
| LaCharity, L.A., Kumagai, C. K., & Bartz, B.. *Prioritization, Delegation, and Assignment*. Elsevier. 2019. **Edition:** 4th. **ISBN:** 978-0-323-49823-4. Not Required. |
| American Psychological Association. *Publication Manual of the American Psychological Association*. American Psychological Association. 2010. **Edition:** 6th. **ISBN:** 978-1-4338-0561-5. Not Required. |
| Kaplan. *NCLEX-RN 2017-2018 Strategies, Practice, and Review with Practice Tests*. Kaplan. 2018. **Edition:** 2016-2017. **ISBN:** 978-1506208510. Not Required. |
| Kaplan Nursing. *The RN Course Book: Preparation for the NCLEX-RN Examination*. Kaplan. **Edition:** 5th. Required. **Miscellaneous:** Distributed by KCC. |
| Hunt, D. (2015). The Nurse Professional: Leveraging your education for transition into practice. ISBN: 978-0-8261-6877-1 (not required) |
| Ohman, Davis's Q & A for the NCLEX-RN Examination. ISBN: 978-0803640795. (not required) |
| Zerwekh, J. & Garneau, A. *Nursing Today: Transitions and Trends.* Elsevier. 2018. Edition: 9th. ISBN:978-0-3234-0168-5 (Required) |

### Core Values

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| 1. | Caring: Promoting health, healing and hope in response to the human condition. |
| 2. | Diversity: Recognizing differences among persons, ideas, values and ethnicities, while affirming the uniqueness of each. |
| 3. | Ethics: Reflective consideration of personal, societal, and professional values, principles and codes that shape nursing practice. |
| 4. | Excellence: Creating and implementing transformative strategies with daring ingenuity. |
| 5. | Holism: Ensuring that the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual environment, social norms, culture values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs, within the context of a wellness-illness continuum. |
| 6. | Integrity: Respecting the dignity and moral wholeness of every person with conditions or limitation. |
| 7. | Patient-centeredness: Ensuring the orientation to care that incorporates and reflects the uniqueness of an individual patient’s background, personal preferences, culture, values, traditions, and family. |

### General Education Outcomes

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| 1. | Demonstrate critical thinking skills in gathering, analyzing, interpreting facts, and problem solving. |
| 2. | Demonstrate knowledge of the creative process and the ability to appraise the significance of visual, literary, or performing arts. |
| 3. | Demonstrate writing, listening, verbal, non-verbal, and technology-related communication skills. |
| 4. | Discern how the core information learned in their course of study is relevant to the world in which they live. |
| 5. | Distinguish between the positive and negative implications of physical, mental, and community health principles on individual and community wellness.​ |

### End of Program Student Learning Outcomes

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| 1. | Human Flourishing: Supports nursing advocacy for patients and families in diverse patient populations. | |
| 2. | Spirit of Inquiry: Incorporates evidence that underlies nursing practice to improve quality of care for patients and families, and communities in diverse patient populations. | |
| 3. | Nursing Judgment: Incorporates evidence to provide safe, quality care in diverse patient populations. | |
| 4. | Professional Identity: Models professional, ethical and legal responsibility for safe, quality care. | |
| Course Student Learning Outcomes N285 | |
| 1. Human Flourishing:  Supports advocacy for patients and families when managing nursing care in a collaborative healthcare environment. 2. Spirit of Inquiry:  Assembles evidence that underlies nursing practice and leadership principles to improve the quality of care for patients, families in diverse patient populations. 3. Nursing Judgment: Incorporates rationale for nursing actions in the provision of safe, quality care of patients and families. 4. Professional Identity:  Models leadership and management principles of professional, ethical and legal responsibility for safe, quality care of patients and families. | |

### Unit Outcomes

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| 1. | Apply the principles of leadership and management. |
| 2. | Incorporate the concepts of prioritization, delegation, and decision making. |
| 3. | Analyze ethical/legal dilemmas in health care. |
| 4. | Develop a plan for making the transition from student to practicing Registered Nurse. |
| 5. | Implement nursing strategies to provide for patient safety and quality assurance |
| 6. | Demonstrate professional behaviors. |
| 7. | Assume responsibility for ongoing professional development |
| 8. | Provide a safe work/care environment. |
| 9. | Collaborate professionally within the healthcare team. |
| 10. | Plan client-centered nursing care. |
| 11. | Communicate effectively with peers, professional staff, clients, and families. |
| 12. | Examine strategies that facilitate communication, ensure continuity of care and promote patient safety and quality across the continuum. |
| 13. | Appraise healthcare research and evidence-based practice. |
| Course Grading Information | | |
| **Grading Rationale**  Grades are derived in the following manner:   1. Exam 1-15% 2. Exam 2-30% 3. Exam 3-30% 4. Assessments- 25%  |  |  | | --- | --- | | Kaplan Integrated Examinations (not included in grade however, MUST be completed to pass course).  **Grading Scale** | | |  |  | |  | The following percentages will be used to determine student grades as follows (a student MUST receive a course grade of "C" or 78% at a minimum , pass clinical, participate in Simulations, and complete all assignments to advance to the next nursing  course): | | A | 95-100 | | A- | 92-94% | | B+ | 90-91% | | B | 87-89% | | B- | 84-86% | | C+ | 81-83% | | C | 78-80% | | C- | 75-77% | | D+ | 72-74% | | D | 69-71% | | D- | 66-68% | | F | 65% and below    All course grades are not rounded and will be rounded to the hundredths place. For example, for a course with four exams where the exam grades are 80.60, 70.90, 78.75 and 79.81, the final course grade average would be 77.51 or a "C-". The final grade for the course is not rounded up to the next whole number | |  | Clinical/lab is evaluated on a pass/fail basis. Clinical failure will result in a grade of “F” regardless of academic performance in the theory portion of the course. | | | |
| Accreditation Standards | | |
| Please refer to http://www.acenursing.net/manuals/sc2017\_A.pdf | | |
| Textbook Statement | | |
| There are multiple choices for purchasing textbooks, including the Kellogg Community College bookstore (www.kellogg.edu - follow the on campus link to the bookstore). Please be advised that each student should fully investigate the refund policies of book retail stores, including the Kellogg Community College bookstore, PRIOR to purchasing a book for any course. When purchasing a book from the Kellogg Community College bookstore, students are encouraged not to break a textbook's binding, or open a book in shrink-wrap covering, prior to attending the first course session in order to verify that a correct book has been purchased. Students are advised to keep all receipts from book purchases. | | |
| Safe and Successful Campus Environment | | |
| KCC is dedicated to providing a safe environment which is conducive to success for all students.  When staff notice that a student is struggling emotionally, intellectually, or behaviorally with classroom expectations, they may notify the appropriate personnel on campus to intervene and provide assistance to that student.  Academic assistance is available in The Bridge and through Academic Advising; personal counseling is also available in Support Services.  Students whose behavior suggests they are struggling may also be contacted by the KCC Director of Student Relations or by KCC Public Safety.  If students have safety concerns about others’ behavior in class or on campus, those students are encouraged to discuss their concerns with KCC Public Safety directly | | |
| Assessments(Assignments) | | |
| There will be multiple assigned assessments (Discussion boards, in-class group work, case studies, projects and/or quizzes) throughout the semester. One completed assessment will be worth 25% of the course total grade. This assessment will consist of an Evidence Based Group Project. All other graded assessments are at the discretion of the individual instructor. All assigned assessments are required to be completed whether they are graded or not. Not completing required assignments or any part of the Evidence Based Group Project will result in a failure in Nursing 285.  Your instructor will determine the assessments to be collected and graded, so please come prepared to class. The assignments may be assigned either before or during class. It is an expectation that students complete all assignments found in the learning plans. If the assignment is not completed at the expected time, the student will be responsible for contacting the instructor and determining when the assignment will be turned in.  **No grade points are awarded for late work**. All Evidence Based Group Project work must be completed satisfactorily in order to successfully complete the course and receive a final grade. The instructor retains the right to accept late assignments in events of serious personal illness requiring hospitalization, surgery, or childbirth; or in the event of serious illness, surgery, or death or an immediate family member. The student experiencing a significant life event must assume the responsibility for communicating their intent to complete the assignment.  The group project will consist of the following: Teamwork Development and Discussion Board: 4%; Literature Review: 3%; Evidence Based Practice Paper: 15%; Professional presentation/poster and in-class presentation: 3%.  Students are required to be present for the professional presentation. Please see specific requirements and course schedules.  **Team Bail Out**  There are times when members of a group or team have difficulty gaining cooperation among individuals serving as team members. Each team or group understands that all members are equally responsible for group performance and grade; there are few situations where one member does not contribute on an acceptable level. The group will first have a discussion about the perceived performance deficiencies. If the performance issues are not resolved your team may choose to use a “bailout” technique or method. This includes one of two options for the group or team: 1) request that a deviate member receive a lower grade (25% less) than the overall group or team, or in more extreme cases, (2) ask that the deviate member of the group leaves the group or team. The group or team members who feel that one or more individual(s) is or are not performing up to par must compose a formal letter of complaint and submit it to the faculty member.  The letter must:  1. Be specific detail, providing accounts of events that have already taken place. The letter must also indicate how the group or team has attempted to resolve the problem(s) with the deviate member.  2. Be signed by each of the group or team members, but not necessarily by the deviate individual. If anyone else refuses to sign the letter it will not be considered valid.  3. Indicate which option you are asking the faculty member to accept.  Please remember that these options are the LAST resort, worthy of use ONLY when productive group members feel they are going to be inappropriately evaluated based on group performance. You should attempt to resolve any problems with the group first. You may call upon your faculty member to mediate in the event you deem necessary. Mediation does not imply that the faculty member will decide, as only the group or team can decide. The faculty member will determine the final outcome of the group or team request. If the first option is exercised, the faculty will decide if a lower grade is warranted and the appropriate grade to be assigned. If the second option is exercised, the faculty must agree that exclusion from the group is warranted.  The individual who is asked (and granted the opportunity) to leave the group or team will be required to complete the project or portions of the project individually.  Communication among team members must occur and a resolution formed by **March 11, 2019** for the bailout to be considered by faculty. | | |
| Extra Credit | | |
| Extra credit or extra points will not be offered or awarded this course. | | |
| Exams/Testing Policies | | |
| Please refer to the testing policy in the KCC Nursing Student Handbook.   * Following testing and collaborative, students will **not** be able to see the answers or rationale for exam questions until all students in all sections of the course have taken the exam. * Preliminary grades will be posted in Moodle within 48 hours of individual testing. * Protests are allowed in all nursing courses and the instructor will provide instructions related to the specific time frame for each course. * Failure to notify the instructor that the student will miss schedule exam prior to the class, will result in a zero for that exam. | | |
| Required Exam Remediation Policy  1. If a student achieves less than 78% on any examination in a nursing course, the student is required to attend the exam review. If the student is not able to attend the exam review due to a documented scheduling conflict, then he/she is required to schedule a meeting with the professor prior to the next exam. 2. If a student achieves less than a 78% on any subsequent examination(s) in a nursing course, the student is required to attend the exam review and schedule a meeting with the professor prior to the next exam.  Dosage Calculation Rules and Standard Rounding Rules | | |
| See KCC Nursing Student Handbook. | | |
| Kaplan Expectations | | |
| See KCC Nursing Student Handbook.  Kaplan:  Integrated Examinations: Two to three proctored integrated Kaplan Exams are required for each student at the end of this course (Management & Professional Issues and Predictor A). See course schedule for times. A benchmark score of 50th percentile has been set for each student. If a student does not meet the 50th percentile, then Kaplan exam remediation will be required in order to complete the course. See Nursing Student Handbook for information regarding Kaplan.   Practice Examinations: Practice exams or questions will be assigned throughout the course. Completion of assigned practice exams is required for successful completion of this course. Management of Care focused exams and will be utilized as entry tickets for Examination I, II, and III. Each practice test must be completed with a 78% or higher.  i. On the final exam, students will have the opportunity to earn points via the Kaplan Integrated exam.   ii. If a student passes their comprehensive final with 78%, or higher, meet the 50th Percentile Kaplan integrated Exam Benchmark and remediate for 30 minutes, 1% additional will be added to their third exam. iii. If a student passes their comprehensive final with a 78% but does not meet the 50% Percentile Kaplan Integrated Exam Benchmark but remediates 30 minutes, 1/2 % additional will be added to their third exam. iv. In classes that have more than one Kaplan Integrated exam, these points will only be offered on one exam. | | |
| Attendance | | |
| Regular attendance is an essential part of your educational experience and a requirement for an adequate evaluation of your academic progress.  Excessive absences are reported to the Academic Advising department.  An Advisor will reach out to you to discuss options for your success.  Continued absenteeism may lead to administrative action.  Faculty are required to report to the Financial Aid office students who have never attended class  Federal aid may be reduced if you do not begin attendance in all classes.  This includes online courses.  For more information, please visit KCC Nursing and Student Handbooks.  KCC Student handbook: <http://www.kellogg.edu/wp-content/uploads/2018/08/KCC18-19Handbook-1.pdf>  KCC Nursing Student handbook: <http://www.kellogg.edu/wp-content/uploads/2018/08/Nursing-Student-Handbook-2018-2019.pdf> | | |
| Clinical/Lab/Simulation Attendance | | |
| |  | | --- | | See KCC Student and KCC Nursing Student Handbooks. | | | |
| Drop/Add Procedure | | |
| Drop/Add procedural information may be found at: http://www.kellogg.edu/catalog. The drop/add dates for every course may be found on the KCC web site at: www.kellogg.edu follow the schedule link.  Contact the nursing department regarding drop/add in the nursing department. | | |
| Incomplete Grade and Additional Grading Policies | | |
| For information regarding additional grading policies, please visit the KCC catalog at: http://www.kellogg.edu/catalog | | |
| Clinical Expectations and Assignments | | |
| See KCC Nursing Student Handbook for clinical experience policies. Students will be held to the standards and expectations as stated in the Nursing Student Handbook. This includes the basic clinical uniform, clinical agencies dress code, out of uniform clinical dress, required clinical supplies, and specific clinical appearance requirements.    This semester your performance should build on the previous ones. You must show clinical growth and be able to meet the objectives to continue toward graduation.  Please refer to the Clinical Skills General Principles in the KCC nursing handbook regarding policies regarding skills performed in the clinical setting.  You are responsible for communicating your learning needs. If you need to practice clinical skills from last year then you need to take the initiative and go into the open lab and practice. It is an expectation that all skills learned in previous clinical rotations and labs will be able to be performed competently. If you do not feel comfortable with any of the skills previously learned it is expected that you will go to and open lab and review and practice it before coming to clinical. It is expected that any and all skills learned previously could be completed in the clinical setting from the first day of clinical.   No medications are to be given in the clinical setting without your clinical instructor present at the time you are administering the medication at the bedside. You are not allowed to administer any medications with agency or hospital employees.   All simulation preparation must be completed prior to coming to simulation. A simulation tab will be noted on Moodle with instructions on what needs to be completed for each simulation. All simulation preparatory materials (typed or legibly written simulation questions, dosage calculation, or any other required materials must be printed and handed in upon arrival to simulation day. It is the student's responsibility to arrive on time to the lab with all required materials. Simulation day is a clinical day and clinical attire is required   If unprepared with preparatory materials as stated in the previous paragraph the student will be given a learning contract for an attendance occurrence and be asked to leave the lab to complete the preparatory materials. The student will return to the lab/simulation day upon completion of the preparatory work within the assigned lab hours so that simulation and lab requirements (and or Kaplan) can be completed as required for the course. Inability to complete skills lab, Kaplan, or simulations may result in failure of the course. | | |
| Clinical Evaluations and Performance | | |
| Please refer to the KCC Nursing Student Handbook for specifics related to clinical. Students will be held to the standards and expectations as stated in the handbook.   Nursing 285 Students will need to complete a Self-Evaluation of their performance and share it with the hospital clinical instructor on a weekly or bi-weekly basis when in the hospital setting. Students will complete their weekly evaluation by reflecting on their clinical objectives.   The N285 final evaluation will be completed by the hospital clinical instructor and must contain a satisfactory mark.   To pass the course the student must meet all of the clinical objectives. If a student does not meet all of the clinical objectives by the end of the course, then the student fails the clinical portion of the course and as a result then fails the whole course. In order to successfully pass this course the student must satisfactorily pass the clinical and classroom portions of the course.    Per the KCC Nursing Student Handbook:   there are semesters in the Nursing Program when students will register for more than one nursing course. If a student does not achieve a “C” (2.0) or better in a clinical nursing course, they may not take any other clinical nursing course scheduled in the same semester. It is the student’s responsibility to withdraw or drop any other scheduled clinical nursing courses.   If a student is not successful in NURS 281 clinical, it will be necessary to withdraw from the NURS 285 class/clinical.   If a student is successful in NURS 281 clinical, but is not successful in NURS 285 clinical, the student may complete the theory component of NURS 281. See The Nursing Student Handbook about program progression and program readmission. | | |
| Student Participation in Moodle | | |
| You will be registered in Moodle during this course. If this is the first time using Moodle or you have questions on the various functions, please visit the Help Centers on the KCC homepage and the Helpdesk for Moodle help. All materials will be posted on Moodle. All learning plans and performance assessment tasks will be posted on Moodle. Course syllabus, objectives, handouts and clinical paperwork will also be posted on Moodle. You will have access to computers in the Learning Resource Center and Nursing Computer Lab as needed. It is the responsibility of the student to check Moodle frequently for updates, announcements and assignments. You are responsible for the information posted on Moodle so please check this frequently. This will be the mode of communication for this course. Please check the News Feeds (announcement) on a regular basis to keep abreast of new information. | | |
| Student Email | | |
| All KCC students are provided with e-mail accounts through the college server. You will be responsible for checking your KCC e-mail regularly and should be prepared to use KCC e-mail as part of the student-college interaction. E-mails may be sent from your instructor to you during the week so it is very important that you are checking this frequently. You are responsible for information sent through your email regarding this course. | | |
| Student Handbook | | |
| All policies in the K.C.C. Nursing Student Handbook and KCC Handbook apply throughout the nursing program. Please review these policies to be sure you remain in compliance. | | |
| Code of Conduct/Participation | | |
| Kellogg Community College students are expected to model the skills and behaviors of working professionals. This includes exhibiting behaviors which support respect and courtesy in the class environment. For more information regarding KCC’s Student Code of Conduct see the KCC Student Handbook and Nursing Student Handbook.  All students and instructors should be treated with respect. It is important to respect others when they are talking in class or presenting. No side bar conversation will be tolerated. No foul language will be allowed in the classroom. Refer to the KCC Nursing Student Handbook and KCC student handbook.  It is expected that all students participate in class and clinical  Drinks and snacks, not complete meals, may be brought into the classroom.   Children cannot attend class. Child care services may be available at the Battle Creek campus through Kid's Kampus, call (269) 969-6270 for more information. | | |
| Use of Technology & Student Email Accounts | | |
| The College has a variety of computer systems which are provided for the use of students and are to be used for education, research, academic development, and public service only. You are responsible for seeing that the computing facilities are used in an effective, efficient, ethical, and lawful manner. Computer systems, such as e-mail, are intended for college related activities only. Inappropriate messages and/or materials are not to be sent or stored. For more information, visit the KCC web page at: www.kellogg.edu.    Please refer to KCC Nursing Student Handbook for technology and social Networking (classroom, cell phones, classroom and KCC Nursing Lab, recording devices, clinical setting and KCC Nursing Labs cell phones and Personal Electronic Devices, clinical setting Internet Use, and Social Networking. These policies will be strictly enforced. Failure to follow these policies could result in failure of this course. | | |
| Service Learning | | |
| Service learning is not available for this class. | | |
| Academic Integrity | | |
| Ethical conduct is the obligation of every member of the KCC community.  Breaches of Academic integrity constitute serious breaches of ethical conduct.  Academic integrity requires that all academic work be wholly the product of an identified individual or individuals.  This policy demonstrates KCC’s concern for academic integrity and guarantees a fair procedure for handling these concerns.  Examples of unethical conduct include:  cheating, fabrication, and plagiarism.  See KCC’s Student Code of Conduct for more information.  Please refer to the KCC Nursing Student Handbook and KCC Student Handbook. | | |
| Disability Services | | |
| While ensuring the academic integrity of its programs, Kellogg Community College is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities. Disability services are provided to students who self-disclose a disability to the Support Services Departmentand provide appropriate documentation. Support Services may be reached at 269.965.4150 or supportservices@kellogg.edu. | | |
| Academic Support Services | | |
| Kellogg Community College is committed to your academic success. If for any reason a student is struggling with a class, speak to the Professor immediately. They are the best resource. Additional resources available include The Bridge (http://www.kellogg.edu/services/the-bridge/) and Support Services (http://www.kellogg.edu/services/student-support-services/). | | |
| Retain this Syllabus & Syllabus Disclaimer | | |
| This syllabus is a record of learning outcomes associated with this course. Many institutions will require a copy of this syllabus to grant transfer credit. It is the student’s responsibility to retain a copy for future use.  Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this syllabus should not be considered a contract between Kellogg Community College and any student, nor between the instructor and any student. The instructor reserves the right, acting within the policies and procedures of Kellogg Community College, to make changes in course content or instructional techniques without notice or obligation. | | |
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