NUR 2200 Management Concepts in Nursing
Catalog Description:

This course introduces the Associate Degree nursing student to the basic knowledge related to managing client care as required by the profession of Nursing. Key concepts to be included are: leadership, client care management, time management, health care economics, supervision, delegation, and conflict resolution.

General Educational Goals

Upon completion of this course, the student will be able to:

1. Apply analytic and problem solving skills to personal, social, and professional issues and situations.
2. To communicate orally and in writing, socially, and inter-personally.
3. To understand and use contemporary technology effectively and to understand its impact on the individual and society.
4. To work and study effectively both individually and in collaboration with others.
5. To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.
6. To appreciate the ongoing values of learning, self-improvement, and career planning.

Expected Learning Outcomes

Upon completion of the course, the student will be able to:
1. Describe the role of the nurse in managing care of the client within a health care organization.
2. Explain the difference between nursing management and nursing leadership.
3. Identify the principles of effective and efficient time management.
4. Describe trends in health care structure, economics and resource allocation.
5. Describe techniques used in identifying and resolving conflict.
6. Describe steps to take in safely delegating to others.

Lessons
Course Topics and Content Requirements

- Legal Issues in Nursing and Health Care
- Ethical and Bioethical Issues in Nursing and Health Care
- Nursing Leadership and Management
- Budgeting Basics for Nurses
- Effective Communication and Conflict Resolution
- Effective Delegation and Supervision
- Staffing and Nursing Care Delivery Models
- Quality Improvement and Patient Safety
- Quality and Safety Education in Nursing (QSEN)
- Health Policy and Politics
- Career Planning
Required Materials

- IVCC Stylebook

Instructional Methods

- Group Discussions in class
- Group Management/Leadership Project with Poster Presentation at end of course
- Resume Assignment/Practice Interviews
- Assigned Readings: Text, Power Points in Blackboard, Recommended Reading for Annotated Bibs in Blackboard
- Quizzes in class
- Guest Experts
- Group Presentations on Annotated Bibliographies
- Group Development of Report Sheet (optional)
- Multimedia in class

Student Requirements and Methods of Evaluation

1. The student must meet the objectives of the course. The policies found in the Nursing Handbook regarding testing, grading, attendance, disabilities, cheating, etc. will be followed.

Disability Statement:

If you are a student with a documented cognitive, physical or psychiatric disability (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, and others) you may be eligible for academic support services such as extended test time, texts on disc, note taking services, etc... If you are interested in learning if you can receive these academic support services, please contact either Tina Hardy (tina_hardy@ivcc.edu, or 224-0284) or Judy Mika Judy_Mika@ivcc.edu or 224-0350), or stop by the Disability Services Office in B-204.

This course is designed to support diversity of learners. My hope is to create a safe environment for all students. If you want to discuss your learning experience, please talk to me as early in the term as possible. If you know you have, or suspect you have a disability (learning disability, physical disability, or psychiatric disability such as anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, or others) for which you may need accommodations, please contact the Disability Services Office in B-204. Tina Hardy tina_hardy@ivcc.edu, 224-0284) or Judy Mika Judy_Mika@ivcc.edu or 224-0350) work in that office and can help determine if you are eligible for support.
You may be eligible for academic accommodations if you have a documented physical, psychiatric (anxiety, depression, bipolar disorder, AD/HD, post-traumatic stress, or others) or cognitive disability such as a learning disability. If you have a disability and need more information regarding possible accommodations, please contact Tina Hardy at (tina_hardy@ivcc.edu, 224-0284) or Judy Mika Judy_Mika@ivcc.edu or 224-0350) or stop by office B-204.

In an effort to create a classroom environment that maximizes the success of all students, I encourage you to make me aware of any barriers that may inhibit your learning. Feel free to speak to me at any time about concerns or questions you may have about assignments, activities, or assessments. The college provides several support services for students who have barriers to learning. They include, but are not limited to: Disability Services Office, Writing Center/Peer Tutoring, Counseling Center, and Project Success. Please see me if you want to learn more about any of these offices.

Cheating Policy: Refer to Nursing Handbook and IVCC College Handbook

2. Final Grade will be determined by:

- Group Leadership/Management Project = 35% (assignment points worth 100 points) All members of group get same score.
- Quizzes = 32% (8 quizzes each worth 100 points)
- Resume and cover letter project = 13% (100 points)
- Group presentation of annotated bibliographies = 10% (100 points) All members of group get same score. Peer review will be done.
- Extra Credit = 5 points will be given if the student submits proof of belonging to either a state or national nursing organization that has lobbying capability, OR subscribes to a relevant nursing journal. Prior approval should be obtained from the instructor before submitting payment to ensure adequate credit will be given.

School of Nursing grading scale will be used. Please see handbook for grading scale.

3. All papers must be typed using proper spelling, grammar, and punctuation. APA format is preferred. You may use Noodlebib available on the Blackboard website for assistance with citations and references. Failure to include one's name may result in a zero for the assignment. All papers with multiple pages must be either stapled or submitted in a type of folder for organization. All references must be less than five years old unless they are of historical significance.

4. Attendance sheets must be signed at the end of each class period or during scheduled office hours.

5. Assignments are due on assigned date by the time specified by the instructor. See the course calendar for specific dates and times. Please note, due dates and times may be adjusted by the instructor to better meet the needs of all students and the instructor. Should such adjustments to the calendar be required, these changes will be adequately communicated to all students via Blackboard. Late papers will not be accepted. Any assignment not completed and turned in by the assigned due date and time will receive a zero. Cheating and Plagiarism will not be
tolerated. Please refer to the Nursing Handbook and the IVCC Code of Conduct regarding these issues.

6. You will complete a custom exam through Evolve at the end of the semester.

7. Leadership/Management Project:

- You will be assigned randomly to a Group during the course and you will work within the same Group for all assignments requiring Group work. Each Group will be responsible for participating in one event/activity during the semester which must involve planning, organizing, delegating, and supervising volunteers to accomplish the event.
- The student leader of the Group is responsible for contacting the person who will be acting as the supervisor for the Group project. The supervisor will review your plans, make suggestions, consult, and will have input on the evaluation of the project. Family or friends may not act as the supervisor.
- Instructor approval of the project is required. Section 1 of the Project Form must be submitted by Week 3 of class. You must review your plans with your supervisor and instructor and obtain their signatures at least two weeks prior to the event. Refer to Course Documents for the Project Form and the rubric for grading.
- A list of faculty-approved projects will be finalized by the beginning of the course and may include: Blood Mobile, "Giving Tree" (Sharon Woods), selling Bergner books for SNA trip, participating in math workshop, working at the Relay for Life etc. Any plans to solicit donations must be submitted in writing to the instructor prior to contacting the business or individual (name of business, items solicited, etc.) You must also complete and submit to your instructor the IVCC Request for Permission External Fundraising form prior to the event.
- All requests for funding from the Student Nurses Association must be submitted in writing to the sponsor of SNA.
- Sections 2 & 3 of the Project Form must be submitted to the instructor within two weeks of completing the event and at least two weeks prior to the end of the semester.
- A poster presentation of each Group's project will be presented in the foyer of the College at the end of the semester.
- Points earned will be based on: the evaluation of the supervisor, success of the event (Group's ability to communicate, plan, delegate, and supervise volunteers), complexity & creativity of the event, and quality of poster presentation. The Group will also evaluate each group member's performance individually using a rubric and this will be applied toward each individual student's grade for the project.
- No incompletes will be given for the class. If you do not complete a management project, a grade of zero will be posted in the grade book.

9. Resume Project:

- Each student will read the assigned sections, view the associated Power Point presentation, and browse the web using the links provided as well as those of interest to them.
- Once adequate background has been obtained, each student will write a cover letter using a professional letter format to a potential "real life" or "make believe" employer. This letter should contain those points outlined from the readings, Power Point, and the web.
• Each student will also complete a professional resume, once again including those items that are outlined in the lesson. This is a "real life" resume, not "make believe".
• Each student will print the cover letter and resume on resume quality paper and submit two copies to the instructor by the assigned due date.
• **Failure to submit the above on the assigned due date will result in receiving a zero for the project. Please see the grading rubric under Course Documents section of Blackboard.**

10. Annotated Bibs:

• Students will be assigned randomly by the instructor at the beginning of the course. The Annotated Bibliography assignment will be given to each Group for completion and presentation to the class by the assigned due date. Each group will be evaluated by their peers in class and this will be used toward the Group's grade. The Annotated Bib must be either uploaded in a Word Document or directly submitted in the Assignments section of Blackboard and each Group will present the information in class. **Please refer to the rubric that will be used for grading in the Course Documents section.** Grading will consist of: content creativity (poster, Power Point, handouts, skits, etc.), quality of presentation, correct format (APA required), and peer review. The Annotated Bibliography resources will come from the assigned reading.

11. Optional Report Sheet:

• Each Group may have the option of devising a Report Sheet for use during clinicals. This is not for grading purposes but may help develop skills used in organizing nursing responsibilities on the clinical units.

12. Quizzes:

• All quizzes will be taken in class at the beginning of class. There will be one quiz every other week covering course material and will be graded in class with discussion to follow. **Anyone who is late for class after the quiz has started will be required to submit exam questions with the answers corresponding to the same number of questions to the instructor by the next scheduled class meeting.** (That is, by Thursday if class is on a Monday; by Monday if class is on a Thursday.) **Failure to do so will result in a zero for the quiz. Starting mid-term quizzes are given in Blackboard.**

13. Absences:

• Students who miss their scheduled class may make up absences by attending the corresponding week of the other management class. However, if the student is expected to participate in a Group presentation the day of the absence, that student's grade will reflect the absence from the Group.

14. **The instructor reserves the right to adjust the Syllabus and class schedule as circumstances may warrant during the semester.**
Week 1 - Introduction to Course/Legal Issues

- Review Syllabus
- Group Assignments Given
- Read Chapter 8 prior to coming to class

August 20, 2012
Week 2 - Continue Chapter 8/Legal Issues

- Quiz over Chapter 8
- Student to complete a sample of an Incident Report Form in class
- Guest lecturer - JD, RN (or watch a video - "The Josie King Story")
- Discuss statute of limitations for Illinois
- Groups to discuss Critical Thinking exercises together (Students to prepare ahead of class)

August 27, 2012
Week 3 - Chapter 9/Ethical Issues

- Read Chapter 9 prior to class
- Group 1 to present Annotated Bib using one of the Recommended Readings for Week 1 under Course Documents (taken from bibliography at end of chapter)
- Groups to discuss Critical Thinking questions
- Review case studies in class

September 10, 2012
Week 4 - Chapter 16/Leadership & Management

- Read Chapter 16 prior to class
- Quiz over Chapter 9 and will grade and discuss in class
- Groups to discuss Critical Thinking questions
- Case study questions discussed in class

September 17, 2012
Week 5 - Chapter 17 (Budgeting Basics for Nurses)

- Read Chapter 17 prior to class
- Group 2 to present Annotated Bib taken from Recommended Reading for Week 3
- Critical Thinking questions and Case Studies reviewed in class

September 24, 2012
Week 6 - Chapter 18 (Effective Communication and Conflict Resolution)
- Read Chapter 18 prior to class.
- Quiz over chapters 16 & 17
- Case Studies in class
- Critical Thinking exercises in class

October 1, 2012
Week 7 - Chapter 19/Delegation & Supervision
- Read Chapter 19 prior to class
- Group 3 to present Annotated Bib from *Week 4 or Week 5 Recommended Reading*
- Groups to share their report sheets they created in class
- Critical Thinking & Case Study exercises in class

October 8, 2012
Week 8 - Chapter 20/Staffing & Delivery Models
- Read Chapter 20 prior to class
- Quiz over Chapters 18 & 19
- Critical Thinking and Case Studies in class

October 15, 2012
Week 9 - Chapter 21/Quality Improvement/Safety
- Read Chapter 21 prior to class
- Group 4 to present Annotated Bibliography from *Recommended Reading for Week 6 or Week 7*
- Case Studies & Critical Thinking exercises in class

October 22, 2012
Week 10 - Chapter 22/QSEN
- Read Chapter 22 prior to class
- Quiz over Chapters 20 & 21
- Critical Thinking & Case Study exercises in class

October 29, 2012
Week 11 - Chapter 23/Health Policy
- Read Chapter 23 prior to class
- Group 5 to present Annotated Bib from *Recommended Reading Week 8 or Week 9*
- Critical Thinking & Case Study exercises
November 5, 2012  
Week 12 - Chapter 27/Job Search  

- Read Chapter 27 prior to class  
- Quiz over Chapters 22 & 23  
- Critical Thinking & Case Study exercises  

November 12, 2012  
Week 13 - Chapter 27/Job Search  

- Group 6 to present Annotated Bib from *Recommended Reading Week 10*  
- Guest Speaker(s) - on how to do a job search online and practice mock interviews  

November 19, 2012  
Week 14 - Chapter 27 continued  

- Quiz over Chapter 27  
- Resumes and cover letters due  
- Group 7 to present Annotated Bib from *Recommended Reading Week 11*  
- Group time given in class to work on poster presentation for Week 16  

November 26, 2012  
Week 15 - Odds 'n ends  

- Group 8 to present Annotated Bib from any of the *Recommended Readings* not previously done  
- Video (possibly "Sicko" by Michael Moore)  
- Groups may work on poster presentation (if time allows)  

December 3, 2012  
Week 16 - Poster Presentations in IVCC Lobby  

- Poster Presentations in IVCC Lobby  
- Take Custom Course exam by Evolve  

December 10, 2012