



N- 5339

The University of Texas at El Paso

Syllabus Fall 2020



School of Nursing Graduate Program

NURS 5339 Nursing Management Residency

Prerequisites, Credits, Course Description, Meeting Times



- Nursing Administration major- Completion of all other NAM courses
- N5339 is a three (3) credit hour course.
- This class will be conducted in an asynchronous manner. There are no scheduled class meetings. However, such meetings, via Blackboard, may be called as needed. Should such a meeting be called, students will be given notice at least one week in advance.

Faculty



Karen Fowler, PhD, RN, CENP

HSSN Room 319

915-747-7206 (office); 915-253-0729 (preferred)

Kfowler@utep.edu

Office Hours: Mon 9-12 in office, Thurs 4-8 pm on-line

Other hours by appointment.

MSN Program Outcome



Graduates of the MSN and Post-Graduate Certificate APRN programs will be prepared to:

1. Apply theoretical perspectives, scientific evidence, and visionary thinking to critically analyze and lead complex organizational systems and implement innovative change.
2. Use interpersonal, inter-professional, and organizational communication and relationship building skills to create and lead highly functioning, reliable, and healthy interprofessional teams.
3. Combine business skills and principles, evidence-based practice, informatics, quality and safety strategies, and metrics to lead care systems for improvement of processes and outcomes to improve health outcomes.
4. Employ state, federal, and global health policy(ies) to advocate for healthcare reform and improve health outcomes for all.
5. Model professionalism, integrity, ethical decision making, respect for differing points of view in diverse populations, and promoting social justice in the development of the advanced practice role.
6. Utilize research for the improvement of nursing practice and the advancement of nursing as an academic discipline.
7. Ascertain the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care systems in which they practice through lifelong learning.

Course Outcomes



Upon course completion the learner is expected to be able to:

1. Identify a personal management philosophy based on leadership, management, nursing, and organizational theory.
2. Collaborate with a nursing administration mentor to identify and assess a systems level management issue.
3. Negotiate for resources necessary to develop and implement an evidence based solution to the identified issue.
4. Provide a written project report which aligns with current nursing administration standards and competencies.
5. Review the NAM curriculum in terms of MSN level and nursing administration competencies.
6. Reflect on personal professional development and future professional goals resulting from participating in the NAM program.

Teaching and Learning Strategies



N5339 is a 3-credit course that includes 15 hours of theory and 90 hours in a residency site. The student will need to plan additional time to prepare for both the online theory and practicum portions of the course and the course requirements.

This is a time-sensitive & intense capstone course. In the course you must do an integrative management project using all of the knowledge, skills and values learned throughout the curriculum.

Grading and Evaluation



- **Grading scale**
 - A = 900 -1000 points
 - B = 800 – 899 points
 - C = 700 – 799 points
 - D = 600 – 699 points
 - F = <600 points
- **Learning & evaluation methods**
 - Required Assignments: Acknowledgement of Course requirements (10 points)
 -) Introduction (10 points) Personal Management Philosophy (100 points)
 - Residency Project Initial Ideas Discussion (20 points)
 - Residency Project Evaluation Plan Discussion (20 points)
 - Residency Project Approval Package (40 points) Residency Project Weekly Updates (200 points total)

- Residency Project Time Sheets (20 points) Graduate Program Competencies Matrix Summary (100 points)
- Residency project presentation (100 points)
- Residency project paper, Presentation PowerPoint or what was used (i.e. notes),
- Evidence Table (200 points)
- Personal Reflection Essay (100 points)
- Student Evaluation of the Site (20 points)
- Student Evaluation of the Mentor (30 points)
- Mentor Evaluation of the Student (30 points)

All work is expected to meet graduate-level expertise in critical thinking, applications, synthesis, proper use, and presentation of the English language. Online activities require “netiquette”.

Incomplete grades: Students may receive a grade of an “I” for incomplete work only in exceptional circumstances and with the approval of the professor. Students who expect to take an incomplete must develop with the professor, a written plan including a time line for completing the course assignments. Although University policy requires completion of all required assignments within one year, the SON policy may be more stringent and the professor may require completion of the course requirements within a shorter time period.

Late Assignment Submissions: Unless late submission of any assignment or discussion is approved in advance of the due date by the faculty, a penalty of 10% per day of the total grade earned will be assessed on each assignment and/or discussion board posting that is submitted after the due date and time up to 3 days. Assignments submitted more than 3 days late will be given a 0.

Required Textbooks



American Nurses Association. (2009). *Scope and standards for nurse administrators*.

Washington, DC: American Nurses Publishing.

Harris, J.L., Roussel, L., Thomas, T., Dearman, C. (2018). *Project planning and management: A guide for nurses and*

interprofessional teams. (3rd ed.). Subury, MA: Jones & Bartlett.

Refer to all texts and resources used in the graduate nursing program to include core and specialty courses.

Capstone Project



This is a time-sensitive & intense capstone course. In the course you must do an integrative management project using all of the knowledge, skills and values learned throughout the curriculum.

You may do the 90 hours in any time frame you desire, e.g., a block of 2+ weeks or 1 or 2 days per week. Often the 1 or 2 day per week format works best to prepare and complete the practicum requirements.

Time Sheets: A time sheet is located in the residency project section of Blackboard. You must complete the time sheet for each day of your project and your mentor must initial it. There is an optional evaluative comment area that your mentor may write in on each time sheet. Each week's timesheet is to be attached to the student's weekly project update post. Additionally, the completed set of time sheets (from each week of the project) are to be submitted via the assignment. The only activities that count toward the 90 hours and that are recorded on your time sheet are those dealing specifically with the residency project. Do not include hours spent on the summary evaluation activities.

Note: This course is set up for weekly residency activities. If your project will be completed over a condensed time frame (i.e. a 2-3 week period of intense activity) you must communicate with your instructor to establish alternative due dates and communication requirements.

Approval: The course professor must approve in writing your choice of mentor, site, project, and schedule. This will be contained in a **Request to Proceed to Practicum Package** described in Assignment Guidelines located in the Residency Project section of Blackboard.

Setting: Students may complete the residency project in any healthcare clinical setting in which nursing is considered part of the administrative team, including the students' place of employment. The setting and mentor must be approved by the course faculty prior to undertaking any residency activities.

Mentor guidance: The mentor is to preferably have an advanced degree in nursing or be certified in nursing administration by a recognized professional nursing body such as AACN or AONE. Physicians do not qualify unless they are also agency administrators. Select a mentor who has an administrative/management position at least one level above your current practice level. For example, if you work as a coordinator, select a nurse manager. If you are a director, select an executive. If you select a mentor too far above your current position you may skip an entire professional practice stratum that could negatively affect optimal learning and functioning in the future. Submit a resume from your mentor with your packet of materials for residency approval.

Interview: This project requires you to use various aspects of the nurse manager/administrator role to implement an action plan and produce and implement a usable solution to a management/administrative problem. In your interview with the mentor of choice, discuss the major project requirement so that he or she can help guide and provide you support needed for success. Ensure confidentiality as he/she requests for the project being mindful your professor needs to also approve this project. Provide a statement summarizing the interview with the Mentor/Site agreement to your Professor.

You must complete and provide with your interview summary the written Mentor/Site agreement found in the course materials. Signatures must be present and dated as indicated.

If the site you select requires an official affiliation agreement between UTEP and the organization this can take months and must be initiated early by your site selection HR or the appropriate administrative personnel within the organization.

Read the Mentor/Site agreement in the course resources/materials section thoroughly.

Communication with the faculty in this course is of paramount importance. You will be working on your own and at your own pace on the residency project. Students **MUST** post weekly updates in the discussion boards. Even if there has been no progress or activity in a given week. **Failure to post a weekly update by the due date will result in a grade of 0. No extensions or late postings will be allowed.**

Evaluations will be completed at the end of the course and will include

1. Student evaluation of the mentor
2. Mentor evaluation of the student
3. Student evaluation of the practicum site
4. Attendee evaluations of the student's oral presentation

Expectations & Responsibilities of Educator



The style of teaching is one of mentoring and facilitating. You can expect the faculty member to

- Respond to email and discussion board postings in a timely manner, usually within 48-72 hours.
- Review all submitted assignments and provide constructive feedback within two weeks of submission.
- Inform you if work is substandard for a graduate student.
- Be receptive to constructive suggestions that would improve teaching/learning effectiveness or the quality of learning in this course.

Support and encourage learners to explore new or innovative approaches to learning.

Expectations and Responsibilities of Learner



All course work is expected and due at the time designated. Late course work is subject to penalties as previously described. Students are expected to access the course at least 3 times per week and to communicate any difficulties with course content or assignments to the instructor. Students are also responsible for all communications and clarifications from faculty via email, course messages, announcements, discussion boards, etc.

Other



- **ACADEMIC HONESTY-** You are personally accountable for all work submitted or presented for evaluation. While collaboration with others in the process of completing an assignment is encouraged, cheating includes collaborating with others during any testing situation or submitting work that you did not develop. Plagiarism consists of the use of information from publications or media productions without proper citation and acknowledgment. Penalties for plagiarism and cheating are imposed according to SON and UTEP regulations. See [Current Graduate Catalog](#) for specific details.
- **AMERICAN WITH DISABILITIES-** If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. *CASS' Staff are the only individuals who can validate and, if need be, authorize accommodations for students with disabilities.*
- **UNIVERSITY WRITING CENTER-** The writing center offers free synchronous online one-on-one assistance for UTEP Connect students. Graduate and undergraduate consultants work with writers on projects for a wide variety of classes and provide support during all parts of the writing process. Online assistance is available by appointment through the UWC's website. Most of UWC's consultants are bilingual. Consultants will not edit your paper for you, and you are the one ultimately responsible for the work you submit. Visit the UWC's website to learn more.

Online consultations take place during regular business hours, and appointments must be made a day in advance.

- **STUDENT LOCATION VERIFICATION**- There are some states where the UTEP School of Nursing may not operate or may have limited operations for clinical activities. It is the student's responsibility to notify faculty and MSN program directors of any change in the state of residence occurring during a given course.
- **HIPPA STATEMENT**- HIPAA (Health Insurance Portability and Accountability Act of 1996) is a mandatory federal law that protects patient health information. In keeping with HIPAA guidelines, nursing students shall not, under any circumstance; photocopy, fax, or remove from the agency premises, any component of the patient's medical record. Failure to comply with HIPAA policies will result in disciplinary action which may include course failure and/or dismissal from the nursing program. In addition, legal action may be taken against the student.
- **CLINICAL CLEARANCES**- Prior to going into the administrative residency in an agency other than your place of employment, students must submit to the Secretary of the Graduate Program in the School of Nursing (747-7290), evidence of the following: 1) Clinical health clearances per School policy, 2) Current CPR card, 3) Evidence of malpractice insurance, and 4) Evidence of attendance at City-wide Orientation within the last year if within the El Paso region.
- **SAFETY STATEMENT**- Graduate students are registered nurses in good standing. As such, it is expected that students will use the requisite knowledge, expertise, and education to provide safe and effective nursing care to any patients with whom they come in contact in their roles as graduate nursing students.
- **AFFILIATION AGREEMENTS**- This course specifically forbids any direct patient contact or patient care. Nor can the student engage in any manner with family members or visitors to the agency. In most cases, the Mentor Agreement located in the Blackboard course is sufficient. However, if the agency requires a formal affiliation agreement and there is not one in place, please contact the course faculty immediately.
- **COVID 19** - Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations. (**classes with on-campus meetings**) Students who are considered high risk according to CDC guidelines and/or those who live with individuals who are considered high risk may contact [Center for Accommodations and Support Services](#) (CASS) to discuss temporary accommodations for on-campus courses and activities.
- **COVID 19 Precautions**- You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at [screening.utep.edu](#). If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu. For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website ([screening.utep.edu](#))

prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection. Wear face coverings when in common areas of campus or when others are present. You must wear a face-covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures. (***classes with on-campus meetings***) Please note that if COVID-19 conditions deteriorate in the City of El Paso, all course and lab activities may be transitioned to remote delivery.