



## COLLEGE OF NURSING

### The University of Texas at El Paso College of Nursing

#### **COURSE NUMBER and TITLE:**

NURSING 4306: TRANSITION TO PROFESSIONAL NURSING PRACTICE CRNs 35576, 35577

#### **COURSE DESCRIPTION:**

This course facilitates the transition of the student to the role of a professional nurse in the microsystem of a work unit that is part of a healthcare related macrosystem. Emphasis is placed on contemporary issues and management concepts, as well as skills of delegation, conflict management, and leadership. Legal and ethical issues are discussed with a focus on personal accountability and responsibility. Standards of practice and the significance of functioning according to state regulations and statutes are analyzed.

#### **COURSE OVERVIEW:**

This course is designed to help students understand and apply principles of leadership, management, negotiation, and team collaboration in a health care delivery setting.

#### **COURSE PRE-REQUISITES:**

Successful completion of N-4714 & N-3300 or faculty approval

**CREDIT ALLOCATION:** semester hours (3-0-0)

#### **FACULTY INFORMATION:**

*Lead Course Faculty:* Dr. Melissa Wholeben, PhD, RN, CEN, TCRN  
Office: 334 HSCN  
**E-mail: Blackboard Class Email (primary)**  
mwholeben@utep.edu  
Phone: 915-747-7264 (office)  
Office hours: Monday 8a-12p  
Appointment available as needed (Zoom/In-person)

**REQUIRED TEXTBOOKS:**

American Psychological Association (2019). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Washington DC: American Psychological Association.

ATI Series Reference Books for Nursing Curriculum (Nursing Leadership) -- Online ATI Integrated Resources

Sigma-Frontline Leader Certificate Program-Online Course

<https://www.sigmamarketplace.org/frontline-leader-certificate-program-online-course>

**OPTIONAL TEXTS:**

Sullivan, E. J. (2018) *Effective leadership and management in nursing* (9<sup>th</sup> ed.). Upper Saddle River, NJ: Pearson

**COURSE OBJECTIVES:** Upon completion of this course, students will be able to:

1. Relate organizational structure and governance system and its potential impact on the role of the nurse and provision of health care in a work unit. (*Macrosystems—Microsystems*) (Remembering)
2. Assess selected leadership styles and theories and their effect on the management of employees. (Evaluating)
3. Integrate principles of group process, teamwork, organizational communication, and conflict management when interacting with members of the healthcare team. (Creating)
4. Characterize leadership skills and empowerment strategies when interacting with members of the healthcare team. (Understanding)
5. Analyze the nurse's role in ensuring the provision of safe patient care that meets institutional and professional standards. (*RCA-FMEA*) (Analyzing)
6. Produce evidence-based staff development using adult learning theory and instructional strategies evaluating outcomes at the conclusion of the program. (Creating)
7. Demonstrate professional behaviors that exemplify accountability, integrity, and responsibility in the nursing role. (*RCA-FMEA*) (Applying)
8. Construct activities related to the development, implementation, and evaluation of quality improvement plans to improve health care services. (Creating)

**PROGRAM LEARNING OUTCOMES, BSN ESSENTIALS, DECS:**

**UTEP CON PLOs (Level 3 Program Outcomes) & QSEN Competencies** \*: Patient-Centered Care\*, Teamwork & Collaboration\*, Evidence-Based Practice\*, Quality Improvement\*, Safety\*, Informatics\*, Professionalism, Leadership, Communication, Systems-Based Practice, Health Promotion & Education

**2021 Essentials (AACN):** Essential I, II, III, IV, V, VI, VII, IX, X

***Differentiated Essential Competencies (DECs) for Baccalaureate Degree (BSN) \*version year 2021***

Member of the Profession A, B, C, D

Provider of Patient-Centered Care A, B, C, D, E, F, G, H

Patient Safety Advocate A, B, C, D, E, F

Member of the Health Care Team A, B, C, D, E, F, G

**TEACHING METHODOLOGIES:**

On-line Course Content, Lecture, Presentations, Case Studies, Classroom Discussion, and Projects, Group Work

**GRADING POLICY AND STRUCTURE:**

**Grades:** The following indicates the percentage each assignment factors into the final grade.

***Students must maintain a minimum average of 75%. Achieving less than a minimum average of 75% results in course failure. There is no rounding of grades and fractional points will be dropped for final course grade. Extra credit is not permitted.***

Assignment	Points/Grading
<b>Discussion Forums</b>	
Introduction DB (Original and Peer Posts)	Complete/Not Complete
<b>Course Exams-ATI Exams (40%)</b>	
ATI Learning System Practice (first attempt)	5 points
ATI Learning System Final (first attempt)	5 points
ATI Practice A (first attempt)	5 points
ATI Practice B (first attempt)	5 points
Leadership Final Exam	10 points
ATI Exam "Leadership" <i>**This exam is proctored through ATI</i>	10 points
<b>Application Projects (60%)</b>	
Sigma Frontline Leadership Portfolio (Individual)	10 points
Sigma Certificate of Completion (Individual)	5 points
Tabletop Exercise Project #1 (Group)	22.5 points
Tabletop Exercise Project #2 (Group)	22.5 points
Tabletop Exercise Reflection (Individual)	Complete/Not Complete
<b>Reflection (complete/not complete)</b>	
My Learning Reflection (last week)	Complete/Not Complete

- Grading Scale:** A = 90 - 100    B = 80 - 89    C = 75 - 79    D = 60 - 74    F = <60

## Expectations of the Class:

This course will utilize the Sigma Nurse Frontline Leadership Course to help clarify and explain Nurse Leadership concepts. These activities will include reflections that utilize tabletop exercises and leadership concept analysis. These activities will be strategically placed in the calendar and correlate with real-time activities occurring in the practicum. The main course will be on Black Board, with some activities including the Zoom media platform. Please reach out to me if you cannot access either of those, and we will make alternate arrangements together. The contents of the course may be used for research purposes and/or future course evaluation and development.

## Time Stamps LMS

- Attendance, participation, and all LMS (Blackboard LMS) postings are counted in Mountain Time (MST). The timestamps in the computer represent MST, regardless of your actual time zone.

## Exams:

- Exams may be administered in online via Blackboard or ATI website. Exams are weighted as noted above.
- Exams must be taken at the scheduled time. Make-up exams are rarely given and are only given at the discretion of the instructor and only when the student has **notified the instructor in advance** of the scheduled exam. **Failure to take an exam will result in a zero for that exam.** Students late for an exam will have only the remaining scheduled time to complete the exam or quiz. (See the University catalog, Academic Regulations, Class Attendance: Absence from Examination).
- Exams will be based on lecture content, assigned chapters in the text, online content, course work, group discussion and presentations by visiting professionals. *Keep in mind that all answer choices for exam questions might apply; however, only the BEST answer choice is the one credited as the correct answer.*

## Discussion Boards

- Discussion Boards will be open from Monday thru Saturday of the scheduled week. Original posts are due by **Wednesday at 11:59pm MST** of the scheduled week. Peer responses are due by **Saturday at 11:59pm MST** of the scheduled week. The student is required to be a participant in the discussion board and be visible (via original posts and/or classmate replies) a minimum of 3 days a week.

## Assignments

- Assignments are due by **11:59pm (MST)** on the **due date calendar/course schedule**. Assignments (not including DB forums or Quizzes) will be accepted after the due date for up to 3 days (72 hours); however, there will be a **deduction of 10% from the total assignment points per 24 hours past the due date**. Late points start immediately following the due date/time. This is done in fairness to those students who turn in their assignments on time. After 3 days post the due date (72 hours)—no assignments will be accepted. The only exception is with extenuating circumstances or events that have been discussed with the instructor PRIOR to the deadline.

In the case of emergencies when you are prevented from logging on, please contact the Course Faculty as soon as possible by phone and/or email. If you know you will be out of town or otherwise prevented from submitting assignments on the due date, make every effort to turn them in early. Anytime you feel that you are falling behind in the course, it is best to contact the Course Faculty immediately to discuss your situation. Regarding dropping the course with a “W”, it is the **student’s responsibility** to make arrangements with the UTEP Registrar and drop by the “withdrawal date” located on UTEP Registrar website.

**Teamwork:**

In nursing, teamwork is an essential component of a nurse's role and responsibilities within our health care system. To this end, teamwork is often used to promote professional socialization/collaboration in nursing curricula. We believe that Teamwork can reinforce skills that are relevant to both group and individual work in addition to aiding in development of collaboration skills.

**COURSE POLICIES:**

**Academic Regulations:** Review in UT El Paso Undergraduate Student Catalog and the **College of Nursing Student Handbook** the following policies: *Religious Observance, Clinical Compliance, Ethical and Responsible Use of Social Media, Policy on Academic Integrity, Professional Attire and Uniform Guidance, Progression Policy, and Safe & Effective Nursing Practice Policy, Statement on Disability, Cell Phone Policy During Testing and Student Injury in Clinical Policy.*

**ATI:** It is a course requirement for all students to take the nationally standardized exam provided by Assessment Technologies Incorporated (ATI). Students not achieving a passing standard will be required to remediate and to submit documentation of this remediation in accordance with Course Manager’s protocol. Students will receive an ‘Incomplete’ in the course until/unless this remediation is accomplished. **See the College of Nursing Student Handbook for the ATI Policy and Procedures.**

**Attendance:** Students are expected to attend all classes and to arrive on time. Late comers are asked to enter quietly and unobtrusively. Students are responsible for content and/or announcements presented in class or clinical sessions whether present or not.

**Blackboard:** Students are required to subscribe to and access the course Blackboard site. Blackboard is the main source of communication between faculty and students. Students are encouraged to access this site on a daily basis. Course syllabus, calendar, topical outline of scheduled lectures, assigned readings, and clinical assignment criteria are posted on this site. Grades will be made available ONLY through this site.

**Communication:** Communication is the responsibility of both students and faculty. The faculty will keep students informed of progress in both theory and clinical. Students with questions or concerns should:

*-First go to the appropriate faculty member.*

*-If not resolved, then follow the appropriate chain of command in the sequence as identified below:*

*Course manager*

*Director of Program*

*Associate Dean for Undergraduate Education*

*College of Nursing Dean*

**Grievances:** Challenges to grades may be pursued only on the basis of malice, bias, arbitrary or capricious grade determination or impermissible discrimination. In no event shall a challenge be pursued only on the basis of the standards employed in setting grades, so long as those standards are employed impartially. Grievances MUST be in WRITING and filed through the College of Nursing chain of command. If the student is not satisfied with the outcome after using the chain of command, the student may consult with and/or file a challenge with the Chairperson of the University Student Welfare and Grievance Committee.

### **My Learning Reflection:**

- A guided course reflection is required in this course. This reflection assignment will be a mandatory assignment in all Traditional Pre-Licensure Phase 3 and RN-BSN courses. The assignment will be due at the end of the course. Students who do not submit a completed document will receive an Incomplete in the course and not be allowed to progress until the assignment is completed. **See UTEP CON Undergraduate My Learning Policy.**

### **Policy on Scholastic Dishonesty:**

- Students are expected to be above reproach in all scholastic activities. Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the College of Nursing and/or university. Scholastic dishonesty includes but is not limited to reproducing test or quiz materials from memory, copy/paste or Xerox, cheating, plagiarism, collusion, the submission for credit or any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Regents' Rules and Regulations, Part One, Chapter VI, Section 3, Subsection 3.2, Subdivision 3.22.
- Since scholastic dishonesty harms the individual, all students, and the integrity of the College of Nursing and the university, policies on scholastic dishonesty will be strictly enforced. See detailed procedure in the Handbook of Operating Procedures available in the Office of the Dean of Students.

### **Policy relating to Disability / Pregnancy/ CASS:**

- **Disability:** *Nursing is a physically and mentally challenging profession. Nurses are required to think critically and quickly in order to respond to patient care needs. Nurses are also expected to be able to assist patients in transfer, ambulation, and in activities of daily living. In order to do this, nurses must be able to lift, bend and be on their feet for extended periods of time. Nursing students are expected to be able to perform these functions.* It is the responsibility of the student to inform the course manager of any limitations they may have in completing course expectations. Nursing students with limitations are advised to discuss these matters with The Center for Accommodations and Support Services (CASS) to determine if reasonable accommodation could be provided. Written guidelines related to accommodations from CASS must be submitted to the course manager PRIOR to accommodations being provided. If you have a disability and need classroom accommodations, please contact CASS at 747-5148, or by email to [cass@utep.edu](mailto: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](http://www.sa.utep.edu/cass). *CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.*
- **Pregnancy:** It is the responsibility of the student to inform the instructor of pregnancy limitations. Written guidelines related to accommodations from The Center for Accommodations and Support Services (CASS) must be submitted to the course manager PRIOR to the start of the course.

**Professional Behavior:**

- Students are expected to behave professionally *at all times* with faculty, peers, preceptors, and clients **and** in any setting in which the student is a representative of UTEP. Bullying, verbal abuse, insubordination, or personal attacks will not be tolerated in any form. Any behavior deemed inappropriate by faculty and/or preceptors will result in faculty conference(s), and completion of a Student Opting for Success (SOS) plan that addresses the student's areas of needed improvement. Possible activities available to assist the student in attaining the SOS objectives include stress and/or anger management counseling sessions. Inappropriate behaviors may result in removal from the clinical setting and/or an administrative withdrawal from the course and/or dismissal from the program.
- The following addresses expectation of infection control, safety, and hygiene applying to classroom and clinical practice settings. Students are expected to be mindful of personal hygiene and cleanliness of clothing and personal baggage. Aseptic techniques should be used when coughing, sneezing, and disposing of personal tissues. Students and faculty must be careful to create an image of cleanliness and health, avoiding personal body odors and excessive use of perfumed chemicals. Hair should be clean and neatly kept, skin should be clean and intact. Open wounds with drainage/swelling/ or lacerations should be cleansed/bandaged for the classroom setting; however, a physician note is needed to be allowed into the skills practice lab or into a clinical rotation in the nursing program. **See *Professional Attire and Uniform Guidance Policy***

**Retention: Students Opting for Success (SOS):** When a student is not progressing in the course as expected, or is not successful on an examination, or is not meeting clinical expectations, they will be required to meet with the instructor to discuss strategies for success as outline on the SOS form. The SOS plan will identify recommendations for improving the student's success potential and will specify time lines for completion of these recommendations. The SOS form (with all recommendations completed and all signatures in place) must be submitted to the course manager by due date. **Non-compliance with SOS recommendations jeopardizes eligibility to repeat the course in the subsequent semester. Please see UG Remediation Policy and respective Blackboard home page for SOS form.**

**UTEP Tobacco Policy:** The University of Texas at El Paso (UTEP) appreciates your cooperation as we are a smoke and tobacco-free campus. The policy is part of the university's promotion of respect toward our environment and community. The use of tobacco products (including but not limited to cigarettes, cigars, pipes, water pipes, bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco or all other tobacco products) is prohibited in university buildings, grounds, sidewalks, walkways, and university-owned property and applies to all students, faculty, staff, contractors, and visitors. For more information, visit: [www.tobaccofree.utep.edu](http://www.tobaccofree.utep.edu).

**NOTE REGARDING PROJECTS AND WRITTEN WORK:** All work will be presented on time, using correct English, spelling, grammar, syntax, punctuation, and APA (7<sup>th</sup> ed.) format. Unless indicated otherwise, text for all written material must be in Times New Roman with size12 font and references must be dated within the last five years. The required number of references listed for any project is *in addition to* the required course text and all previous course texts. All work is expected to be professional in appearance and scholarly in content. A professional appearance is expected for any presentation.

**Syllabus Change Policy:** Except for changes that substantially affect the evaluation/grading statement, this syllabus is subject to change as the semester progresses at the discretion of the faculty. Notification of changes or updates will be made on the Announcement section of Blackboard.

**COVID-19 PRECAUTIONS**

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to [covidaction@utep.edu](mailto:covidaction@utep.edu), so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID 19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org)

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