

University of West Georgia  
School of Nursing

**NURS 4433-091 – NURSING LEADERSHIP AND MANAGEMENT**  
Summer 2009 – Newnan

**Credit:** 2 – 0 – 2

**Prerequisites:** All 3100, 3200 and 4300 level nursing courses

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University of West Georgia                                      Office Hours: Posted

**Meeting Place and Times**                      Place: Newnan Campus – Main Building; Room 1135  
Class Times: Tuesday and/or Thursday, 5:00 – 7:00 pm  
Online Classes as posted

**Course Description:** This course is designed to focus on the theoretical concepts relevant to the practice of nursing management.

- Learning Outcomes:**
1. Define the role of the nurse leader/manager (1)\*
  2. Compare and contrast management, organizational and leadership theories and apply to professional nursing practice. (6)\*
  3. Use critical thinking, decision-making theories, and domains of practice in the management of nursing situations. (1, 6)\*
  4. Examine concepts of managed care and case management in a variety of practice settings. (1)\*
  5. Examine the roles of holism and professional nurse caring in organizations with cultural diversity. (3, 5)\*
  6. Collaborate with interdisciplinary team members to create change and attain goals. (8)\*
  7. Participate in evidence-based quality improvement processes to evaluate outcomes of practice changes. (6)\*
  8. Consider scientific and humanistic concepts, theories and evidence-based research findings that influence health care organizations and the practice of nurse leaders/managers in local and global communities. (6, 7)\*
  9. Utilize leadership/management skills in the delivery of caring, competent, legal and ethical nursing care to individuals and groups in a variety of settings. (4)\*
  10. Use concepts of effective communication to manage a variety of nursing situations. (9)\*

\* = BSN program objectives

- Course Content:**
1. Framework for Leadership and Management
    - 1.1. Nurse Leader/Manager Roles and Domains of Practice
    - 1.2. Economics and Managed Care in Health Care Delivery
    - 1.3. Leadership/Management Theory
    - 1.4. Nursing Care Delivery Systems
    - 1.5. Caring & Holism in Management
  2. Key Skills in Nursing Management
    - 2.1. Planning/Decision Making
    - 2.2. Communication in Organizations
    - 2.3. Conflict Management
    - 2.4. Groups, Committees, and Teams
    - 2.5. Managing Time
    - 2.6. Effective Delegation
    - 2.7. Change Theory
    - 2.8. Effective use of Power and Negotiation
  3. Resource Management
    - 3.1. Budgeting
    - 3.2. Staffing and Scheduling
    - 3.3. Performance Appraisal
    - 3.4. Managing Cultural Diversity
    - 3.5. Quality Management

**Required Textbooks:** Bracey, H., Rosenblum, J., Sanford, A., & Trueblood, R. (1990). *Managing from the heart*. New York: Delacorte Press. ISBN: 0-440-50472-4

Kelly, P. (2008). *Nursing leadership and management* (2<sup>nd</sup> ed.). New York: Thomson. ISBN: 978 1-4180-5026-9

**Learning Activities:** Assigned readings  
Independent study & use of information technology  
Classroom and online activities and discussions  
Quizzes

**CourseDen**

- This course is a hybrid course (>51%) and all course content, handouts, and learning activities are on CourseDen. It will include both face-to-face and online class activities and assignments.
- This course may be accessed from any campus computer lab or from any computer with the technology specifications that support CourseDen (see login page for specifications or tech support). Use your student number and password for banner on the CourseDen login page
- Students are advised to check the course calendar, mailbox, and bulletin board **DAILY** for vital course information.
- Students are encouraged to post to the bulletin board any class-related information that is considered helpful for other students, websites that are helpful, or words/tips of the day.
- Students unfamiliar with using CourseDen are expected to seek assistance from university resources. Listed below are a number of links for help.
  - Where and how to receive help with CourseDen or any other problems <http://www.westga.edu/~distance/webct1/help/>
  - Link to the Library's DL services <http://www.westga.edu/~library/>
  - The CourseDen servers typically go down for mandatory maintenance EVERY FRIDAY NIGHT @ 10pm until Saturday @ 7am. For specific dates - <http://www.usg.edu/gaview/support/maint-schedule-summer-2009.phtml>
  - Link to UWG Online Connection website (includes link to Orientation, basic software/hardware requirements, Online Student Guide, and all student services) - <http://www.westga.edu/~online/>

**Methods of Evaluation:**

Calculation of final grades:

20%	Face-to-face Class Attendance/Participation
20%	Online Class Participation/Assignments
20%	Quiz I
20%	Quiz II
<u>20%</u>	<u>Quiz III</u>
100%	Total

The grading scale:

A	= 90 – 100%
B	= 80 – 89%
C	= 75 – 79%
D	= 60 – 74%
F	= < 60%

**Quizzes (each worth 20% of the grade):**

Three quizzes are scheduled during the semester, each worth 20% of the final grade. The quizzes will assess knowledge and application of course content and will correspond to the readings and assignments. Quizzes will be comprised of objective test items (e.g. multiple choice, matching, and fill-in-the-blank).

**Academic  
Honesty:**

The academic dishonesty policy of this course is the same as that of the University of West Georgia and is found in The UWG Connection and Student Handbook(2005-2006), Appendix A, and the *BSN Student Handbook, 2008-2009*. The School of Nursing is committed to promoting a learning environment that recognizes the importance of honesty, integrity, and high ethical standards in education and the professional practice of nursing. Evidence of student cheating, fabrication, or plagiarism will result in failure in this course.

**Attendance:**

Students are responsible for their own learning and must accept individual accountability for behavior. Students are expected to attend every scheduled face-to-face class and to arrive to class in a timely manner. Points will be deducted from the participation grade for every unexcused absence and tardiness. Three unexcused absences will result in a drop in letter grade.

**Official  
Communication:**

It is University policy that all electronic communication between the faculty and students must take place only through the campus e-mail network, utilizing MyUWG or CourseDen/Grapevine. Students at UWG are required to have ready access to computers for their course work and will be expected to use WebVista as directed by the faculty. Information about needed computer specifications is found at <http://www.westga.edu/~techlife>.

**Disabled  
Students:**

The Student Development Center coordinates special services for disabled students including physical disabilities or learning disorders. Students must register with Disabled Student Services to receive certain accommodations including extended test time or individual testing. For further information, call 678.839.6428.