

Lakeview College of Nursing

Course Information:

Course Name	Leadership and Management
Course Number	N443
Course Section Number	DAN
Semester Credit Hours	3 (2 Lecture and 1 Clinical)
Prerequisites	Satisfactory completion of all semester 1, 2, and 3 courses
Corequisites	N441, N442, N444
Course Location	Room 205
Delivery Mode	Classroom
Semester Dates	August 19 th to December 13 th
Course Meeting Dates/Times	Mondays 12:30 pm to 2:30 pm Clinical Wednesday & Thursday
Course Content	Concepts of Nursing Leadership and Management include but not limited to leadership and management styles, delegation, prioritization, case management, quality improvement, decision-making, time management, organizational structure, organizational culture, nursing and the law, malpractice, nursing models, and conflict management.
Methods of Instruction	Lectures, multimedia, internet, textbooks, written assignments, small group work, faculty-supervised learning clinical, and presentations.
Changes to Syllabus	The faculty reserves the right to make changes as necessary to this course syllabus. Learners will be notified in writing of any changes in a timely fashion.

Faculty Information:

Course Coordinator	Gina Brassard Ed.D, MSN, RN
Office Location	Office 125
Office Hours	Monday 9 am to 11 am Wednesday 8 am to 11 am Or by appointment
Office Phone Number	217-709-0926
Cell Phone Number	815-471-4997
Email Address	gbrassard@lakeviewcol.edu

Clinical Instructor	Debra Kamradt RN, MSN
Phone Number	Cell (preferred) 217-369-4590
Email Address	dkamradt@lakeviewcol.edu

Clinical Instructor	Jodi Bohlen
Phone Number	Office: 217-709-9420
Email Address	jbohlen@lakeviewcol.edu

Faculty Responsiveness	<p>When contacting via Email: Emails will be responded to within 24 hours Monday-Friday. Messages will be responded to as promptly as possible on the weekend. On the weekends, some messages may not be responded to until the next school day. If a response is not received in this timeframe, please follow up.</p> <p>When contacting via Phone: A voicemail should be left if the call is not answered. Voice messages will be responded to within 24 hours Monday-Friday, or first thing on the next regular business day. If a response is not received in this timeframe, please follow up.</p> <p>When contacting via Text Message: This is not a preferred method of contact. Any messages sent via text may not be responded to in a timely manner. The student should choose another method of contact for follow up</p>
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Clinical Instructor Responsiveness	<p>When contacting via Email: Emails will be responded to within 24 hours Monday-Friday. Messages will be responded to as promptly as possible on the weekend. On the weekends, some messages may not be responded to until the next school day. If a response is not received in this timeframe, please follow up.</p> <p>When contacting via Phone: A voicemail should be left if the call is not answered. Voice messages will be responded to within 24 hours Monday-Friday, or first thing on the next regular business day. If a response is not received in this timeframe, please follow up.</p> <p>When contacting via Text Message: This is not a preferred method of contact. Any messages sent via text may not be responded to in a timely manner. The student should choose another method of contact for follow up</p>
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Course Catalog Description:

This course builds on professional nurse leadership with a focus on management functions. It is designed to promote student comprehension of legal and ethical responsibilities, continuous quality improvement, and change theories. A clinical component is provided in a management setting with an emphasis on the development of a change or quality improvement project.

Textbooks & Resources:

Required Textbook(s)	<p>Huston, C. J. (2024). <i>Leadership roles and management functions in nursing</i> (11th ed.). Wolters Kluwer.</p> <p>Holman, H., Williams, D., Sommer, S., Johnson, J., Ball, B., & Lemon, T. (2019). <i>Nursing leadership and management review module</i> (8th ed.). Assessment Technologies Institute, LLC.</p>
Required Internet Programs	<p>ATI: https://www.atitesting.com/</p>
Required Technology	<p>LCN Technology Requirements: https://www.lakeviewcol.edu/index.php/technology</p> <p>All students are required to have a laptop for testing.</p> <p>ATI Technology Requirements: http://www.atitesting.com/TechnicalRequirements.aspx</p>
Recommended Textbook(s)	<p>Jones & Bartlett Learning. (2021). <i>2021 Nurse's drug handbook</i> (20th ed.). Jones & Bartlett Learning.</p> <p>American Psychological Association. (2020). <i>Publication manual of the American Psychological Association</i> (7th ed.). American Psychological Association.</p> <p>Pagana, K. D., Pagana, T. J., & Pagana, T. N. (2020). <i>Mosby's diagnostic and laboratory test reference</i> (15th ed.). Mosby.</p>

Additional Information:

Student Portal	https://lakeviewcol.edvance360.com/
Lakeview Website	www.lakeviewcol.edu
Student Catalog or Handbook	<p>For a current edition of the <i>Student Catalog</i> or <i>Student Handbook</i>, students may visit either the Lakeview website or find a copy in the library https://lakeviewcol.edu/catalog</p>
Support systems	<p>Miranda Shake (Librarian):</p> <ul style="list-style-type: none"> • Phone: (217) 709-0927 • Email: MShake@lakeviewcol.edu <p>Edvance360 https://v9.edvance360.com/help</p> <p>ATI Help https://www.atitesting.com/contact/</p> <p>Turnitin: https://www.turnitin.com/ All students must submit their</p>

	<p>change presentations to Turnitin. Class ID: Enrollment Key: Brassard24</p> <p>Draft Coach: This product is an extension offered in your Google account (in Google Docs). Students are encouraged to use Draft Coach prior to submitting written submission in the course (written papers, care plans, projects, etc.). Draft Coach will assist the students in preventing the submission of plagiarized work, appropriate use of references and citations, as well as grammar and spelling.</p>
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Course Student Learning Outcomes (CSLOs):

Upon completion of this course students will be able to:

1. Demonstrate the role of the professional nurse as a care manager, an advocate, a teacher, a counselor, a change agent, and a nursing leader for providing safe, ethical, and legal nursing care.
2. Develop a quality improvement plan to improve healthcare outcomes using research and other sources of evidence.
3. Integrate nursing leadership theories to facilitate interpersonal collaborations, conflict management, and team building in health care systems.

Course Requirements:

1. Students will report to clinical on time, dressed in uniform per the LCN clinical dress code, and professionally present themselves.
2. Students will obtain their patient(s) assignment and be available for shift report when given.
3. Students will be held accountable for following HIPAA guidelines.
4. Students may perform procedures, treatments, and administer medications with an instructor or under an appointed supervising RN only.
5. Students are responsible for the direct care of the patient, ensuring all care activities are completed before the end of clinical. Direct care includes bathing, bed making, meal ordering, vital signs, treatments, medications, and documentation.
6. Students will communicate with assigned RN and unlicensed assistive personnel (UAP) to develop the plan of care at the beginning of the shift.
7. Students will take part in the clinical learning experience and seek out learning opportunities.
8. Students will not leave the clinical area without notifying their professor and their supervising RN.
9. Students will not carry cell phones on the clinical unit.
10. Students will not do other course work while in clinical.
11. Students will provide a complete patient report to the supervising RN at the end of the clinical shift.
12. A midterm and final evaluation must be completed and signed.

Exams, skills, & test-taking:

1. Student must achieve a cumulative exam average of 77% before any other course work will be calculated into the final grade. Students must achieve a minimum cumulative course average of at least 77%.
2. Students must have a readily available computer and Internet provider to complete the requirements of this course.
3. Students will take all class exams in the classroom with their own computer device unless otherwise instructed by the course instructor.
4. Students are not permitted to leave the classroom during exams and re-enter to continue testing.
5. Students will quietly leave the classroom after testing and will not be allowed to re-enter until after all students have completed testing to avoid distraction.
6. Students are not permitted to ask questions during an exam-on-exam content.
7. Students will not challenge exam scores or discuss exam questions in class. If the student wishes to discuss the exam, the student is responsible for requesting an appointment with the instructor.
8. A review of missed exam questions will require an appointment with the course instructor and should be completed before the next scheduled exam or within 14 days.
9. Remediation for failed exams will be outlined in the academic improvement plan (AIP).
10. Please review the test-taking policy in the LCN Student Handbook
11. **Students arriving late on test dates should not enter the class if students are testing. This will distract the test-taking students. The student may enter the classroom after all students have completed their exams. Students who are late for exams unexpectedly or who do not attend class on the day of an exam without prior approval of the instructor, unless medical documentation is provided to excuse the student, are subject to the following unexcused exam policy:**
 - **First occurrence: The student will be given an unexcused absence / tardy and will need to reschedule the test with the instructor. The student must schedule the makeup exam within 24 hours of the unexcused absence / missed exam. It is the student's responsibility to reach out to the instructor to reschedule their exam. Failure on the student's part to reach out to the instructor within 24 hours of the unexcused absence / missed exam will result in a zero. Students who miss exams may receive a different and more difficult exam than their peers.**
 - **Second occurrence: An academic improvement plan will be issued. The student will be given an unexcused absence / tardy and will need to reschedule the test with the instructor. The student must schedule the makeup exam within 24 hours of the unexcused absence / missed exam. It is the student's responsibility to reach out to the instructor to reschedule their exam. Failure on the student's part to reach out to the instructor within 24 hours of the unexcused absence / missed exam will result in a zero. Students who miss exams may receive a different and more difficult exam than their peers.**
 - **Third occurrence: The student will be given an unexcused absence. The student will not be permitted to take the exam. A zero will be issued for the exam and any further exams that the student has an unexcused absence/tardiness.**

- Coursework:

1. Any ATI assignments not turned in on time will have 10% deducted from the grade for each day the assignment is late. Assignments are due at 11:59 pm, so you must use the drop box labeled late assignments to turn in a late assignment. This is only for ATI assignments. Portfolio and change presentation will be assigned a zero for any late work. Late assignments must be turned in by December 2nd @ 11:59 pm CST.
2. Course content reading assignments should be done *before* coming to the classroom setting so the student can actively participate in the discussion and bring questions to class.

3. Other assignments turned in late, such as: Portfolios or change presentations, will be a zero.
 4. Student must receive a 77% or higher to receive credit for ATI assignments.
- **Behavior:**
 1. Anything that interrupts student learning is considered disruptive. If the student is asked to leave the classroom or clinical due to disruptive behavior, it will be considered as an unexcused absence.
 2. Students are expected to have cell phones silenced and off the vibration mode. Students should not use their cell phones or other technology during class time unless it is related to the class content and directed to do so by the instructor.
 3. Students will display behavior in accordance with the mission and vision of the College.
 4. Students will not write emails or converse with the instructor or peers disrespectfully.
 5. Side conversations during class time are prohibited due to the disruption of the learning environment for all students.

Technology requirements:

Technology Requirements Students entering Lakeview College of Nursing are required to have a personal laptop computer configured to the college's specifications (Microsoft Office, webcam for video conferencing, video assignments, and testing, plus internal and external audio capabilities). This requirement responds to technical changes in the computerized testing platform and the widespread adoption of computer technology in health care. Specifications are outlined on the College website: <https://www.lakeviewcol.edu/index.php/technology>.

Edvance360 MAINTENANCE

Please note that there are scheduled maintenance times for edvance360. It is essential that you are aware of those times and make sure that you have submitted any work in progress (e.g. tests, assignments, posts to journal, wikis or discussion boards) prior to the systems being shut down for maintenance. Any work in progress will be lost when the servers go down for maintenance. Miranda Shake, Lakeview Library Director, will notify students about scheduled maintenance.

<p>Academic E-Portfolio Students will be required to choose an appropriate document or assignment to place in their Academic E-Portfolio on Edvance.</p>	<p>Assignments for this Course: Change Project Presentation Résumé Sigma Theta Tau Nurse Manager Certificate Midterm or Final clinical evaluation.</p>
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Final Course Grade Determination for Theory, Lab, & Clinical:

Tests / Examinations	Weight %
Exam 1	25%
Exam 2	25%
Exam 3	25%
Exam 4	25%
Total	80% of course grade
<p>Learners must achieve a minimum cumulative test / examinations grade average of at least 77% in order to meet the requirements and pass the course.</p>	
<p>Learners must achieve a minimum cumulative course average of at least 77% in order to meet the requirements and pass the course.</p>	
Theory and Clinical – Learning Assignments	Weighted %
<p style="text-align: center;">ATI Proctored Leadership Content Mastery Series Assessment Proctored ATI Grading Scale</p> <p>Level 3= 90 points</p> <ul style="list-style-type: none"> • Remediation = 10 points: • <i>Minimum 1-hour Focused Review</i> • <i>For each topic missed, complete an active learning template and/ or identify three critical points to remember.</i> <p>Level 2 = 80 points</p> <ul style="list-style-type: none"> • Remediation= 10 points: • <i>Minimum 2-hour Focused Review</i> • <i>For each topic missed, complete an active learning template and/ or identify three critical points to remember.</i> <p>Level 1 = 70 points</p> <ul style="list-style-type: none"> • Remediation= 10 points: • <i>Minimum 3-hour Focused Review</i> • <i>For each topic missed, complete an active learning template and/ or identify three critical points to remember.</i> <p>Below Level 1 = 60 points</p> <ul style="list-style-type: none"> • Remediation= 10 points: • <i>Minimum 4-hour Focused Review</i> • <i>For each topic missed, complete an active learning template and/ or identify three critical points to remember.</i> 	10%
Skills Modules: Virtual scenario HIPAA	2%

Nurses Touch Professional: Organizational Communication	2%
Nurses Touch The Leader: The following five scenarios are mandatory	
Case 1: Managing the Team	3.5%
Case 2: Client Safety Event	3.5%
Case 3: Interprofessional Communication	3.5%
Case 4: Quality Improvement	3.5%
Case 5: Interprofessional Team Leadership	3.5%
Video Case Study: Collaboration/Teamwork: Interprofessional Collaboration	2%
Engage Fundamentals: Professionalism and Leadership	2.5%
Engage Fundamentals: Quality Improvement	2.5%
Syllabus/quiz	1.5%
Homework	2.5%
RN Leadership Online Practice 2019 A	Optional
RN Leadership Online Practice 2019 B	Optional
Portfolio Part 1	10%
Portfolio Part 2	10%
Change Presentation	30%
Total	20% of course grade
<i>Learners must achieve a minimum cumulative course average of at least 77% in order to meet the requirements and pass the course.</i>	

Tests / Examinations & Assignment Schedule:

Component	Administration or Due Dates	
Tests / Examinations	Unit/Week Administered	Date To be Administered
Exam 1	Week 5	September 16 th @ 1 pm CST
Exam 2	Week 8	October 7 th @ 1 pm CST
Exam 3	Week 11	October 28 th @ 1 pm CST

Exam 4	Week 15	December 2 nd @ 1 pm CST
Content Mastery Series Assessment Proctored ATI	Week 13	November 11 th @ 1 pm CST
ATI Remediation	Week 15	December 2 nd @ 11:59 pm CST
Theory -Written assignments	Unit/Week Due	Date Due
Nurses Touch The Leader: The following five scenarios are mandatory		
Case 1: Managing the Team	<i>Week 2</i>	September 1 st @11:59 pm CST
Case 2: Client Safety Event	<i>Week 5</i>	September 22 nd @ 11:59 pm CST
Case 3: Interprofessional Communication	<i>Week 6</i>	September 29 th @11:59 pm CST
Case 4: Quality Improvement	<i>Week 10</i>	October 27 th @ 11:59 pm CST
Case 5: Interprofessional Team Leadership	<i>Week 11</i>	November 3 rd @11:59pm CST
Syllabus Integrity/Quiz	<i>Week 1</i>	August 19 th @ 1 pm CST
Engage Fundamentals: Professionalism and Leadership	<i>Week 1</i>	August 25 th @11:59 pm CST
Homework	Week 4	September 9 th @ 1pm CST
Portfolio Part 1	Week 4	September 15 th @ 11:59 pm CST
Skills Modules: Virtual scenario HIPAA	<i>Week 5</i>	September 22 nd @11:59 pm CST
Nurses Touch Professional: Organizational Communication	<i>Week 6</i>	September 29 th @11:59 pm CST
Video Case Study: Collaboration/Teamwork: Interprofessional Collaboration	<i>Week 6</i>	September 29 th @11:59 pm CST
Homework	<i>Week 7</i>	September 30 th @ 1pm CST
Engage Fundamentals: Quality Improvement	<i>Week 10</i>	October 27 th @ 11:59 pm CST
Homework	<i>Week 10</i>	October 21 st @ 1 pm CST
Portfolio Part 2	<i>Week 12</i>	November 10 th @11:59 pm CST
Homework	<i>Week 13</i>	November 4 th @ 1 pm CST
Change Presentation	<i>Week 13</i>	November 17 th @ 11:59 pm CST
RN Leadership Online Practice 2019 A	<i>optional</i>	Week 14

RN Leadership Online Practice 2019 B	<i>optional</i>	Week 14
ATI/remediation	<i>Week 15</i>	December 2 nd @ 11:59 pm CST

Course/Faculty Evaluation: As part of Lakeview’s continued effort to offer courses of the highest quality and effectiveness, students will have the opportunity to evaluate this course as well as provide feedback on course faculty. Evaluations will be distributed to students prior to the end of the semester. All evaluations are completely confidential and anonymous.

See Student Handbook for All Institutional Policies

Attendance Policies

General Attendance/Absence Policy

Lakeview College of Nursing students are expected to attend all meetings of classes, scheduled laboratory, and clinical sessions in which they have enrolled. It is our policy that attendance will be recorded for each scheduled class, laboratory, and clinical experience. It is the student's responsibility to attend all classes, on time, and for the entire designated time. Students who violate the clinical/lab dress code and/or student conduct code will not be permitted to attend or remain in the class, laboratory or clinical experience and an absence will be recorded. Students must wear a Lakeview College of Nursing issued student ID badge at all times while in class, lab, and at clinical sites.

First Day of Clinical/Lab Orientation

Students must attend all clinical orientations for their assigned agency. Students who miss the first day of clinical, lab, or clinical orientation, whether their absence is excused or unexcused, may be immediately dropped from the course(s). Students who cannot attend the first day must have prior approval from the Dean of Nursing and Course Coordinator. See General Attendance Policy.

Theory Attendance Policy

Attendance at all classroom sessions is expected, and missing any classroom sessions can impact the student’s course grade and ability to succeed. Students must prepare for each classroom session by completing the required readings and other assignments. If the student does not attend two (2) scheduled class(es) during the semester, the course coordinator will evaluate their ability to complete the course. Attendance will be taken during each theory period.

Online Course Attendance Policy

Attendance in the online classroom platform is expected, and missing any online coursework can have an impact on the student’s course grade. Attendance will be taken weekly. Students are expected to prepare for each online session by completing the required readings and other assignments. Active participation is an expectation from the very beginning of the course, and ongoing active participation must be maintained throughout the semester. If the student does not actively complete content for two (2) online sessions during the semester, the course coordinator will evaluate the student's ability to complete the course and may result in failure of the course.

If a student has two (2) unexcused clinical absences, they will fail clinical for that course.

Clinical Attendance/Lab Policy

Attendance at clinical and lab is required. To meet the clinical objectives and requirements, the student must satisfactorily fulfill all required clinical hours. See course descriptions for required clinical and lab hours. Failure to satisfactorily fulfill the required clinical or lab hours will lead to failure of the course. **If a student anticipates missing clinical or lab, the student must personally notify the clinical/lab instructor and course**

coordinator of absence before starting the clinical experience. Depending on the course, students may also be required to notify the agency. The Clinical/Lab Instructor and Course Coordinator will follow the policy to determine if the absence is excused or unexcused. Failure to notify the clinical/lab instructor of absence in advance of the clinical/lab experience is an unexcused absence. Failure to arrive on time and be prepared for clinical or leaving early is an unexcused absence. An emergency will be taken into consideration when determining excused or unexcused absence. To maintain patient safety, the clinical instructor may dismiss the student from the clinical area if the student is not prepared for the clinical experience or if the clinical instructor determines that the student is not safe to provide care. Such dismissal is an unexcused absence. Absences, whether excused or unexcused, will impact a student's success in the course, up to and including failure. Opportunities for making up missed clinical days or laboratory sessions may not be available. If a student has two [2] unexcused clinical absences, they will fail clinical for that course. Clinical instructors will follow up with course coordinators to discuss the student's performance in the clinical setting. Specifically, if the student needs to attend an alternative experience to make up for the experience missed and whether or not the clinical outcomes are still possible to achieve, clinical absences will be documented, and the student will be required to make up the clinical hours per the course coordinator. If available and necessary by the course coordinator, clinical hours will be made up by simulation or demonstrating skills in the lab. The course coordinator will notify the lab coordinator when a student is required to make up the clinical experience.

First Day of Clinical/Lab Orientation

Students must attend all clinical orientations for their assigned agency. Students who miss the first day of clinical, lab, or clinical orientation, whether their absence is excused or unexcused, may be immediately dropped from the course(s). Students who cannot attend the first day must have prior approval from the Dean of Nursing and Course Coordinator. See General Attendance Policy.

How to Decide if you are Too Sick to Attend Clinical:

Fever > 100.4

Conjunctivitis (Pink Eye)

Diarrhea or vomiting lasting more than 12 hours

Group A Strep culture confirmed or physician diagnosed

Jaundice yellowing of the skin, which might suggest viral hepatitis

Cold sores (herpes)

Active measles, mumps, pertussis, rubella or chicken pox

Upper respiratory infection (cold) if accompanied by fever and productive cough

Tuberculosis and/or positive TB skin test

Head lice, scabies (mites that burrow under the skin causing a rash) Any draining wound such as impetigo, abscess or boil must be covered

Mononucleosis

COVID-10 Symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

Access and Accommodations:

Your experience in this class is important to me. If you have already established accommodations with Disability Services, please communicate with me so that we may implement your approved accommodations in this course.

If you have not yet established services, but have a temporary health condition or permanent disability that requires accommodations (conditions include but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact disability services at studentsfirst@lcn.edu to see if you are eligible for accommodations. Disability services offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions.

Reasonable accommodations are established through an interactive process between you, the instructor, and disability services. It is the policy and practice of the Lakeview College of Nursing to create inclusive and accessible learning environments consistent with federal and state law.

Academic Integrity

Lakeview College of Nursing is committed to upholding the highest standards of academic integrity in the classroom and clinical setting and it is the responsibility of all stakeholders-faculty, staff, and students to ensure these standards are being met.

More about the expected standards of behavior can be found in this year's academic handbook at:

<https://lakeviewcol.edu/catalog>



Academic Integrity Honor Code

Student's Signature:

__Lindsey Burnett_____ Date: 8/14/24_____

Student's Printed Name:

__Lindsey Burnett_____

For complete information about expected student behavior and disciplinary action, please refer to the *Student Handbook*, available on the Lakeview College of Nursing website.

Lakeview College of Nursing

N443

Fall 2024

My signature above verifies that I have read and understand the rules identified on the previous pages for class and clinical.

It also verifies that I have read and understand this course's syllabus.