## NURS 4502: Issues and Problems in Leadership/Management

### Fall 2017 Course Calendar

<table>
<thead>
<tr>
<th>WEEK</th>
<th>SCHEDULE AND ASSIGNMENTS</th>
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<tbody>
<tr>
<td>1</td>
<td>August 28-Sept 3</td>
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</table>
|      | **DQ #1.1: Self-Introduction** due by Wednesday, at 11:59 PM MDT.  
|      | Post to Discussion Board: Subject Line: Autobiography |

### Objectives

At the end of this lesson, you will be able to:

- Identify leadership theories
- Differentiate between leaders and managers
- Describe three primary management styles

### Read

*Effective Leadership and Management in Nursing, 8:*
- Chapter 1, "Introducing Nursing Management" (pp. 1-8)
- Chapter 4, "Leading, Managing, Following" (pp. 40-53)

### View

*Online Lesson Presentation Module 1*

**Module 1: Leadership and Management Theories**

### Discuss

- Discussion 1.1: Introductions
- 1.2 Syllabus Agreement Survey
- 1.3 Small Group Introduction
<table>
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<th>2 September 4th- September 10th</th>
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**Objectives**

At the end of this lesson, you will be able to:

- Describe legal issues that impact nursing leadership
- Analyze ethical issues from the nursing leadership perspective
- Identify health care policy that affects current nursing practice

**Read**

*Effective Leadership and Management in Nursing, 8: Chapter 7, "Understanding Power and Politics" (pp. 86-98)*

**View**

*Online Lesson Presentation Module 2*

*Module 2: Legal and Ethical Issues in Nursing Leadership*

**Discuss**

Discussion 2.1: Health Care Policy and Advocacy

**Assessment**

2.2 Quiz 1: Leadership Theories and Healthcare Policy

(Initial DQ post due by Wednesday at 11:59 MDT and response to peers due by Saturday at 11:59 PM MDT)
3 September 11th-September 17th

**Organizational Structures in Nursing Group PP**
**DUE BY SUNDAY AT 2200 PM MDT**

**Objectives**

At the end of this lesson, you will be able to:

- Identify organizational health care structures
- Describe organizational theories
- Describe the role of health care providers in an organizational health care structure
- Identify nursing care models

**Read**

*Effective Leadership and Management in Nursing, 8:*
Chapter 2, "Designing Organizations" (pp. 11-27)
Chapter 3, "Delivering Nursing Care" (pp. 29-38)

**View**

*Online Lesson Presentation Module 3*

**Module 3: Organizational Health Care Structure**

**Assignment**

3.1 Organizational Structures in Nursing Power Point
Objectives

At the end of this lesson, you will be able to:

- Analyze the change process
- Describe change theories
- Describe how nurse leaders make decisions
- Analyze quality indicators used in quality improvement
- Describe outcome measures
- Summarize the role of IOM reports in quality improvement

Read

*Effective Leadership and Management in Nursing, 8:*
- Chapter 5, "Initiating and Managing Change" (pp. 55-67)
- Chapter 8, "Thinking Critically, Making Decisions, Solving Problems" (pp. 99-115)

*Effective Leadership and Management in Nursing, 8:*
- Chapter 6, "Managing and Improving Quality" (pp. 69-82)

View

*Online Lesson Presentations: Module 4*

Module 4: The Change Process and Healthcare Quality

Discuss

Discussion 4.1: Examining National QI Initiatives

Assessment

4.2 Quiz 2: Organizational Health Structure, The Change Process, and Healthcare Quality
Individual QUALITY PROBLEM POWER POINT TO BE POSTED ON THE DISCUSSION BOARD BY SUNDAY by 1159 PM MDT. And submitted into the Assignments Folder.

Objectives

At the end of this lesson, you will be able to:

- Describe the role of the RN in delegation
- Analyze aspects of professional collaboration
- Analyze the process of conflict resolution
- Describe communication methods
- Describe team-management issues that affect nursing
- Describe the management strategies of recruitment and retention in nursing leadership
- Outline the role of nursing leadership in professional development of staff
- Explain team-management principles

Read

Effective Leadership and Management in Nursing, 8:
- Chapter 9, "Communicating Effectively" (pp. 117-129)
- Chapter 10, "Delegating Successfully" (pp. 131-141)
- Chapter 11, "Building and Managing Teams" (pp. 143-158)
- Chapter 12, "Handling Conflict" (pp. 160-170)
- Chapter 15, "Recruiting and Selecting Staff" (pp. 199-215)
- Chapter 17, "Motivating and Developing Staff" (pp. 227-237)

View

Online Lesson Presentations Module 6: Communication in the Workplace and Team Management
Module 7: Team-Management Principles

Assignment

5.1 Analyzing Quality Improvement Presentation
Objectives

At the end of this lesson, you will be able to:

- Describe evidence-based practice in nursing
- Explain the evidence-based management process for nursing
- Identify opportunities for evidence-based research in health care
- Describe health care consumers
- Explain the concept of patient-centered care
- Summarize the role of nursing management in patient-centered care

Read

*Effective Leadership and Management in Nursing, 8:*
- Chapter 6, "Managing and Improving Quality" (pp. 74-75)
- Chapter 3, "Delivering Nursing Care" (pp. 36-37)

View

Online Lesson Presentations

Module 8: Evidence Based-Practice and Patient Centered Care
Module 9: Patient-Centered Care

Discuss

6.1 Delegating

Assessment

6.2 Quiz 3: Communication the Workplace and Evidence Based Practice and Patient Care
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<th>October 9th - October 15th</th>
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**PLEASE COMPLETE THE ONLINE COURSE EVALUATION**
Your input, positive and/or not so positive, is quite valuable to the faculty person in reviewing or considering any changes to the course content or assignments.

**Objectives**
At the end of this lesson, you will be able to:

- Explain how to manage a culturally diverse staff
- Analyze diversity in health care organizations
- Describe cultural perceptions of health and illness
- Describe the nurse leader’s role in national health care finance
- Identify government programs that affect nursing leadership decisions
- Describe the effect of institutional financial considerations on nurse leaders
- Identify budget issues affecting nursing leadership

**Read**
Chapter 14, "Budgeting and Managing Fiscal Resources" (pp. 184-197)

**View**
Online Lesson Presentations

**Module 10 and 11: Diversity in Healthcare and Finance**

**Discuss**
Discussion 7.1: Evidence-Based Practice in the Workplace and relation to Presentations

**Assignment**
7.2 Portfolio** Mandatory for Course Completion Wednesday

**Assessment**
7.3 Quiz 4: Diversity in Healthcare and Healthcare Finance closes on Wednesday at 2200
**Deliverables:**

- Discussion Board: 22 points

- 4 Quizzes: 28 points

- Organizational Structure PowerPoint: 25 pts

- Clinical Quality PowerPoint: 25 points

- Portfolio: 0 points, P/F required for course completion

*Changes may be made to this calendar as the class progresses*

- **Quizzes/Assesments:** will be open for sixty (60) minutes from the time the quiz is started, they can be opened at any time during assigned five days prior to submission due date. Due date is **Friday of** the week they are assigned at 2200.

- **QUizzes WILL NOT BE RE-OPENED FOR ANY REASON without prior approval after due date, Do not wait until the last minute to take the quizzes**

Assignments are due the Sunday at 2200 MST of the week assigned unless otherwise noted

See Syllabus for Discussion requirements. First DQ post is due **WEDNESDAY** of each week, Peer Response due by **Saturday at 2200**.

Rubrics for ALL assignments are posted on BlackBoard...Use them 😊

**Pearson Help:** 1888-433-8435

**UTEP Help Desk:** 915-747-4357

**Dr. Tolouian:** 915-667-2696 textable 😊
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<td>Meet &amp; Greet on Discussion Board (I)1.1</td>
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Assignments by Daily Due Date: POSTINGS ARE DUE BY 2200 PM ON THE DAY INDICATED