Stephen F. Austin State University
DeWitt School of Nursing
LEADERSHIP AND COORDINATION OF NURSING

Course Number: NURS 4432
Section Number(s): 001 – 006
Practicum Number: NURS 4032
Section Number(s): 010 - 015
Fall, 2021

Course Instructors
Christopher Ryan DNP, RN
Celina Serna, MSN, FNP-C

ALL INFORMATION IN THIS SYLLABUS IS SUBJECT TO THE WRITTEN POLICIES AND PROCEDURES OF THE SCHOOL OF NURSING, STEPHEN F. AUSTIN STATE UNIVERSITY, NACOGDOCHES, TEXAS.

IN THE CASE OF COMMISSION, OMISSION, AMBIGUITY, VAGUENESS, OR CONFLICT, THE POLICIES AND PROCEDURES OF THE SCHOOL OF NURSING SHALL CONTROL.

EACH STUDENT SHALL BE RESPONSIBLE FOR ACTUAL AND/OR CONSTRUCTIVE KNOWLEDGE OF THE POLICIES AND PROCEDURES OF THE SCHOOL OF NURSING AND FOR COMPLIANCE THEREWITH.

EACH STUDENT IS RESPONSIBLE FOR ALL INFORMATION IN THIS SYLLABUS.

This syllabus is provided for informational purposes only.
Faculty Contact Information:

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Office: Room 128  
Office Hours:  
Monday: By appointment  
Tues: By appointment  
Weds: 0900 -1200  
Thurs: 0900 -1200  
Friday: By appointment

Name: Celina Serna, MSN RN FNP-C  
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Phone: Office: 936-468-7707  
Cell: 936-556-3615  
Office Number: Room 106  
Office Hours:  
Monday: By appointment.  
Tuesday: By appointment  
Weds: 0900-1200  
Thursdays: 0900-1200  
Fridays: Clinic Day

Class meeting time and place:  
Monday: 10:00am – 12:00pm.  
SON Building, Room 115  
(Class times and Rooms subject to change)

Textbook and Materials

Course Description
Students apply critical thinking, management, leadership and nursing theories, and research while coordinating nursing care of multiple clients. The role of the nurse as a leader and manager within the interdisciplinary health care team and system will be emphasized.

Unabridged Course Description
This course builds upon principles and theories from previous, concurrent and prerequisite courses. Students will have the opportunity to acquire and apply critical thinking, management, leadership, and nursing theories and evidenced-based research (EBR) while coordinating nursing care of multiple clients.
The role of the nurse as a leader and manager within the interdisciplinary healthcare team and system will be emphasized. Students will utilize communication, management skills, nursing process, and legal guidelines when providing holistic care to groups of clients from diverse spiritual, ethno-cultural and socioeconomic backgrounds.

**Number of Credit Hours**
4 credit hours (2 lecture/6-hour clinical practicum)

**Course Prerequisites and Co-requisites**
**Prerequisites:** NUR 4606, NUR 4407, NUR 4208  
**Co-requisites:** NUR 4330, NUR 4331, NUR 4233

**PLACEMENT/RATIONALE**
Second Semester Senior Year  
Course based on content from previous nursing courses.

**Rationale:** Course based on content from previous nursing courses.

**Credit Hour Distribution:**
4 credit hours (2 lectures/6 clinical practicum)

NUR 4432 Leadership and Coordination of Care (4 credits; 2-hour didactic and 6 hours clinical per week) typically meet once a week on Mondays in 2-hour segments for 15 weeks and has an additional 2-hour final. Students have significant weekly reading assignments and required to take tests and a comprehensive HESI final examination. The didactic preparation and activities average a minimum of 6 hours a week to prepare outside of classroom hours. The clinical component is composed of a total of 90 hours. It consists of simulations, organizational assessment, Leadership Field Exercise, weekly assignments, and in-hospital clinical. Students are required to successfully pass the clinical component to pass the course.

**CLINICAL SUPERVISION LIMIT**
Ten students per clinical instructor

**Program Learning Outcomes (PLO)**
Graduates of the program will:
1. Apply knowledge of the physical, social, and behavioral sciences in the provision of nursing care based on theory and evidence-based practice.
2. Deliver nursing care within established legal and ethical parameters in collaboration with clients and members of the interdisciplinary health care team.
3. Provide holistic nursing care to clients while respecting individual and cultural diversity.
4. Demonstrate effective leadership that fosters independent thinking, use of informatics, and collaborative communication in the management of nursing care.
5. Assure responsibility and accountability for quality improvement and delivery of safe and effective nursing care.
6. Serve as an advocate for clients and for the profession of nursing.
7. Value continuing competence, growth, and development in the profession of nursing.
General Education Core Curriculum Objectives/Outcomes
None

Student Learning Outcomes/Course Objectives (SLO)
At the end of the course, the student will:
1. Relate concepts and principles of the arts, sciences, humanities, management, and nursing as a source for making nursing practice decisions with groups of clients, families, and healthcare teams within a healthcare system.
2. Model responsibility and accountability using consistent behavior patterns and professional communication skills.
3. Evaluate evidence-based research for applicability of findings to managing groups of clients and a healthcare team.
4. Evaluate delivery of care by members of the interdisciplinary healthcare team.
5. Incorporate and implement management and nursing processes to formulate plans of care.
6. Address moral, economic, and legal issues affecting nursing practice with groups of clients, families, and health care teams.
7. Practice interdisciplinary collaboration respecting holistic, socio-economic, spiritual, and ethno-culturally diverse characteristics of clients and team members.

Differentiated Essential Competencies (DEC’s)
The Richard and Lucille DeWitt School of Nursing prepares graduates to demonstrate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors (DECs). The competencies are based upon the preparation in the program of study. In nursing education, the DEC’s serve as a guideline and tool for curriculum development and revision, a tool for benchmarking and evaluation of the program, and statewide standard to ensure graduates will enter practice as safe and competent nurses. The DECs are incorporated into every course in the SON to ensure uniformity and continuity of standards. Please refer to the Texas BON website for additional information. https://www.bon.texas.gov/pdfs/differentiated_essential_competencies-2010.pdf

Course Requirements
Chapter exams, HESI conversion score, course assignments, clinical assignments and course evaluations. To pass the course, an overall course average of 75 is required, a test average of 75 is required, and successful completion of the Practicum component is required.

Technology Requirements:

Technology Support:
All students are required to have access to a laptop or desktop computer for academic and testing purposes. You may view the complete list of technical requirements below for Windows and Mac computers. The information has been posted under the student resource tab on your nursing website, NURS 4432 Brightspace or use the following link: http://www.sfasu.edu/docs/nursing/technology-requirements.pdf

We do not currently support mobile devices for Examsoft or HESI exams (iPads, Androids, etc). We do not support any computer systems other than Windows or Mac (no Chromebooks, Linux devices, etc). For questions regarding laptop hardware or software, please contact The SFA Help Desk at https://help.sfasu.edu/TDClient/2027/Portal/Home/ or 936-468-HELP.
At all times, the computer should be capable of running the software below or contain the necessary hardware listed. It is the responsibility of the student to ensure that his/her computer has the required software installed upon admission, and it is updated throughout his/her time as a student.

Upon admission, students will attend an orientation session. The orientation for each course provides instructions on how to access each of the software programs used in the DeWitt School of Nursing program.

**SON Policy and Procedures**
All students are responsible for the Policies and Procedures of the School of Nursing. The policies listed here provide a general overview and are not a complete listing. Please review the School of Nursing Policies located on the SFASU Nursing website. You are required to consent to, and abide by, the policies of SFASU and of the DeWitt School of Nursing while a student in this nursing program.

http://www.sfasu.edu/academics/colleges/sciences-math/nursing

**Grading Policy**

**Evaluation**
Evaluation is based on achievement of the objectives. Evaluation strategies include exams, a clinical performance evaluation, and meeting the criteria for course and clinical assignments. The students will also complete course evaluations.

It is necessary to obtain an average of 75 in the class exam grades to pass this course. An exam average below 75 or a class average below 75 constitutes failure of NUR 4432 and will result in a grade of “F” on the transcript. Grades are rounded from the nearest tenth. (For example: A 74.5 would be passing, and a 74.4 would be an F.) Clinical will be graded as a Pass/Fail. You must pass both the class and clinical to pass NUR 4432. Refer to SON Grades Policy 1.7 for more information on grading and rounding.

<table>
<thead>
<tr>
<th>Didactic</th>
<th>Points</th>
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<tbody>
<tr>
<td>Course Chapters Exam (3)</td>
<td>300</td>
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<tr>
<td>HESI conversion score</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td>400</td>
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</table>

**Grading Scale**
- A = 90 – 100
- B = 80 – 89
- C = 75 – 79
- F = 74 and below

**Course Exams:**
The exams are given to evaluate your learning of the leadership concepts. These exams will evaluate content covered in class and textbook. Exam attendance is mandatory unless the absence is an excused absence. The Exams consist of three separate exams as well as a comprehensive HESI exam (HESI Conversion Score) all worth 100 points. See the tentative schedule for the dates and times. Successful completion of the course requires that the student obtain an average of 75 or better on these exams.
Absence from Exams
Students, applicable to all programs, are expected to be present for any exam. At the discretion of the instructor, students may be excused from attendance for reasons defined in the SON Absence from Exams Policy. Examples include: illness of self, death of immediate family, or student participation in an approved university-sponsored event(s). However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. If so directed by the instructor, the student must bring a written excuse from the professional healthcare provider.

Make-Up Exam:
If the student has an excused absence from an exam, the instructor has the option of requiring a make-up exam or increasing the percentage of the points of another test. All final exams are mandatory. Any missed final exam will result in an incomplete grade until the final exam is taken. See SON Absence from Exams Policy.
Make-up exam will be given at the discretion of faculty and in accordance with the policies and procedures of the School of Nursing, Stephen F. Austin State University. Missing an exam for a job interview is unexcused. The student will receive a zero (0) on the exam. Please see

Assignments:
The course will contain assignments built to help the student obtain the course objectives. The instructions and the rubrics for each assignment are outlined in Brightspace. Due dates for assignments are listed on the course timeline.

On-Line Course Evaluations:
On-line course evaluations may be completed at the end of the leadership clinical and at the end of the semester. Directions and the timeline will be announced in class when the on-line evaluation is available.

Attendance Policy

Classroom: Your attendance in class is expected and your contribution valued. Exam Attendance is mandatory as detailed in Course Exams.

Clinical: Attendance is mandatory for all clinical activities. See the Clinical Practicum Syllabus for more details.

Academic Integrity
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or
another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/

**Withheld Grades (Semester Grades Policy (5.5)**
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Academic Accommodation Statement for Students with Disabilities: Policy 6.1 and 6.6**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325 (936.468.3004) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to SFASU Disability Services. All students are responsible for the Policies and Procedures of the School of Nursing. These can be found online at: http://www.sfasu.edu/policies/

**Acceptable Student Behavior**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**Mental Health**
SFASU values students' mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support student's mental health and wellness. Many of these resources are free, and all of them are confidential.

Resources:
SFASU Counseling Services: 936-468-2401, www.sfasu.edu/counselingservices 3rd Floor Rusk Building

SFASU Human Services Counseling Clinic: 936-468-1041, www.sfasu.edu/humanservices/139.asp
Human Services Room 202

Crisis Resources: Burke 24-hour crisis line 1(800) 392-8343
Suicide Prevention Lifeline 1(800) 273-TALK (8255) Crisis Text Line: Text HELLO to 741-741
## Course Calendar
**NURS 4432: Leadership and Coordination of Nursing**  
**Fall, 2021**

### Course Outline and Tentative Schedule

Locations, Dates, Times, and activities are subject to change. Should a date change be required, it will be announced in the course news.

<table>
<thead>
<tr>
<th>Date/Time/Location</th>
<th>Content/Activity/Assignment</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
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| **Aug 24** (Tues): 1000-1200, Rm 115: **Class 1300-1600 Clinical Orientation** (Hospital TBA) | Orientation Day (Course & Clinical)  
Hospital Orientation to be completed 2-4  
-Review Get Started module content  
-Review the syllabus and semester calendar. |
| **Week 2**         |                             |
| **Aug 31** (Tues): 1000-1200, Rm 115: **Class** | Module 1  
Interview Prep & Interview Simulation- Guest Speaker  
C-1: Leading, Managing, & Following  
C-27: Managing Your Career  
C-5: Gaining Personal Insight: Beginning of Being a Leader  
-Review Module Content and Assigned readings  
-Begin Resume Assignment and cover letter  
-Begin E-Portfolio Clinical Assignment  
-Review Administrative Organizational Assessment and collect data for assessment while in clinical.  
-All orientation paper work Due (Submit via Clinical Activity Dropbox on Brightspace) |
| **Sept. 1-3** (Wed-Fri.) **Clinicals Grp A** (see assigned schedule for preceptor contact, location and time)  
**Coordination of Care Simulation**: Group A. (See Schedule on Brightspace for scheduled time and location.) | - **Clinical**: Follow clinical guidelines as outlined in the syllabus  
-Complete Pre and Post clinical assignment as detailed on Brightspace  
-Obtain/submit preceptor evaluation as directed in clinical instructions.  
-**Simulation**: Complete Pre-SIM assignment on Brightspace. Wear scrubs, bring stethoscope, watch, pen, med book, etc. |
| **Week 3**         |                             |
| **Sept. 7** (Tues): 0800-1000, Rm 107: **Class  
**class Times has changed due to community exam**** | Module 2  
C-7: Managing Self: Stress and Time  
C-15: Making Decision and Solving Problems  
- Priority Setting Handouts  
-Review Module Content and Assigned readings |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
</table>
| Sept. 8-10 | Clinicals Grp A (see assigned schedule for preceptor contact, location and time) | - Clinical: Follow clinical guidelines as outlined in the syllabus  
- Complete Pre and Post clinical assignment as detailed on Brightspace  
- Obtain/submit preceptor evaluation as directed in clinical instructions. |
| Week 4     | Sept. 14 (Tues): 1000-1200, Rm 115: Class   | Module 3  
C-3: Legal and Ethical Issues  
C-4: Cultural Diversity and Inclusion in Health Care  
- Review Module Content and Assigned readings |
|           | Sept. 15-17 (Wed-Fri.) Clinicals Grp A (see assigned schedule for preceptor contact, location and time) | - Clinical: Follow clinical guidelines as outlined in the syllabus  
- Complete Pre and Post clinical assignment as detailed on Brightspace  
- Obtain/submit preceptor evaluation as directed in clinical instructions. |
| Week 5     | Sept. 21 (Tues): 1000-1200, Rm 115: Class   | EXAM #1  
- Review Chapters: 1,3,4,5,7,15,27  
- Due Date to submit Resume for Critique with center for career development (see instructions in Brightspace)  
- Begin Scheduling Interview Stream (see instructions in Brightspace) |
|           | Sept. 22-24 (Wed-Fri.) Clinicals Grp B (see assigned schedule for preceptor contact, location and time) | - Clinical: Follow clinical guidelines as outlined in the syllabus  
- Complete Pre and Post clinical assignment as detailed on Brightspace  
- Obtain/submit preceptor evaluation as directed in clinical instructions.  
- Simulation: Complete Pre-SIM assignment on Brightspace. Wear scrubs, bring stethoscope, watch, pen, med book, etc. |
| Week 6     | Sept. 28 (Tues): 1000-1200, Rm 115: Class   | Module 4  
C-19: Building Effective Teams  
C-13: Staffing and Scheduling  
C-14: Workforce Engagement  
- Review Module Content and Assigned readings |
|           | Sept. 29-Oct. 1 (Wed-Fri.) Clinicals Grp B (see assigned schedule for preceptor contact, location and time) | - Clinical: Follow clinical guidelines as outlined in the syllabus  
- Complete Pre and Post clinical assignment as detailed on Brightspace  
- Obtain/submit preceptor evaluation as directed in clinical instructions. |
| Week 7 | Oct. 5 (Tues): 1000-1200, Rm 115: Class | Module 5  
C-21: Selecting, Developing and Evaluating Staff  
C-25: Managing Personal & Personnel Problems  
-Review Module Content and Assigned readings |
|---|---|---|
| **Oct. 6-8 (Wed-Fri.)** **Clinicals Grp B** (see assigned schedule for preceptor contact, location and time) | **Clinical:** Follow clinical guidelines as outlined in the syllabus  
-Complete Pre and Post clinical assignment as detailed on Brightspace  
-Obtain/submit preceptor evaluation as directed in clinical instructions. |
| Week 8 | Oct. 12 (Tues): 1000-1200, Rm 115: Class | Module 6  
C-8: Communication and Conflict  
C-17: Delegation  
-Review Module Content and Assigned readings  
-All InterviewStream interviews must be completed by this date. |
| **Oct. 13-15 (Wed-Fri.)** **Clinicals Grp C** (see assigned schedule for preceptor contact, location and time) | **Clinical:** Follow clinical guidelines as outlined in the syllabus  
-Complete Pre and Post clinical assignment as detailed on Brightspace  
-Obtain/submit preceptor evaluation as directed in clinical instructions. |
| Week 9 | Oct. 19 (Tues): 1000-1200, Rm 115: Class | **Exam #2**  
- Review Chapters: 8,13,14,17,19,21,25 |
| **Oct. 20-22 (Wed-Fri.)** **Clinicals Grp C** (see assigned schedule for preceptor contact, location and time) | **Clinical:** Follow clinical guidelines as outlined in the syllabus  
-Complete Pre and Post clinical assignment as detailed on Brightspace  
-Obtain/submit preceptor evaluation as directed in clinical instructions.  
- **Simulation:** Complete Pre-SIM assignment on Brightspace. Wear scrubs, bring stethoscope, watch, pen, med book, etc. |
| Week 10 | Oct. 26 (Tues): 1000-1200, **Rm 101:** Class | Module 7  
C-10: Healthcare Organizations  
C-11: Organizational Structure  
-Review Module Content and Assigned readings  
-Administrative Organizational Assessment. |
| **Oct. 27-29 (Wed-Fri.)** **Clinicals Grp C** (see assigned schedule for preceptor contact, location and time) | **Clinical:** Follow clinical guidelines as outlined in the syllabus  
-Complete Pre and Post clinical assignment as detailed on Brightspace |
<table>
<thead>
<tr>
<th>Week 11</th>
<th><strong>Nov. 2</strong> ( Tues): 1000-1200, Rm 115: Class</th>
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<tbody>
<tr>
<td></td>
<td>Obtain/submit preceptor evaluation as directed in clinical instructions.</td>
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<td></td>
<td><strong>Module 8</strong></td>
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<td></td>
<td>C-20: Managing Costs and Budgets</td>
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<td></td>
<td>C-30: Strategic Planning Process</td>
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<td></td>
<td><strong>-Review Module Content and AssIGNED readings</strong></td>
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<td></td>
<td><strong>Nov. 5</strong> ( Friday) 930-1230, Location TBA</td>
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<tr>
<td></td>
<td>ROTC: SN Leadership Field Day</td>
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<td></td>
<td>Meeting Place to be Announced: Outside; dress in old clothes (Complete liability release. This must be completed prior to clinical activity). In previous events we have done rappelling, obstacle course, and army tactical combat casualty tasks.</td>
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<tr>
<th>Week 12</th>
<th><strong>Nov. 9</strong> ( Tues): 1000-1200, Rm 115: Class</th>
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<tbody>
<tr>
<td></td>
<td><strong>Module 9</strong></td>
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<tr>
<td></td>
<td>C-24: Translating Research into Practice</td>
</tr>
<tr>
<td></td>
<td><strong>-Review Module Content and AssIGNED readings</strong></td>
</tr>
<tr>
<td></td>
<td><strong>- Begin Research Article Review</strong></td>
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<td></td>
<td><strong>- Interview Stream assessment/Critique due at the start of the class.</strong></td>
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<thead>
<tr>
<th>Week 13</th>
<th><strong>Nov. 16</strong> ( Tues): 1000-1200, Rm 115: Class</th>
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<tbody>
<tr>
<td></td>
<td><strong>Module 10</strong></td>
</tr>
<tr>
<td></td>
<td>C-2: Patient Safety (pg. 21-30)</td>
</tr>
<tr>
<td></td>
<td>C-23: Managing Quality and Risk</td>
</tr>
<tr>
<td></td>
<td><strong>-Review Module Content and AssIGNED readings</strong></td>
</tr>
<tr>
<td></td>
<td><strong>- ROTC Clinical Activity Due at the start of the class.</strong></td>
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<tr>
<td></td>
<td><strong>- Administrative Organizational Assessment Due at the beginning of class.</strong></td>
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<tr>
<td></td>
<td><strong>- E-Portfolio Clinical Assignment is Due at the start of the class.</strong></td>
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<tr>
<th>Week 14</th>
<th><strong>Nov 22-26</strong></th>
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<tr>
<td></td>
<td><strong>Thanksgiving Break</strong></td>
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<tr>
<th>Week 15</th>
<th><strong>Nov. 30</strong> ( Tues): 1000-1200, Rm 115: Class</th>
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<tbody>
<tr>
<td></td>
<td><strong>Exam #3</strong></td>
</tr>
<tr>
<td></td>
<td><strong>- Review Chapters: 2,10,11,20,23,24,30</strong></td>
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<tr>
<td></td>
<td><strong>- Research Article review Due at the start of the class.</strong></td>
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<tr>
<th>Week 16</th>
<th><strong>Dec. 8</strong> ( Wed.): 3-5pm, Rm 115: Class</th>
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<tbody>
<tr>
<td></td>
<td><strong>HESI Comprehensive Exam</strong></td>
</tr>
<tr>
<td></td>
<td><strong>BRING EARBUDDS/HEADPHONES TO EXAM</strong></td>
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<tr>
<td></td>
<td><strong>Review all course information and quizzes.</strong></td>
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<tr>
<th></th>
<th><strong>Dec. 10</strong> ( Fri.) 7p-9p, Location TBA</th>
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<td><strong>Pinning</strong></td>
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<tr>
<td><strong>Dec. 11</strong> (Sat.) 2p, Coliseum</td>
<td><strong>Graduation: Congratulations!!</strong></td>
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Dec. 11 (Sat.) 2p, Coliseum

Graduation: Congratulations!!
Leadership and Coordination of Nursing  
Clinical Instructors: Christopher Ryan DNP, RN and Celina Serna MSN, FNP-C, RN

Faculty Contact Information: See Page 2 of Course Syllabus

Leadership Experience
The purpose of the leadership/management clinical practicum is to provide the senior nursing student a 90-hour clinical practicum. The senior student will implement beginning leadership skills by utilizing critical thinking and decision-making skills for an assigned group of patients with a preceptor.

Leadership Clinical Learning Objectives/Outcomes
1. Demonstrate knowledge of healthcare organizational operation.
2. Demonstrates a beginning leadership role in achieving management goals.
3. Analyze and apply theory/research processes, skills, functions, and techniques of leadership and management, including critical thinking, change theory, advocacy, legal/ethical issues, planning, budgeting, and staffing processes, managing conflict, delegation, decision-making, problem-solving, motivating and quality improvement for an assigned group of clients.
4. Collaborate in leadership activities that facilitates critical thinking, problem-solving skills and teamwork.
5. Uses informatics and other forms of professional communication in the process of managing clients and as a member of the interdisciplinary health care team.

NUR 4432 Clinical Hour Breakdown
Management Practicum
  Precepted Clinical (4 shifts x 12 hours) 48 hours
  Practicum/Orientation 1 hour
Clinical Assignments
  Clinical Reflective Journals (4) 4 hours
  Administration Organizational Assessment 6 hours
  Research Article Application Activities 9 hours
  E-Portfolio 6 hours
  InterviewStream 3 hours
  Simulation: Coordination of Care Simulation 6 hours
  ROTC Leadership Field Exercise/Reflection Paper 6 hours
  Clinical Evaluation 1 hour
Total Clinical Hours 90 hours

Grading Policy
Clinical Pass/Fail
Must have a weighted mean of 75% to pass class, have a weighted mean of 75% for the test average, and pass the clinical practicum.
REQUIREMENTS FOR PASSING CLINICAL:
To receive a satisfactory clinical grade, the nursing student must:

1. Maintain safe practices and adhere to the policies stated in the student handbook/policies.
2. Meet Clinical Expectations as outlined in the syllabus.
3. Give a satisfactory demonstration of all selected clinical skills.
4. Give a satisfactory demonstration of all simulations.
5. Give satisfactory performance in all oral or written recordings and complete any prescribed remediation.
7. Successful completion of journal/reflection papers and other clinical assignments as required by faculty. See Clinical Assignments for successful completion.
8. Attend pre- and post-conference, clinical and clinical evaluation. Student will receive clinical failure for unexcused absences in clinical conferences, clinical or clinical evaluation. This may result in failure of NUR 4432. **Students may not receive more than 2 clinical "F" days and receive a passing grade in the course.**

Clinical Assignments
Each clinical Assignment is mandatory for successful completion of the clinical practicum. Each assignment will be graded based on a rubric with 100 possible points that do not contribute to the course grade. To successfully complete an assignment, students must achieve a 75 out of 100 for each Clinical Assignment. Assignments are not cumulative. A 74.4 or lower on the clinical assignment will result in a failure for that activity and loss of clinical hours. Loosing greater than 10% of your clinical hours (9 hours) will result in failure for the practicum portion of this course and consequently failure for the entire course. Details for each assignment will be listed under the Clinical Practicum Module on Brightspace.

Late Submission of Clinical Assignments
For each offense of a non-direct patient care clinical assignment (i.e., virtual simulation) not being submitted by the due date and time, students will lose clinical points for that assignment as assigned on the rubric. If late work is unexcused, and the assignment is not submitted within 24 hours of the due date and time, the assignment will receive a failure and loss of clinical hours.

Late Submission of Direct Patient Care Clinical Assignments
For each offense of a direct patient care clinical assignment (i.e., patient documentation) not being submitted by the due date and time, students will lose clinical points for that assignment. If the assignment is not submitted within 24 hours of the due date and time, the student will receive a clinical F-day.

Clinical Reflective Journals
Students will submit six (4) journal entries of their experiences as they progress in caring for an assigned group of patients in a clinical setting. In these journals, students will apply principles from the leadership/mgt course. After completion of each clinical rotation, a journal of the experience will be submitted.

Administrative Organizational Assessment:
This assignment is to foster the students’ awareness of their own leadership/management styles and techniques, the styles and techniques of others, and critically analyze the styles and techniques they would consider developing. The student, also, critically analyzes the administrative organization of their clinical site.
**Research Articles for Leadership Application:**
This assignment is to allow the student to select a current research article with an emphasis on leadership principles and its application to the practice in nursing leadership and management. Evaluation will be determined by technical competency, critical thinking and reflection, critical thinking and analysis, and application to current leadership clinical events.

**ROTC: Student Nurse Leadership Field Day Reflection Paper:**
Students will follow a formatted outline to guide their thoughts of this interactive leadership field exercise. Students will be working with ROTC cadets from the Military Science Department on this assignment. A reflective paper will follow summarizing the students experience as it relates to Teamwork and leadership principles.

**Simulation: Coordination of Care Simulation**
The Coordination of Care Simulation will afford the student with an opportunity to practice management principles in the care of two patients over three shifts. The simulation will include concepts of conflict management, delegation, patient transfers, patient report, code management, HIPAA principles, patient safety, infection control, time management, stress management, and decision making. A debriefing session reflects on learning opportunities a develops experience and confidence in the application of leadership and management principles.

**Simulation: InterviewStream:**
InterviewStream software uses specific information provided to create realistic interview scenarios that are custom tailored to each interviewee. InterviewStream allows you to capture your responses to interview questions using a webcam. This feature enables you to see exactly how you will look and sound to a prospective employer. With InterviewStream you’ll be able to practice, develop and perfect your interview skills as often as you’d like, while working at your own pace. See the schedule for completion date.

**E-Portfolio:**
E-Portfolio provides evidence the nursing student meets the Bachelor of Science in Nursing Program Learning Objectives. As a professional nurse, a portfolio that is well prepared provides "evidence" to an employer of your accomplishments, skills, abilities, and it documents the scope and quality of your experience and education. It is an organized collection of documentation that presents both your personal and professional achievements by providing evidence in a concrete way.

**Post Clinical Activities**
A variety of post clinical activities are offered to further broaden concepts of conflict management, delegation, patient transfers, patient report, code management, HIPAA principles, patient safety, infection control, time management, stress management, as well as decision making and critical thinking.

**ABSENCE FROM CLINICAL POLICY:**
**Attendance is mandatory** for all clinical hours. Attendance will follow the School of Nursing Clinical Absence Policy. At the discretion of the clinical instructor, students may be excused from clinical for reasons such as health, family emergencies, or student participation in approved university-sponsored events. If so, directed by the instructor, the student must bring a written excuse from the health provider. The student will also be responsible for reporting the absence directly to the clinical site contact person that is provided in the list of clinical sites. Excused absences from the clinical setting will be made up on a
scheduled make up day. Any missed clinical days will be made up at the discretion of the faculty and preceptor.

Arriving Late to Clinical Experiences
Students are expected to arrive at all clinical experiences, including simulation and/or classroom experiences that count for clinical hours, on time and prepared to learn. A student is considered late if they arrive more than 5 minutes after the designated clinical start time. On the first late arrival, students will receive a written warning (tardy). Any subsequent late arrival to clinical experiences will result in a clinical F-Day. A situation in which the student misses the entire clinical experience or arrives more than one hour after the designated start time will be considered an unexcused clinical absence and receive an immediate clinical F-day. Unexcused absences will not be made up and if absence is more than 10% of total clinical hours students may petition to the Student Affairs Committee to request special consideration for make-up.

Dress Code
Students are expected to adhere to the DeWitt School of Nursing Dress Code Policy. On the first violation of the policy, students will be given a written warning. Any subsequent violations of the dress code policy will result in a clinical F-Day.

CLINICAL
All students will complete 48 hours of face to face clinical in the hospital setting. This may be scheduled in 8 hour or 12-hour increments and will include one weekend at an out of town facility.

Clinical Expectations
1. All students are expected to arrive at the clinical site on time with all needed supplies/equipment, PPE and paperwork.
2. The Preceptor Clinical Evaluation Tool is available on Brightspace. It is the responsibility of the students to have the tool completed.
3. Demonstrate continual development of critical thinking skills, in-depth application of nursing process and clinical expertise as it relates to Leadership and Management principles.
4. Discuss any issues or problems with clinical instructor as soon as possible.
5. If unable to make clinical times please call instructor and clinical site at least one hour prior to clinical time. Make up missed clinical hours at discretion and timing of instructor and preceptor.
6. Provide safe care for clients in accordance with Texas Standards of Nursing Practice Act and SFASU School of Nursing Policies and Procedures.
7. Wear SFASU nursing uniform/attire in accordance with SFASU dress code policy with name badge.
8. Discipline self to prohibit use of slang and expletives in the clinical setting.
9. Do not use cell phones is clinical setting.
10. Notify primary nurse immediately in the event of an emergency or change in patient condition.
11. Verify all medications and procedures with your clinical preceptor prior to giving all medications or performing procedures and follow-up with same nurse/instructor after completion of task.
12. All procedures (such as IV insertion, catheter insertion and dressing changes) must be completed under the direct supervision of the clinical preceptor.
13. Actively pursue skills and experiences with primary nurse/preceptor. You should not be sitting with nothing to do or bored.
14. You are to remain at the clinical site during normal operation hours.
Clinical Evaluation

Purpose: The purpose of the leadership/management clinical practicum is to provide the senior nursing student a 90-hour clinical practicum. The senior student will implement beginning leadership skills by utilizing critical thinking and decision-making skills. The clinical evaluation is an ongoing activity formulating and summarizing whether the student is unsatisfactorily or satisfactorily meeting clinical objectives being implemented. Clinical evaluation is important to ensuring competence and the ability to apply knowledge and critical thinking which are very important to patient safety and quality nursing care.

Method of Evaluation:
Evaluation includes: Formative Evaluations including Clinical Assignments Reflection; c) Simulation; d) Evaluation by preceptor from clinical agency; e) Student’s evaluation of the preceptor and clinical agency; and f) Faculty clinical evaluation. Formative Evaluations include the preceptor evaluation of student. The preceptor will complete the Preceptor Clinical Evaluation Tool at the end of each clinical day. The forms will be turned in to your instructor at the completed of clinical and will be added to your permanent file. The Preceptor Clinical Evaluation Tool is available on Brightspace. It is the responsibility of the students to have the tool completed. The summative evaluation will be completed by faculty at the end of the semester. The summative evaluations is as follows:
Stephen F. Austin State University  
Richard and Lucille DeWitt School of Nursing  
Clinical Evaluation Tool  
NURS 4432: Leadership and Coordination of Nursing

Student: ____________________________ Date __________ Fall/Spring: __________  
Instructor(s): __________________________________________

Evaluation Criteria: S = Satisfactory U= Unsatisfactory

Ongoing clinical feedback will be provided in individual student-faculty conferences throughout the clinical rotation and will be documented on page 3.

Clinical objectives for evaluation are listed on page 2.

By the end of the clinical rotation, the student must satisfactorily demonstrate all behaviors described in the clinical objectives to pass the clinical portion of the course.

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<tr>
<th>Final Clinical Grade:</th>
<th>Final Instructor Comments</th>
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<td>(Pass or Fail)</td>
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<td>Instructor Signature</td>
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<td>Student Signature:</td>
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Final Student Comments

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Stephen F. Austin State University  
Richard and Lucille DeWitt School of Nursing  
Clinical Evaluation Tool  
NURS 4432: Leadership and Coordination of Nursing

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<tr>
<th>Clinical Outcomes</th>
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<tr>
<td><strong>A. MEMBER OF THE PROFESSION</strong></td>
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<tr>
<td>1. Adhere to legal and ethical standards of the profession (e.g., University,</td>
<td>IA</td>
<td>IIB</td>
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<td>Facility, Code of Ethics, BON, Standards of Practice, HIPPA, &amp; etc.).</td>
<td>IIA</td>
<td>IIC</td>
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<td>2. Assume responsibility and accountability of quality of nursing care (QI, QA,</td>
<td>IB</td>
<td>IIB</td>
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<td>Risk Management, etc.)</td>
<td>IC</td>
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<td>3. Determine the advocacy role for the client practice base.</td>
<td>IVB</td>
<td>IID</td>
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<td>4. Appraise own strengths and weaknesses and utilize feedback for professional</td>
<td>ID</td>
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<td>growth.</td>
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<td><strong>B. PROVIDER OF PATIENT-CENTERED CARE</strong></td>
<td>IIA</td>
<td>IVA</td>
</tr>
<tr>
<td>1. Apply knowledge, concepts, and theories to nursing management &amp; clinical</td>
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<td>IVF</td>
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<td>practice. (EBP &amp; critical thinking).</td>
<td>IIB</td>
<td>IVG</td>
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<tr>
<td>2. Utilize management &amp; nursing processes in provision of care to a case load of</td>
<td>IIC</td>
<td>IC</td>
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<td>clients (includes teaching).</td>
<td>IIG</td>
<td>IIF</td>
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<td>3. Perform skills safely and efficiently (with assistance, under supervision,</td>
<td>IIH</td>
<td>IVD</td>
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<td>independently, interdependently and collaboratively).</td>
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<td>4. Communicate therapeutically; maintain professional boundaries (informatics,</td>
<td>IIE</td>
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<td>documentation, report, etc.).</td>
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