



Chaminade
University
OF HONOLULU

Course Syllabus

[Chaminade University Honolulu](https://www.chaminade.edu/)

3140 Waialae Avenue - Honolulu, HI 96816

Course Number: NUR 403 Nursing Leadership

Department Name: School of Nursing and Health Professions

Term: Fall 2022

Course Credits: 3 credits

Class Meeting Days/Hours/Location:

Mon 1:30-4:00p Henry Hall 202 OR

Mon 4:30-7:00p Ching Hall 254

Instructor and Course Coordinator:

Jen Nafarrete EdD MSN RN

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Office Location: Henry Hall 118-C

Office Hours: Monday 09a-11a, Wednesday 2pm-4pm, and by appointment. Please use [LINK](#)

Guidelines for Communication:

Email: use the Chaminade email account provided. Always include a subject line such as NUR 403 and add the topic of the email. Use standard fonts; special formatting such as centering, audio messages, and tables should be avoided. Send an attachment with the email if the above items need to be shared. Classroom correspondence should be conducted using the Canvas email function.

COURSE DESCRIPTION:

Management and leadership skills are essential for all professional nurses. These skills are “community based” in that it is the community in which we serve that defines the needed abilities of managers and leaders in healthcare systems. The focus of this course is an introduction to varied theoretical frameworks that support principles of leadership and management in nursing and in all types of organizational settings. Emphasis is placed on developing, enhancing, and demonstrating leadership skills. Students are exposed to practical situations in the management of patient care in various healthcare settings.

This course provides an opportunity for the senior nursing student to investigate the role of nurse

managers and leaders and to prepare for the practice of nursing management within various healthcare settings. Organizational structure, methods of nursing care delivery, comparison of management and nursing processes, decision-making, change, communication skills, collaboration, team building, ethical considerations, interpersonal skills of effective nursing leadership and management, and organizational issues related to the quality of client, family, and personnel outcomes are integrated in the course.

PREREQUISITES: All 300-level Nursing courses completed.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'ēau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'ēau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'ēau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'ēau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'ēau ('Ōlelo No'ēau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'ēau 203) All knowledge is not taught in the same school

COURSE LEARNING OUTCOMES: At the end of this course, the student should be able to:

1. Analyze the nursing care delivery systems used in delivering care to different populations in a variety of settings
2. Utilize collaboration, delegation, and prioritization skills for the delivery of safe, effective client care
3. Integrate evidence and clinical judgment in the application of leadership/management of care strategies
4. Utilize information and communication technologies to drive decision making process in the management of client care.
5. Apply principles of quality improvement in the management of human resources and services

across the healthcare continuum.

Additional Service-Learning Outcome:

Demonstrate an understanding of the connections between academic work and real-life situations.

Alignment of Learning Outcomes

Key progression in professional nurse practice: Key: I=Introduced, D=Developed, M=Mastered

	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
Program Learning Outcomes					
PLO#1 Utilize the nursing process to advocate for safe, holistic, patient-centered care across the lifespan, incorporating the Marianist value of service, justice and peace	M	M	M		
PLO#2 Apply leadership and communication skills to ensure quality, collaborative and continuous patient care		M	M		
PLO#3 Integrate credible research with clinical expertise and patient preferences for optimal care across the lifespan			M	M	M
PLO#4 Incorporate informatics and healthcare technologies into the practice of professional nursing.			M	M	M
PLO#5 Contribute to the safety and quality improvement of the healthcare environment.				M	M

Program Associated Hawaiian Core Values	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
1. Patient Centered-Care <i>Ka malama olakino pili pono I ia kanaka</i>		D	D		
2. Community Based Care <i>Ka malama olakino ma o ke kaiaulu</i>		D			
3. Developmentally and Culturally Appropriate Care <i>Ka malama olakino noka ho`omohala a me ka mo`omeheu</i>	D			D	
4. Care Across the Lifespan <i>Ka malama olakino o ka wa ola</i>		D	D		

REQUIRED TEXTS:

- ATI Content Mastery Series. (2019). *Learning System Package*

COURSE GRADING: A=90-100
B=80-89
C=70-79
D=60-69
F=59 and below

NOTE: scores will not be rounded up (i.e., 69.9% is 69% = D) & there are no extra credit allowances

*The 75% test average policy does not apply in NUR 403.

COURSE REQUIREMENTS/METHOD OF EVALUATION:

ATI assignments	5%
Portfolio (resume, cover letter, mock interview, etc)	5%
EXAM 1	20%
Debate	10%
ATI Practice A & B and Remediation	10%
Sigma Theta Tau Nurse Manager Certificate	20%
EXAM 2	20%
ATI Proctored Leadership Exam	10%

All assignments are REQUIRED and due as noted in your Canvas page. ***No late assignments will be accepted without prior instructor agreement.*** Many assignments can be completed before the week they are due so take advantage of your available free time and complete/submit work early if appropriate. The ATI Remediation templates should be done after both 2016 Practice Assessment A and B.

TEACHING –LEARNING STRATEGIES: Lecture, discussion, leadership project, virtual simulation, group activities, case studies, student presentation, online tutorials, concept mapping, and debate.

SUPPLEMENTAL MATERIALS:

The Learning Management System, **Canvas**, is used throughout all of the nursing courses. Course website address: <https://chaminade.instructure.com>. Hardware requirements: Canvas is accessible from most PCs and Macintosh computers with a reliable Internet connection. Canvas is accessible on all computers available for use on campus. Technical support: click the “*Help*” link to access help through the Canvas guide, the Canvas community or Canvas Support. If you encounter a problem with Canvas be sure to click the “*report a problem*” link to get help for a support agent 24/7.

Assessment Technologies Institute (ATI) is an online educational learning system used throughout the nursing courses at CUH SON. Website: <https://www.atitesting.com>. Complete system requirements are available on the log on page. For all inquiries during office hours use: 1-800-667-7531. After hours technical support, send an email to helpdesk@atitesting.com.

SON COURSE POLICIES: All policies stated in the Chaminade University and the School of Nursing handbooks are in effect in this course.

ATI Policy Proctored ATI Exam Leadership:

- The benchmark of all ATI content mastery exams is a level 2. If the student obtains below level 1 the

student has not been able to demonstrate mastery of the content and is not meeting course expectations. Therefore, if the student obtains below a level 1 on the Leadership ATI content mastery examination in this course, the student must complete a focused review, submit active learning templates, and retake the proctored ATI mastery examination by a specified date set by the instructor. If the student is not able to obtain at least a level 1 on the retake examination; the student will fail the course.

- The results of the retake exam will not affect the grade assigned for the first mastery examination taken.
- All students progressing to the next nursing course must remediate regardless of level achieved on the Leadership ATI content mastery exam and must complete a focused review and submit the active learning templates for Leadership ATI content mastery exam to the NUR 490 NCLEX seminar faculty.

ATI Procedures

1. Dates for practice exams must be scheduled in advance and listed in the course syllabus.
2. After taking a practice exam the student must create a focused review from the ATI website and select “all missed topics” to review
3. The student is required to complete a handwritten active learning template for each topic reviewed and submit a hard-copy to the faculty member for each practice exam taken.
4. The faculty member will turn on the rationales for the right and wrong answers for the practice ATI examinations in preparation for the proctored exams after the assigned submission date of the focused review.
5. Students will take the practice exams again and read the rationales provided by ATI for the right and wrong answers (even if the student obtained the correct answer); this will help them study the material.
6. Faculty may assign further remediation requirements.

Academic Honesty: Nursing students are responsible for promoting academic honesty in all educational settings. Nursing students represent Chaminade University and the School of Nursing and as such are expected to demonstrate professional, ethical behavior in the classroom, in laboratory settings, in the clinical setting, and in the community. Please refer to “*Professional Behaviors*” in the 2022-2023 Student Handbook for an in-depth explanation. The Chaminade student nurse shall be committed to the Marianist values and the core values of the School of Nursing.

Course Atmosphere: Students are expected to read and prepare for class to participate in class discussions. Readings and integrative case studies are key to the class and require preparation from the student.

Attendance: Class is mandatory and students are expected to attend all classes. The classroom is a teaching and learning environment where there is an exchange of knowledge and experience, so it is essential that students attend class and participate in classroom activities to maximize individual learning. Each student will be encouraged to develop professional accountability based on entrance into the nursing field with a work ethic that reflects personal responsibility, initiative, and teamwork. Students must notify the instructor by phone or e-mail when illness prevents them from attending class and plan to complete missed assignments. Any student who stops attending class without officially withdrawing may receive a failing grade. Unexcused absences equivalent to more than a week of class may lead to a grade reduction for

the course. Any absence of two weeks or more must be reported to the Associate Provost and the Records Office by the instructor.

Academic Conduct: Please refer to and follow all policies and procedures included in the Student Handbook and carefully read all areas. Please pay attention to the sections that discuss plagiarism, classroom respect, student conduct, freedom of speech, and all academic policies regarding grading.

Assignments: It is expected that assignments will be submitted on time. Late assignments will receive a zero score unless previously arranged with the instructor.

Writing policy: All papers should demonstrate mastery of grammar, punctuation, spelling and syntax expected of college level students. Use of APA is required for all papers. If you need writing assistance, please seek help from Student Support Services and the Academic Achievement Program. All papers are to be word processed, proofread, and solely the work of the author.

Testing policy: Students are expected to take tests on the designated day. In case of an emergency, please contact the instructor prior to the test so that an alternate plan can be made. Failure to do so will result in a zero. Approval for taking a make-up test must be granted by the instructor. Students are required to take the final exam as designated. Do not make any travel plans as there will no makeup for this reason and students will receive a zero in the exam.

Cell phones and other electronic devices: Use of cell phones and music devices in the laboratory, simulation, or clinical settings is a safety and privacy issue. In addition, use of cell phones and music devices in any class is discourteous and may lead to suspicion of academic misconduct. Students who cannot comply with this rule will be asked to leave class and may receive unsatisfactory performance for that day. Please refer any questions to the Dean of Nursing & Health Professions.

Library: The Sullivan Family Library link is available on the CUH website:

<http://www.chaminade.edu/library/>. Phone: (808) 735-4725

ADA Accommodations:

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008), Chaminade University of Honolulu is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from the CUH Counseling Center (phone 735-4845) by the end of week three of the class, for the instructor to plan accordingly. Failure to provide written documentation will prevent your instructor from making the

necessary accommodations. Please refer any questions to the Dean of Students and review the procedures at <http://www.chaminade.edu/student-affairs/counseling-services>

Title IX Compliance:

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. Should you want to speak to a confidential source you may contact the following: Chaminade Counseling Center at 808 735-4845. Any priest serving as a sacramental confessor or any ordained religious leader serving in the sacred confidence role.

Compliance information:

The Compliance website serves as a resource for compliance matters, including Title IX/Nondiscrimination, the Hawaii Post-Secondary Education Authorization Program, and human resource and employment policies. The Executive Director for Compliance and Personnel Services oversees university-wide efforts to meet compliance standards set forth by University policies and Federal and State regulations.

Grievances, violations or suspected violations of these policies may be submitted by the complainant or may be submitted anonymously to the Executive Director of Compliance and Personnel Services. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Mechanisms in which to file a grievance can be found at the following website




link: <https://compliance.chaminade.edu/resources/>




PLEASE NOTE:



While every attempt has been made to prepare this syllabus and class schedule in final form, it may be necessary for the course leader to make changes as may be deemed essential to meet the learning outcomes of the course. Students will be notified in writing via Chaminade email of any changes. It is recommended that you check email and course site frequently for announcements. All students will be held responsible to read, understand, and clarify the content within this document.

Course Schedule & Teaching Plan

Course content may vary from this outline at the discretion of the instructor to meet the needs of each class. **NOTE:** Assigned readings, pre-assigned modules, and Study Plan content are to be completed **prior** to class. Refer to course Canvas shell for complete lesson plans.

WEEK	FOCUS	READINGS/ASSIGNMENTS
#1: 8/22 	<ul style="list-style-type: none"> ▪ Review of syllabus ▪ Canvas and ATI review <i>Introduction to Leadership</i> <i>Managing Client Care</i> ✓ Basic Leadership & Management Concepts 	<u>ATI RN Nursing Mastery Series</u> <i>Nursing Leadership & Management – Chapter 1</i> Sigma Nurse manager certificate Courses 1 and 4
#2: 8/29	<i>Managing Client Care</i> ✓ Establishing Priorities ✓ Delegation for Effective Outcomes Discuss Portfolio	ATI: Leadership Chapter 1 DUE: Nurse Logic 2.0: Priority Setting Frameworks Sigma Courses 5 and 6
#3: 9/5 University Holiday		Sigma Courses 2 & 3 Work on portfolio
#4: 9/12	<i>Coordinating Client Care</i> ✓ Case Mgmt ✓ Interprofessional Team	ATI–Leadership Chapter 2 DUE: Civility Mentor: Professionalism & Civility in Nursing Practice Sigma Courses 10 and 12
#5: 9/19 EXAM 1 (ATI Ch 1 and 2)	 After exam: Work on Debates	
#6: 9/26 NO CLASS		DUE: Nurse Logic 2.0 Nursing Concepts Sigma Course 9 & 11 DUE: Sigma courses to date (1-6, 9-12)
#7: 10/3	<i>Professional Responsibilities</i> ✓ Client Rights ✓ Advocacy	ATI Leadership Chapter 3 DUE: Video Case Studies RN: Client Rights (graded assignment)

	✓ Informed Consent	Sigma Course 8 & 13
#8: 10/10 University Holiday Indigenous People's Day		
#9: 10/17	<u>Professional Responsibilities</u> ✓ Advance Directives/Self-Determination/Life Planning ✓ Confidentiality & Information security ✓ Legal and Ethical Principles	ATI Leadership Chapter 3 DUE: Video Case Studies RN: Informatics (graded assignment) Sigma Course 14, 15
#10: 10/24 NO CLASS		Portfolios DUE
#11: 10/31		DEBATE (graded assignment)
#12: 11/7	<u>Maintaining a Safe Environment</u> ✓ Safe use of Equipment ✓ Accident & Injury Prevention ✓ Handling Infectious & Hazardous Materials ✓ Home Safety ✓ Ergonomic Principles	ATI: Leadership —Chapter 4 ATI: Fundamentals for Nursing – Chapters 12, 13 & 14 Sigma Courses 10, 12 DUE: Skills Modules 2.0: Infection Control
#13: 11/14	<u>Facility Protocols</u> ✓ Incident Reporting ✓ Disaster planning	ATI Leadership —Chapter 5
#14: 11/21 NO CLASS		ATI RN Nursing Mastery Series <i>Nursing Leadership & Management</i> – Chapter 1, 2, 5 DUE: ATI Leadership Practice Assessment A and B (2019) <i>Reflection & Remediation</i> (all templates on 1 st take results)

<p>#15: 11/29 EXAM 2 ATI Ch 3,4,5</p>		<p><u>EXAM 2</u> <u>DUE: ATI SIGMA THETA TAU NURSE MANAGER CERTIFICATE</u></p>
<p>#16 12/5</p>	 <p><i><u>ATI Leadership Proctored Exam.</u></i></p>	<p><u>ATI EXAM</u></p>