Texas A&M University - Corpus Christi
College of Nursing and Health Sciences

NURS 4370 E01 and 701 Nurse Coordinating Care
Syllabus

Spring 2017

FACULTY: Leslie Swift, MSN, MBA/HC, RN-BC

OFFICE: Off Campus

OFFICE HOURS: By appointment only

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FAX:

CREDITS: 2 semester hours with lab component (2:3)

COURSE DESCRIPTION: This class provides a theoretical and experiential approach to identifying the coordinating role of the professional nurse within health care and its delivery. Current theories of management, leadership, and change are examined and related to nursing practice. Critical thinking is required in case analysis and student assessments of their own thinking, ideas and use of intellect.

COURSE & CLINICAL OBJECTIVES: At the end of this course, the student will be able to:

1. Contrasts various management theories in relation to nursing management and the nursing process (AACN Essential I, II, III, VIII)
   1.1 Analyzes various theoretical approaches applied to nursing management
   1.2 Identifies specific and successive levels of management and nursing expertise required for practice in the acute care setting
   1.3 Incorporates principles of management theory in the coordination of care for a group of patients (Clinical demonstration)

2. Evaluates concepts of leadership, management, and change in relation to the role of the nurse leader (AACN Essential I, II, III, VII, IX).
   2.1 Contrasts various leadership/management styles utilized by nurse leaders or managers
   2.2 Analyzes the nurse manager’s role in relation to cost and budgeting factors
   2.3 Evaluates theories of change according to their effectiveness in achieving goals
2.4 Utilizes knowledge of leadership/management theory in examining organizational effectiveness and nursing practice
2.5 Analyzes the role of the professional nurse as an initiator of positive change within a specific health care institution

3.1 Analyzes legal, ethical, social, political, and historical issues and trends affecting the nursing profession in the delivery of health care
3.2 Analyzes the role of the nurse manager as an initiator of positive change within the health care delivery system
3.3 Applies ethical principles in the practice and coordination of nursing care

4. Evaluate leadership behaviors useful in the practice of professional nursing (AACN Essential I, II, VI, VIII, IX)
4.1 Implements a plan to increase effectiveness as a nurse leader and avoid burnout
4.2 Applies nursing and non-nursing theory as it relates to leadership in professional nursing
4.3 Analyzes the behavior of nurses in leadership/management roles and as change agents in health care systems
4.4 Utilizes the results of research in decision-making
4.5 Evaluates own progress in relation to course objectives and own learning
4.6 Describes individual strengths, weaknesses, and evaluates individual style as a group leader
4.7 Demonstrates the ability to present and defend ideas clearly and objectively
4.8 Describes the role of professional nursing organizations in the development of health care policy
4.9 Evaluates nursing workload and its impact on quality of nursing care

5. Demonstrates the ability to assess group process (AACN Essential I, II, VI, VIII).
5.1 Demonstrates the ability to critically evaluate contribution to group work
5.2 Demonstrates the ability to critically evaluate the performance of peers
5.3 Contrasts various leadership/management styles utilized by nurse leaders or managers in the context of human resource management

REQUIRED TEXTS AND RESOURCES:


Board of Nurse Examiners of Texas Differentiated Entry-Level Competencies- website: ftp://www.bne.state.tx.us/del-comp.pdf


RECOMMENDED TEXTBOOKS:


Other readings as assigned – Students are expected to check Black Board Information regularly for additional readings and information.

LEARNING EXPERIENCES AND TEACHING METHODS:

Course objectives may be met through individual study using suggested resources, active involvement in formal and informal exchange of ideas with classmates and colleagues regarding specific topics as well as utilizing critical thinking skills. Teaching methods include discussion, small group work, independent study of texts and library resources, computer-assisted instruction, audio-visual aids and the assignments listed. While the professor will provide guidance and consultation, the student is responsible for identification of learning needs, self-direction, seeking consultation and demonstration of course objectives.

- WebEx will be used for formal and informal exchange of ideas.
- Discussion assignments are provided to enhance student learning and engagement. Grading Rubrics for expectations are provided.
- Wikis are an online collaborative effort in the eLine learning environment. These assignments differ from Discussion Post assignments. Students should edit actual Wiki pages rather than leave comments on existing content. Comments written in the ‘comments’ section will not count as participation in the Wiki. You must actually edit the Wiki page itself to receive credit. The professor can see all contributions, deletions and page edits on the wiki. The student is encouraged to leave comments as a courtesy if information is deleted, but this will not be graded.
- HESI case studies are utilized to enhance student learning by applying content from the modules to an actual patient scenario. You should receive your access code and information during eLine orientation. Instructions for submission are included in the assignment details in the Learning Management System (LMS).

As eLine is an online learning environment students are expected to log-in to the LMS at least daily. While printing of course materials is allowed, be mindful that the content is copyrighted through TAMUCC and the adopted text is for personal use only. No content may be shared or disseminated in anyway, including via facebook, you tube, or other social media. Clinical examples cannot be recorded due to patient confidentiality and HIPAA regulations. Students are expected to act in a professional manner and are accountable for their behaviors and learning.
Student Responsibilities

1. eLine is an on-line learning environment. Students are expected to log into the LMS and check announcements and emails at least daily. Web course and lecture/learning materials are located on the course website.

2. Students are expected to respect the learning rights of all others in the online learning environment. Communications should follow the basic rules of netiquette.

3. Cell phones and pagers are to be turned off or put on vibrate during campus labs and clinical.

4. No children are allowed in campus labs or clinical at any time.

5. Students are expected to complete all required reading. As a 3-credit course, it is expected that students will spend at least 4-12 hours of independent study and preparation each week in addition to assignment and assessment time. Preparation includes assigned reading, review of appropriate anatomy, physiology, and pathophysiology, and review of assessment of appropriate body systems. Students are held accountable for content from previous and concurrent courses. Questions related to content from previous or concurrent coursework may appear on quizzes or examinations.

6. While printing of course materials is allowed, be mindful that the content is copyrighted through TAMUCC and the adopted text and is for personal use only. No content may be shared or disseminated in anyway, including via facebook, you tube, or other social media. Clinical examples cannot be recorded due to patient confidentiality and HIPAA regulations.

7. Only the final overall grade will be rounded.

8. The student is responsible to have the correct system requirements as outlined on the eLine homepage.

9. Students are expected to demonstrate professional behavior in the classroom. Professional behavior is consistent with TAMU-CC and College of Nursing and Health Sciences rules for student behavior in the classroom. This behavior will provide supporting evidence that the student has satisfactorily completed course requirements. Students should review the TAMU-CC catalog and student handbook if they are unsure of the attributes of acceptable behavior. Faculty will take actions to eliminate any behavior that interferes with class activities. Students who are asked to leave the classroom because of disruptive behaviors will be responsible for the material covered over the lecture period. The Academic Integrity Guide available on the College of Nursing and Health Sciences web site outlines additional actions that faculty may take when students violate the Academic Integrity Standards of the College.

CLINICAL INFORMATION: Satisfactory completion of NURS 4370 requires the successful completion of both the clinical and theoretical components of the course. Because professional behavior is a critical component of this course, students must demonstrate their ability to delegate and work with others in the coordination of care for a group of patients. Preparation for
clinical practice is required. Clinical performance is graded pass/fail and is evaluated on the basis of written course and clinical objectives.

This course includes a clinical laboratory experience in which students are expected to apply leadership and management principles.

- Students must attend all clinical days to receive a grade of passing to allow for appropriate assessment of student performance. Tardiness and absenteeism are considered serious breaches of professional behavior. In the event of an emergency, the clinical instructor must be notified prior to beginning of clinical. Failure to do so will result in a grade of “Unsatisfactory” for the day.
- It is the responsibility of the student to be sure that all health records, immunizations, CPR certification and Hospital Orientation are current and on file. These are required by the University, the college, and the clinical facilities to insure the health of students and patients. Students who do not have Hospital Orientation, current immunizations, CPR certification, liability insurance, background checks, and urine drug screening on file will not be permitted to attend clinical until their file is up to date. The student will receive a clinical warning for every day clinical is missed related to the above, thus putting themselves at risk for failing clinical related to absences.
- Students in a precepted situation MUST provide the course professor with a tentative clinical schedule, preceptor name and contact information, location and unit information, and the preceptor agreement. All except for the agreement must be submitted PRIOR to starting clinical. Failure to do so will result in a clinical warning.
- Two “Clinical Concerns/Warnings” will result in clinical failure and failure of NURS 4370.
- Students judged to be unsafe may be failed from the course at any time. Unsafe behavior may be demonstrated through the omission or commission of actions that may harm patients or unprofessional behaviors consistent with inappropriate clinical judgment.
- In the unusual circumstance that, in the instructor’s professional judgment, a student is not providing safe nursing care, the student will be removed from the clinical setting. If this deficit cannot be remedied in the given clinical time with available faculty supervision, the student will receive a grade of “F” in the clinical. If a student fails clinical, he/she will receive a grade of “F” in the course, regardless of grades earned in other course assignments.
- There is often an opportunity for students in 4670 to assist more junior students with simulation activities. This should be considered a privilege and may require preparatory and/or follow up work. Participation in simulation is at the discretion of the clinical faculty.
- The Clinical Evaluation is done mid-clinical and post clinical and should include an evaluation of your progress in meeting your learning goals. Due dates for submission of clinical paperwork will be decided and announced by the clinical faculty.
COURSE OUTLINE:

Knowledge of the Healthcare Environment
   Legalities of delegation in practice
   Quality and EBP
Leadership and Professionalism
   Advocacy and Policy
   Theory and Decisions
Communication and Relationships
   Organizational Structure
   AACN Magnetism
Business Skills
   Finance and Economics
   Management and social media
Disaster Management
Lifelong Learning and Planning for Success

GRADING CRITERIA: Completion of NURS 4370 requires the successful completion of both theoretical and clinical components of the course. Students must pass clinical to pass the class. If a student fails clinical, he/she will receive an F in the course, regardless of the theory grade. Students are held accountable for content from previous and concurrent courses. Questions related to content from previous or concurrent coursework may appear on quizzes or exams.

In order to pass Nursing 4670, the student must achieve the following:

1. | Assignments  | 45% |
   | Quizzes      | 35% |
   | Management of Care HESI Exam | 20 % |
   | **Total**    | **100%** |

2. In calculating the final grade, only the final overall course grade will be rounded.
3. Completion of the Management of Care Exam that counts as 20% of the course grade. This is a comprehensive exam that covers all of the leadership content. Content from previous courses may be on this exam.
4. All required clinical paperwork and any additional assignments required by clinical faculty.
5. A program comprehensive HESI exam will be administered as a part of the clinical component of this course. Successful completion of the clinical component of this course requires students to complete the comprehensive HESI exam with a passing score. The passing score is set by the CONHS.
6. A grade of “pass” on the Clinical Evaluation Tool used for the clinical component of the
course. Must be submitted to course faculty in order to receive a grade.

Grading scale for TAMUCC CONHS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>83-89</td>
</tr>
<tr>
<td>C</td>
<td>75-82</td>
</tr>
<tr>
<td>D</td>
<td>65-74</td>
</tr>
<tr>
<td>F</td>
<td>0-64</td>
</tr>
</tbody>
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LATE WORK: Course assignments, module quizzes, and clinical assignments submitted late will be subject to point deductions as follows:

- 10 points will be deducted for submissions up to 1 week after the due date.
- 20 points will be deducted for submissions 1-2 weeks late.
- A grade of zero will be awarded for any submissions greater than 2 weeks late.

In the event that a student is aware they may need to submit an assignment late due to illness or other circumstances, it is the student’s responsibility to inform the professor prior to the due date. Deductions for late assignments with special circumstances and notification before the due date may be waived at the professor’s discretion.

Dropping a Class
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with the professor before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Faculty cannot drop you from a course.

Mary Jeff Bell Library
There are many resources on the Mary & Jeff Bell Library (http://rattler.tamucc.edu/) website. The home page will take students to links for online databases, online articles, the online catalog, and interlibrary loan requests. The “Distance Learning” (http://rattler.tamucc.edu/distlearn/index.htm) link will be especially helpful to all students. This site includes all the information students need for remote access as well as tutorials on using the databases and finding articles. If eligible, registering as a distance student confers eligibility for a TexShare card. These cards are a Texas wide library card that allows users to use all state libraries in Texas. The cards will be mailed to students, so be sure mailing addresses are current in the University system. For any questions about receiving the TexShare card, please contact Dan Cayce: Daniel.cayce@tamucc.edu

Center for Academic Achievement (CASA)
The Center for Academic Student Achievement offers a variety of services, including a writing center. For more information about all of these services, go to the website: http://tlc.tamucc.edu/ or call 361-825-5933
POLICIES:

Evaluation Input from Students

The faculty of the College of Nursing and Health Sciences places great value on evaluative input from students. Evaluation of courses, instructors and clinical facilities provides the College with important data which is used to strengthen the program. Data is analyzed as to trends and themes and is important to curriculum and sequencing decisions. All evaluations for courses posted are online. The online mechanism allows us the opportunity to tabulate and store information in order to analyze trends within the curriculum. Please be assured that this information is secured and not released until after grades are submitted. No names are available to faculty. In order to garner some reliability and validity, the College must have representative data from the student population. That representation, based on the literature, has been set at 70%. The College is anticipating that students will thoughtfully participate in the evaluation process which will assist the faculty with the growth of the program. A link to evaluations will be available on Blackboard toward the end of the semester. Thank you in advance for your assistance with the evaluation process.

Academic Integrity and Honesty

It is expected that University students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to a penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is intentionally, knowingly, or carelessly presenting the work of another as one’s own).

Plagiarism means to steal and pass off the work of another as one’s own work. It usually results from bad paraphrasing or improper referencing. The substitution of a few changes from those of the original author and forgetting to use quotation marks, and reference citation are technically considered plagiarism. The only safe way to paraphrase is to read the original over several times and then write your conception of what you have read without looking at the original. In other words, when paraphrasing, keep the source book closed! (Wilson, 1985, p. 523)


Please see the following sites for additional information:
University Student Handbook and Code of Conduct: http://www.tamucc.edu/~students
University catalog related to academic integrity and honesty: http://catalog.tamucc.edu/

**Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Office at 361.825.5816 or visit the office in CCH 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disabilities Services office for assistance at (361) 825-5816

**Title IX**

As part of the Texas A & M Corpus Christi University policy, pregnant students are urged to contact the Title IX office for facilitation of academic issues impacted by pregnancy, delivery and subsequent complications. Contact information: Mr. Samuel Ramírez, Title IX Coordinator or Ms. Rosie Ruiz, Deputy Title IX Coordinator (825-5826).

**Active Military Duty**

Active duty military personnel, military spouses, and veterans with special circumstances (eg: deployment, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to the course and clinical instructor.

**Grade Appeals Process**

The College of Nursing and Health Sciences (CONHS) adheres to the University’s student grade appeal procedures described in Section 13.02.99.C2.01 (revised May, 2013) and follows those guidelines. See [http://academicaffairs.tamucc.edu/Rules_Procedures/](http://academicaffairs.tamucc.edu/Rules_Procedures/) for the University procedure and see [http://conhs.tamucc.edu/shb/](http://conhs.tamucc.edu/shb/) for the CONHS process identified in the Student Handbook.

**Support Services**

Students are encouraged to seek faculty assistance in accessing University Services, including tutoring, health services, personal counseling, degree counseling, financial aid, learning resources, job/work placement, career guidance, and computer/technical support/instruction. If a student is interested in other support services provided by the University, the student is encouraged by the College of Nursing and Health Sciences and the University to seek these services.
**Syllabus Disclaimer:** While the provisions of this syllabus are as accurate and complete as possible, the faculty reserves the right to change non-critical aspects of the course to accommodate emergencies, unexpected technical problems, or any unforeseen circumstances. Such changes will be announced as soon as feasible and will be communicated by course email or announcements via Blackboard. *It is the STUDENT’S responsibility to keep abreast of course announcements.* Questions regarding course requirements should be addressed when the syllabus is received, within the first week of the course.

The Texas A&M University Corpus Christi: TAMUCC College of Nursing and Health Sciences Student Handbook is available online: [http://conhs.tamucc.edu/shb](http://conhs.tamucc.edu/shb) The handbook and syllabus should be reviewed before signing the receipt form.
The following receipt form must be signed and returned within the first week of classes.

Student Handbook Receipt & Statement of Syllabus Understanding Form

I have reviewed a copy of the College of Nursing and Health Sciences Student Handbook located on the college website and the course syllabus for eLine NURS 4370. I have been provided an opportunity to clarify questions. Receipt form must be signed and submitted to the course faculty. I understand the expectations set forth in the 4370 course syllabus and the CONHS Student Handbook.

____________________________
Student Name (Print)

____________________________     ___________
Student Signature                  Date