

NURS 4502 DUE DATE CALENDAR  
 Spring 2023- Nursing Leadership & Management Nursing Leadership & Management  
**NURS-4502-001 CRN: 23364**

\*\*\*\*ALL ASSIGNMENTS, DISCUSSION BOARD (DB) POSTINGS ARE DUE BY 1159 PM MST ON THE DAY INDICATED\*\*\*\*

This course is designed into 7 modules.

\*\*\*\*Red ink denotes Practice Experience / Mentorship Assignments

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Module	3/13	3/14	3/15	3/16	3/17	3/18	3/19
	Classes start!		1.2: "Introductions" Video Discussion Board due			Peer posts due 1.2: "Introduction" DB due	1.1: Syllabus Acknowledgment Contract due  1.3: Introduction Video Reflection Self-Critique due  1.4: QI Project Plan and Timeline Document due –with mentor approval
2 Module	3/20	3/21	3/22	3/23	3/24	3/25	3/26
			Original Post due 2.2: "HC Policy & Advocacy" Discussion Board due		2.1 SIGMA Introduction to Structural Empowerment Introduction to Role Leadership Styles	Peer posts due 2.2: "HC Policy & Advocacy" DB due	2.3 Interview #1 (Transcript Hosp. Admin)  2.4: Reflective Journal #1
3 Module	3/27	3/28	3/29	3/30	3/31	4/1	4/2
					3.1 SIGMA Communication Healthy Work Environment Conflict Management Customer Relations		3.2 Interview #2 due QI interview  3.3 RCA/FMEA/SWOT
4 Module	4/3	4/4	4/5	4/6	4/7	4/8	4/9
			Original Post due 4.1: "Leaders Vs Managers, & Nursing Satisfaction" DB		4.2 SIGMA Performance Management/Feedback/Coaching  Managing Teams  Prioritizing/Organizational skills	Peer posts due 4.1: "Leaders Vs Managers, & Nursing Satisfaction" DB	4.3: Curriculum Vitae (CV) & Cover Letter **Resume due  4.4: ST & LT ABCD Goals Due

	4/10	4/11	4/12	4/13	4/14	4/15	4/16
5 Module <b>**Meet with your Mentor to work /project components---Present Inservice Teaching project</b>			Original Post due <b>5.1: "Delegation" DB</b>			Peer posts due 5.1: " <b>Delegation</b> " DB	<b>In service Teaching completed</b>  5.2 Project Synopsis 5.3 QI PP Visual 5.4 Project Policy / Protocol 5.5: Participant Evaluation of QI Educational Presentation Due
6 Module  <b>**Meet with your Mentor to work on Part 2 portfolio/project components.</b>	4/17	4/18	4/19	4/20	4/21	4/22	4/23
					6.6 SIGMA: Delegation  Managing Flow and Clinical Operations  Safety and the Regulatory Environment  <b>These can be submitted early</b>		6.1 Mentor Meeting Log  6.2 Facility 6.3 Mentor Evaluations  6.4 Mentor Feedback About Student (Final) due  6.5 Journal #2
7 Module	4/24	4/25	4/26	4/27	4/28	4/29	4/30
			7.1 SIGMA Certificate Due in Assignment Folder	7.2: My Learning Reflection	<b>Last day of class!</b>		

### **Didactic Assignments (45%)**

- Self-Introduction Video Discussion Board Complete/Not Complete
- Reflection Self-Critique Benchmark Complete/Not Complete
- Discussion Boards x3 15%
- Sigma Modules/Questions x 4 20%
- CV 3 %
- ST/LT Goals 2 %
- Sigma Certificate 5%
- My Learning Reflection (N4502) Complete/Not Complete

### **Practice Experience Assignments (55%)**

- Leadership Portfolio Components (48%)
  - Project Plan Document 5%
  - Interview #1 (Hospital Administration) 5%
  - Reflective Journal #1 10%
  - Interview #2 (Quality Improvement) 5%
  - RCA Flowchart/SWOT Analysis/FMEA Analysis 5%
  - QI Project Protocol/Policy 3%
  - QI PowerPoint 10%
  - Project Synopsis 2 %
  - Reflection Journal #2 10%
- Leadership Mentorship Evaluations
  - Participant evaluations of QI Presentation Complete/ Not Complete
  - Mentor Meeting Log Complete/Not Complete
  - Student evaluation of mentor Complete/Not Complete
  - Student evaluation of facility Complete/Not Complete
  - Mentor Evaluation of Student Complete/Not Complete