

Mississippi College School of nursing
NUR 412 – Management

Course: NUR - 412, Nursing Management

Credit: 2 semester hours

Placement in Curriculum: Semester III

Prerequisite: Completion of Semester II courses

Faculty: Ricky L. Lewis, MSN, RN

Catalog Description: Introduces management concepts, functions, and skills as they apply to nursing practice.

Rationale for Course: This senior level course provides fundamental concepts of management and leadership the student will utilize as a generalist upon graduation. The course focuses on responsibilities in the practice of quality nursing care and organizational effectiveness. Emphasis is placed on developing leadership and incorporating management principles in the professional nurse.

Course Description: This course focuses on the introduction of management functions, roles and responsibilities in the practice of quality nursing care and organizational effectiveness. Emphasis is placed on developing leadership and incorporating management principles in the professional nurse.

Course Objectives:

1. Analyze the management functions, roles and responsibilities of the professional nurse.
2. Incorporate theoretical concepts from management in the validation of knowledge pertaining to individuals, families and groups throughout the life span.
3. Analyze the integration of the communication process in developing the roles of the professional nurse.
4. Incorporate research finding into the study of management.
5. Examine the spiritual, moral, legal and ethical principles in relation to management.
6. Incorporate management principles, based on Christian values, into quality nursing care and organizational effectiveness.
7. Examine the leadership component of the professional nurse.
8. Examine components of professional practice.

Content Outline:

- I Introduction and Overview
- II Planning
 - A. Introduction
 - B. Time management
 - C. Delegation
 - D. Decision making
 - E. Strategic and operational planning
 - F. Financial management
 - G. Marketing
- III Organizing
 - A. Overview
 - B. Organizational concepts
 - C. Organizational structure
 - D. Organizational culture
 - E. Organizational change
- IV Directing
 - A. Motivation
 - B. Power and politics
 - C. Conflict
 - D. Leadership
 - E. Diversity
 - F. Workplace violence
 - G. Group dynamics
 - H. Communication
- V Staffing
 - A. Selection of personnel
 - B. Staff development
 - C. Assignment systems for staffing
 - D. Staffing schedules
- VI Controlling
 - A. Evaluation of personnel
 - B. Discipline of personnel
 - C. Problem employees
 - D. Program evaluation
 - E. Risk management and quality management
 - F. JCAHO requirements

- VII Trends in management
- A. Changing health care environment
 - B. Social issues
 - C. Business issues

Teaching strategies: Lectures, discussion, group work, case studies

Evaluation methods: Written examinations, research paper, journals, class presentation and completion of study sheets.

Required text: Marquis, B. L., & Huston, C. J. (2006). Leadership Roles and Management Functions in Nursing (7th ed.). Philadelphia: Lippincott Williams & Wilkins.

Optional Text: Jonas, S., Goldsteen, R., & Goldsteen, K. (2007). Introduction to US Health Care Systems (7th ed.). New York: Springer Publishing Company

Grading Scale:

A	93-100	(555 points or greater)
B	85-92	(507 points to 554 points)
C	77-84	(459 points to 506 points)
D	70-76	(417 points to 458 points)
F	69 and below	(416 or less points)

Test 1	100 points
Test 2	100 points
Class Presentation	50 points
Management Journal	50 points
Management Paper	100 points
Comprehensive Final Exam (Counts as two test)	200 points

Total Possible Points = 600

Optional credit (completed and submitted prior to lecture)

Study Sheet #1	1 point
Study Sheet #2	1 point
Study Sheet #3	1 point
Study Sheet #4	1 point
Study Sheet #5	1 point

For purposes of progression in the School of Nursing, grades of D and F represent unacceptable work. Students must have a 77% or higher average in order to successfully complete a course.

Attendance: In accordance with college policy, students are expected to attend class regularly and punctually. Please refer to the policy for detailed information.

Late Work:

1. Papers are considered late if not submitted by the specified due date and time. Any difficulty in meeting a due date should be discussed with the instructor prior to the due date.
2. Late penalties will be calculated at 5 points per day, with the exception of Saturday and Sunday counting as one day.
3. Students' are encouraged to seek assistance from the writing center prior to submitting their paper.
4. Papers must follow the acceptable style (grammar, spelling), or the paper may be returned to be corrected before grading occurs. No late penalty will be imposed unless the revised deadline for the paper is missed. All written work, once submitted to faculty, becomes the property of the School of Nursing.
5. Papers must be submitted to Turnitin.com and must have a minimum originality report of 25% for acceptable submission.

Academic Honesty:

Mississippi College students are expected to be scrupulously honest. Dishonesty, such as cheating or plagiarism, or furnishing false information, including forgery, alteration or misuse of University documents, records or identifications, will be regarded as serious offense subject to severe penalty, including, but not limited to, loss of credit and possible dismissal. See the Mississippi College Student Handbook or University Policy 2.29 for specific information regarding penalties associated with dishonest behavior at Mississippi College. Copies of the Mississippi College Student Handbook are available online under Campus Life; Student publications. Copies of university policies are available on the Mississippi College website. (Source: Mississippi College Undergraduate Catalog)

Plagiarism:

The School of Nursing adheres to the Mississippi College policy concerning plagiarism which appears in the Mississippi College General Bulletin and the Mississippi College Student Handbook. It is as stated here:

No student shall submit as his own work any term paper, research paper, thesis or other academic assignment of original work that in any substantial part is not in fact his own work. (This is not intended to prohibit clerical or stenographic assistance such as typing of manuscripts, nor is it to hinder the normal use of reference or other material, provided that the source is acknowledged and documented.) Violation of this regulation shall result in a grade of "0" on the paper or project; repeated violation shall be cause for severe disciplinary action; aiding or abetting plagiarism of the sort described above shall also be cause for disciplinary action (refer. In the absence of clear evidence or a violation, but when there are grounds for reasonable doubt that any item of work is the student's own, the work (paper, thesis, etc.) shall be rejected and the student shall be given another opportunity to do the work with proper safeguards for the assurance of honesty.

Failure to adhere to this policy may result in dismissal.

Disabilities:

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student Counseling Services **immediately upon recognition of their disability** (if their disability is known they must come in before the semester begins or make an appointment **immediately** upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system). Documentation must be current (**within 3 years**). The student must meet with SCS **face-to face** and also attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester. Note: Students must come in **each semester** to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan).

Student Counseling Services is located in Alumni Hall Room #4 or they may be contacted via email at christia@mc.edu or rward@mc.edu. You may also reach them by phone at **601-925-7790**.

August, 2011