



# CHIPOLA COLLEGE

## COURSE SYLLABUS

Chipola's website: [www.chipola.edu](http://www.chipola.edu)

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**COURSE TITLE:**

Nursing Leadership & Management

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**COURSE NUMBER:**

NUR 4827

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**COURSE DESCRIPTION (with prerequisites):**

This course focuses on concepts, principles, and theories of leadership, management, role development, and administration. Skills required by the professional nurse leader including delegation of responsibilities, networking, facilitation of groups, conflict resolution, case management, collaboration, budgeting, cost effectiveness and resource allocation, managing quality and performance, and teaching are emphasized. 3 semester hours credit.

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**NAME(S) OF INSTRUCTORS:**

Leah Varieur, RN, MSN, ARNP  
850-209-7219  
varieurl@chipola.edu

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**EFFECTIVE ACADEMIC YEAR:**

2016-2017

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**REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:**

Yoder-Wise, P. (2015). Leading and managing in nursing (6th ed.). St. Louis, MO: Elsevier Mosby. ISBN: 978-0-323-06977-9

American Psychological Association (2010). Publication manual of the American Psychological Association (6th ed.). Washington, D. C.: American Psychological Association. ISBN-10: 1-4338-0562-6

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**GRADING POLICY:**

The standing of a student in each course is expressed by one of the following letters and corresponding grading system:

**A – 90 – 100**

**B – 80 – 89**

**C – 70 – 79**

**D – 60 – 69**

**F – 59 or less**

**Discussion Board 30%**

**Reflective Journals 30%**

**Leadership QI Project 40%**

The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

### **ATTENDANCE AND WITHDRAWAL POLICIES:**

Chipola College expects regular attendance of all students, and all instructors record attendance daily. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

### **MAKE-UP POLICY:**

Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

### **ACADEMIC HONOR CODE POLICY:**

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

### **STUDENTS WITH DISABILITIES POLICY:**

Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

### **NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:**

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Karan Davis, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183A, 850-718-2205, davisk@chipola.edu.

### **LIBRARY AND ON-LINE REFERENCE MATERIALS:**

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The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the *LINCCWeb* icon on the Chipola Library website at [www.chipola.edu/library](http://www.chipola.edu/library). If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

### **TECHNOLOGY RESOURCES:**

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The college’s learning management system is **Canvas**. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The **Technology Center**, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.

### **FREE TUTORING RESOURCES:**

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The Academic Center for Excellence (**ACE**) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. ACE lab hours are posted each semester at the room entrance and on the website. Additionally, Chipola College has contracted **Smarthinking**, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. and weekends. Smarthinking can be accessed through Canvas.

### **ELECTRONIC DEVICE USAGE STATEMENT:**

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Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

### **DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:**

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N1. Apply current leadership and management concepts, skills, and decision making in the provision of high quality nursing care in a variety of settings.

N2. Critically evaluate evidence-based findings from various sources, determine relevance and application to improve patient outcomes.

N3. Evaluate needs within various practice settings and formulate teaching plans based on any identified needs to improve health care delivery.

N4. Serve as a change agent and client advocate in the practice of professional nursing with individuals, families, groups, and communities.

N5. Utilize effective communication techniques in professional relationships, promote teambuilding and effective client care.

N6. Identify, deliver culturally sensitive care to diverse populations served within various practice settings.

Healthy People 2020  
 NLN Standards  
 National Patient Safety Goals

| <b>LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS</b>  |  |  |  |
|---|--|--|--|
| <b>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR</b>   | <b>DISCIPLINE-SPECIFIC COMPETENCIES</b>  | <b>ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES</b> | <b>LEARNING ARTIFACTS FOR PROGRAM ASSESSMENT</b> |
| Critique professional and research literature for use in nursing practice<br><ul style="list-style-type: none"> <li>Examine the effective involvement of the professional nurse in setting local, state, national and international health care policy decisions.</li> <li>Analyze personal beliefs and values and how they affect individual nursing practice.</li> <li>Use a decision model to resolve ethical dilemmas.</li> <li>Demonstrate writing skills consistent with the published writing expectations of the College of Nursing.</li> <li>Share information and ideas in various professional and public</li> </ul> | N1<br><br>N1, N4, N5, N6, N7, N8<br><br>N1, N2, N3, N6<br><br>N2, N3, N4, N8<br>N2, N5<br><br>N7, N9 |  |  |

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|---|-----------------|--|--|
| arenas.   |                 |  |  |
| <ul style="list-style-type: none"> <li>Assume responsibility for lifelong learning including development of professional skills and knowledge base.</li> <li>Identify human, fiscal and material resources necessary to promote effective and efficient health care outcomes of diverse populations.</li> </ul> | N6, N8, N9      |  |  |
|   | N7, N8, N9, N10 |  |  |

**\*\*Assessment Codes**

|  |                                  |                                      |   |
|--|----------------------------------|--------------------------------------|---|
| <b>T</b> = Tests                             | <b>RPT</b> = Report/Presentation | <b>Proj.</b> = Projects              | <b>BO</b> = Behavioral Observation                        |
| <b>Pre/Post</b> = Pre- and Post-Tests        | <b>SP</b> = Skills Performance   | <b>Exp.</b> = Experiments            | <b>Clin.</b> = Clinicals                                  |
| <b>OT</b> = Objective Tests                  | <b>SD</b> = Skills Demonstration | <b>Cap. Proj.</b> = Capstone Project | <b>CS</b> = Case Study                                    |
| <b>UT</b> = Unit Tests                       | <b>W</b> = Writing Assignments   | <b>Cap. Course</b> = Capstone Course | <b>CP</b> = Case Plan                                     |
| <b>Q</b> = Quizzes                           | <b>E</b> = Essays                | <b>Prac.</b> = Practicum             | <b>Port.</b> = Portfolio                                  |
| <b>F</b> = Final Examination                 | <b>DE</b> = Documented Essays    | <b>Intern.</b> = Internship          | <b>Obs.</b> = Teacher Observation                         |
| <b>CF</b> = Cumulative Final                 | <b>RP</b> = Research papers      | <b>H</b> = Homework                  | <b>Sk. Check</b> = Skills Check-off Curriculum Frameworks |
| <b>EX</b> = Departmental Exam                | <b>J</b> = Jury                  | <b>PS</b> = Problem Solving          | <b>JP</b> = Judged Performance/Exhibition                 |
| <b>SE</b> = Nat'l or State Standardized Exam | <b>R</b> = Recital               | <b>DB</b> = Discussion Board         |   |

**MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:**

On line discussion board participation, writing assignments, projects and readings in course text.

**ASSIGNMENT AND/OR COURSE OUTLINE**

**COURSE CONTENT OUTLINE**

- I. Foundational Theories and Theories of Management and Leadership
  - A. Theories of management and leadership
  - B. Organizational structure and function
  - C. Philosophy of nursing care and delivery and nursing service
  - D. Budgeting and Financial Skills
  
- II. Nursing Leadership Strategies
  - A. Time Management/Delegation
  - B. Conflict/conflict resolution
    - a. Confrontation
    - b. Negotiation
  - C. Priority Setting
  - D. Teaching/Learning
    - a. Needs Assessment
    - b. Planning
    - c. Implementation
    - d. Evaluation
    - e. Utilizing Research

- E. Roles
  - a. Consultation
  - b. Collaboration
  - c. Coordination
  - d. Conference Leader
- F. Change
- G. Problem solving/Decision-making
  - a. Process
  - b. Assessment and Analysis
  - c. Decision Identification
  - d. Methods
  - e. Critical Pathways
  - f. Legal and Ethical Elements
- H. Consumer Relationships
- I. Stress Management

### III. Factors Impacting Leadership

- A. Power and politics
- B. Motivation
- C. Ethical and legal standards
- D. Critical thinking
- E. Group process
- F. Nursing service delivery systems
- G. Health care organizations
- H. Cultural diversity

### IV. Standards of Nursing Practice

- A. Accountability
- B. Quality improvement/Process improvement
- C. Risk management
- D. Laws/policies
- E. Standards of care
- F. Standards of practice

### V. Human Resource Management Skills

- A. Recruitment and retention
- B. Absenteeism, turnover, and personal problems
- C. Performance appraisal
- D. Job analysis
- E. Staffing and scheduling
- F. Organization of nursing care

See your Instructor First Day Handout for individual instructor assignment schedule.