I. INTRODUCTION

A. **Course Description:** Exploration of leadership and management principles applicable to the role of the professional nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgment, skills and professional values within a legal/ethical framework. The concepts of communication, caring and critical reasoning are presented throughout the course. This course is presented Blended course option. This course meets once weekly for the blended section or online only for the online section.

B. This is a required course in the Associate Degree Nursing curriculum.

C. This course is occupationally related and serves as preparation for careers in Nursing (Associate Degree Nursing).

D. Prerequisites:
   1. RNSG 1347, Concepts of Clinical Decision Making
      RNSG 2362, Clinical-Nursing III
      PSYC 2314, Life Span Growth and Development
      RNSG 1412 Nursing care of the Childbearing and Childbearing Family

E. Co-requisites:
   1. RNSG 2331, Advanced Concepts of Adult Health
   2. RNSG 2363, Clinical-Nursing IV
   3. Humanities/Fine Arts Electives

F. **Secretary’s Commission on Achieving Necessary Skills (SCANS) and Differentiated Essential Competencies (DECs)** Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C) and foundation skills (F). The DECs competencies that are implemented in RNSG 2221 are also alphanumeric coded as Provider of Patient Centered Care (PPCC); Patient Safety Advocate (PSA) and Member of the Health Care Team (MHCT), Member of the Profession (MOP)
II. LEARNING OUTCOMES

Upon successful completion of this course, Professional Nursing Leadership and Management, the student will:

A. Apply principles of leadership and management utilizing a systematic problem-solving process and critical thinking skills to plan care for patients and their families; and examine health care delivery within a collaborative, ethical and legal framework. (C1, 2, 4, 9, 10, 12, F10) (PPCC A. 1-4, B. 1-9, C. 5-8, D. 1-5, MOP A. 1-3, B. 1-9)

C. Examine the factors impacting nursing and healthcare delivery in a collaborative, culturally appropriate, ethical and legal framework within the community, including emergency preparedness issues (C15) (PPCC, A. 1-4; B. 1-9; MHCT A. 1-3; B. 1-5; C. 1-4; D. 1-4; D. 1-7; E. 1-4; F. 1-3; G. 1-4, MOP, 1-3, B. 1-9)

D. Discuss the implications of the Nurse Practice Act for a new graduate and for the professional nurse. (F1)(PSA; 1-6b; D. 1-3e.) MOP; A. 1-3, B. 1-5; C. 1-6; D. 1-5

E. Utilize critical reasoning skills, communication skills, and caring to demonstrate the ability to make safe, ethical, culturally appropriate, collaborative clinical decisions for diverse clients/groups of clients. (C11, 13, 14, F8, 14, 16)(PPCC A. 1-4; B. 1-9) PSA; 1-3e

F. Analyze the roles of the professional nurse within a health care delivery system and relate the importance of continuous individual professional development to the advancement of nursing. (C16, F13, 14, 16) (MOP, 1-5.)

G. Acknowledge and demonstrate patient quality and safety as it relates to all practices of patient care. (C 1-12, 14-20, F-1&2, 4-17) (PPCC A. 1-4, PSA 1-6; B. 1-9; D. 1; F. 1-3b; E. 1-2; MOP-1-3)

H. Enhance client care and the practice of nursing through the use of evidence based practice, current technology and literature. (C8, 17, 18, 19, 20)(PPCC A. 1-9; MHCT 1-3b)

I. Explain issues encountered in employment by new nursing graduates, including peer review, safe harbor, and Texas Peer Assistance Program for Nurses (TPAPN). (F6, 10)

J. Utilize information technology to meet learning outcomes of this course. (C8, C18, C19)

K. Demonstrate behaviors that are congruent with the ANA Code of Ethics, Scope and Standards of Practice, and Social Policy Statements in all class related interactions. (C9, 11, 14, 15; F15, 16, 17) (MOP A3; PPCC B2, B5; MHCT D4)
III. INSTRUCTIONAL MATERIALS

A. Instructional Materials
   1. The instructional materials identified for this course* are viewable through: www.ctcd.edu/books
   3. Access to Evolve web page at http://evolve.elsevier.com


B. Computer Accessibility: Accessibility to computer hardware and software that will support the completion of assignments on the internet, DVD, CD, or other electronic delivery is required. All Associate Degree Nursing courses (RNSG and HPRS), whether traditional, blended, or online utilize Blackboard Learning Management System tools for communication and course requirements. Other online components, such as publisher online resources, online activities, or database searches may also be required. It is expected that students enrolled in RNSG or HPRS courses have access to a computer with minimum technical requirements, have a consistent and reliable Internet connection, possess basic computer skills, and have the ability to download and install applications or plug-ins. Online components/requirements may be completed in a CTC computer lab or on a home computer. Students are recommended to familiarize themselves with the locations and available hours of CTC computer labs in the event that home computers or Internet access are unavailable or unreliable. No extensions or alternate due dates for assignments or exams will be granted due to computer or Internet difficulties.

C. Supplemental Reading: The student is encouraged to use initiative in reading current journals and other periodicals. The Oveta Culp Library reserves a section for recommended articles.

D. Supplementary Materials: Various electronic media systems, computer software, web sites, experiential group exercises, and simulated situations as suggested by the instructor to enhance clinical practice in nursing.

E. References: Current professional nursing journal article readings are used to supplement dated textbook information.

F. Library Resources: It is expected that all students will have a working knowledge of the Oveta Culp Hobby Memorial Library.

G. Other Instructional Materials: Laboratory exercises as deemed appropriate to the course content.

H. Current practice guidelines set forth by Occupational Safety & Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH) related to safe patient handling and ergonomics will be implemented.

I. Six areas of core competencies, as delineated by the Quality and Safety Education for Nurses (QSEN) project, will be taught and evaluated in relation to the course
objectives and content for RNSG 2221. The (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The six core competencies are Patient-Centered care, teamwork and collaboration, best practices, quality improvement, safety, and informatics.

IV. COURSE REQUIREMENTS

A. Reading Assignment: In preparation for each class, it is expected that the student will complete assigned readings and Power Point/Prezi for each unit of study as outlined at https://ctc.blackboard.com under Units.

B. Projects, Oral Reports, Case Studies, Book Reports, Research Papers:

1. Submitting Written Assignments: All written assignments are outlined on Blackboard and are to be completed independently unless instructed otherwise. All assigned written work must be submitted at the designated time and in the designated format. Late assignments will receive a grade of “0” points unless the student(s) has/have made prior arrangements with the instructor. All assignments that are to be submitted electronically are due by 2359(CST) on the due date unless otherwise specified.

2. The “Course & Testing Policy” fully explains the grading policy, exam dates and times, time limitations, review, challenge policy and counseling.

3. HESI Testing: Health Educations Systems Inc., (HESI) testing must be completed by the assigned due date. Failure to successfully complete all assigned exam(s) will result in an “Incomplete” (IP) grade for the course. The student will complete the required proctored Evolve Reach Specialty (HESI) exam for each designated RNSG course as scheduled by the faculty. The student must successfully complete the required HESI exam(s) for each semester at or above the HESI National Average Score on the scheduled date.

Students who do not score at or above the HESI National Average Score will be required to complete remediation. Failure to complete remediation requirements will result in an incomplete (IP) for the course.

An Evolve Reach Specialty Exam will be scheduled in Semesters 1, 2, and 3 during these courses: RNSG 1413, RNSG 1229, RNSG 1331, RNSG 1347, and RNSG 2213. These exams will count toward the course participation grade.

If the composite score of the Evolve Reach Specialty Exam is less than the HESI National Average Score, a required counseling session with the course faculty will be held.

Statistical data generated according to student responses will be available through the Evolve website for each student for the purpose of self-directed remediation in identified areas that do not meet the HESI National Average Score.
HESI Testing in Semester 4: The RN Exit exam will be given during semester four in RNSG 2331. The exam will be administered and completed on the scheduled dates. Two attempts will be required for completion of the RN Exit exams. The RN Exit exams provide a conversion score, which is a weighted percentage score. The two HESI RN Exit Exams conversion scores will be averaged together and will be used as the student’s final exam grade.

All HESI RN Exit Exams (two) are mandatory for all fourth semester students. If the score of 950 is not obtained on RN Exit 1, mandatory self-remediation is required PRIOR to taking the next scheduled exam. A score of 950 or less requires ten hours of remediation and score of 951 or above requires 5 hours of remediation. A counseling session must be held with a faculty facilitator and remediation must be documented. Counseling and remediation is mandatory, failure to take both exit exams and/or complete required remediation will result in course incomplete (IP). The final grade will not be configured until meeting the above requirements.

Any student repeating a course will be required to re-take the HESI exam associated with that course even if the student passed the HESI exam the first time.

Students with documented disabilities may request accommodations for these standardized exams. The student must contact the faculty at the start of each semester to activate and adopt approved accommodations.

C. Class Performance:

1. Attendance Policy: RNSG 2221 adheres to the departmental attendance policy published in the Nursing Department Student Handbook. Also, refer to the college catalog “Attendance Policy.” Class absence may negatively impact the student’s performance on examinations and will negatively impact the class participation grade (See VI, Semester Grade Computations).
   a. Classroom: If absences occur from the online or face to face classroom, it is the student’s responsibility to obtain missed work from his/her peers.
   b. Attendance at Examinations: Computer based examinations will be given on dates noted on the BB Section Title Syllabus pg. 2. (See V. Examinations for policy) https://ctc.blackboard.com/

2. The faculty reserves the right to adjust the student’s class grade based upon class performance/behavior/civility in any delivery format (in person and online).

3. You may not audiotape a lecture without the faculty/presenter’s permission. No taping of copyrighted material will be allowed.

4. Electronic devices and cellular phones must be turned off in the classroom, lab, and clinical areas. Failure to comply will result in “0” participation points for the class day.
D. **Class Participation:**

1. Students are expected to contribute to online/class discussions, and to participate in all online/class activities. Up to 10% of the total available points for the course may be assigned to participation. The participation grade for theory courses will include positive contributions to online class, meeting activity objectives, and demonstrating civility. Failure to participate will result in grade point deduction. (See VI. Semester Grade computation).

   - Discussion Questions will be due as a Ticket to Class or Incorporated in class lectures for class participation points. (See Discussion Board Guidelines on BB under Assignments)

E. **Other Requirements:**

1. Following an illness or other medical or mental health-related event, during the duration of clinical internship, the student may be required to obtain a release from their health care provider prior to returning to the classroom/clinical agency. The required release must include 1) when the student can return to school/clinical and 2) specific limitations on activity level, if any.

2. The student scoring <75% on any exam must make an appointment with the course faculty for an exam review and counseling within one (1) week after completing the exam. (In person for blended section; phone/virtual for online section)

3. A student in academic jeopardy may be required to make an appointment with the Academic Studio for further assistance, counseling, and recommendations for academic success.

F. **Progression:** A student must successfully complete RNSG 1412, RNSG 1347, and RNSG 2362 in order to progress to the fourth semester.

   If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. This applies to the following nursing courses: RNSG 1115, 1262, 1301, 1331, 1347, 1363, 1412, 1413, 2213, 2221, 2331, 2362, and 2363. Failure of any two RNSG courses will result in ineligibility for readmission.

   A student must successfully complete RNSG 2221 and the identified co-requisite courses (including all standardized exams) in order to successfully complete the fourth semester. **If a student is unsuccessful in RNSG 2221, the student will not have another opportunity to take the course until the following semester.**

G. **Scholastic Honesty:** The following statement is published in the Central Texas College Catalog and all RNSG 2221 students are expected to abide by this policy.

   “All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations.
The following are considered examples of scholastic dishonesty:

1. **Plagiarism** – the taking of passages from the writing of others without giving proper credit to the sources.
2. **Collusion** – using another’s work as one’s own, or working together with another person in the preparation of work, unless such joint preparation is specifically approved in advance by the instructor.
3. **Cheating** – giving or receiving information on examinations."

Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of “F” and subject to disciplinary action, which may include suspension and expulsion.”

H. **Office Hours**: Each faculty member keeps office hours for the purpose of conferring with students. Students are encouraged to make appointments with the faculty to discuss their needs and/or problems related to RNSG 2221. Blended course lead faculty is available either virtually or in person. Please use the phone at the reception desk to call the faculty member’s office before your appointment.

V. **EXAMINATIONS**

A. Examination dates are identified in your RNSG 2221 course Blackboard (https://ctc.blackboard.com). Lecture plans are subject to change; any changes to exam dates will be announced on Blackboard. There are 3 unit exams with 75 questions each.

1. Examinations will consist of multiple choice and alternate format style questions, i.e.: select all that apply true/false, matching, short answer and fill in the blank. The exams will be scheduled on the computer in the Testing Center or pencil paper format.
   a. If the exams are taken on the computer, it will allow the student to go back and change answers once questions are submitted. Exam rationales will be available immediately after the exam on the computer to enhance individual feedback, knowledge and understanding. Be prepared for computer lab or pencil and paper style testing. An item analysis will be performed by the professors after each examination to evaluate question validity.
   b. If the exam is given in pencil & paper format; an exam review of answers will be provided after the exam is completed. Any pertinent questions regarding exam content can be discussed at your appointment during your exam review.
   c. Final exam grades will be posted in the Blackboard Learning System after item analysis is complete. The paper reports will not be issued in the fourth semester. All exams are taken online or are proctored in the Testing Center as scheduled and as outlined in your RNSG 2221 course Blackboard.
   d. The student will be allowed (as close to) 1.5 minutes per test item if possible, given the class schedule time. The posted CTC schedule allows two hours for a final examination.
2. Students who would like to discuss their exam results may schedule an individual appointment with the course instructors (See Section IV, H Office Hours).

3. **Testing Policy:** Once the student has clicked the exam submission tab, the student will no longer be able to return to previous questions or make changes to exam answers. All RNSG 2221 course exams will be scored by the PartTest System and those exam scores will be populated into the course gradebook and adjusted by the course instructors based on the exam item analysis review.

4. Examinations will be given on dates noted on the course Blackboard. If a student cannot attend an examination, the course coordinator/professor must be notified at their office number **before the examination is given.** It is your responsibility and a requirement to notify the professor in advance of any absence to retain the privilege of sitting for a make-up exam without grade penalty. Make-up examinations may include a variety of formats to include essay and/or alternate format questions. Students requiring a make-up exam will report to the Department of Nursing at 9:00 a.m. on the Friday following the missed exam. If the rescheduled opportunity is missed there will be no other opportunities afforded. RNSG 2221 follows the testing policy published in the Department of Nursing Student Handbook.

5. A student scoring < 75% on any exam must make an appointment with the course faculty for exam review and counseling within one (1) week after completing the exam. (Appointments are optional for scores at or above 75%). According to Department policy, individual appointments with the course faculty must be made within **one week of the test date** for individual review of the exam. The exam may be reviewed with the faculty at a later date **but the appointment must be made** within the **one week** time frame. No exceptions! Once a subsequent exam has been administered, no prior exam may be reviewed or any prior test question challenged.

   A student in academic jeopardy may be required to make an appointment with Academic Studio for further assistance, counseling, and recommendations for academic success.

6. Examination grades alone will not ensure successful completion of the course.

7. **The Nurse Jurisprudence (NJP) Exam Assignment:**
   a. Generic students and LVN students who have not previously taken the NJP exam must take the online NJP exam and obtain a certificate. The NJP certificate must then be submitted to the RNSG 2221 course through BlackBoard by the scheduled due date.

   b. LVN students who already have the NJP certificate, will complete the “Ethical Scenario’s You May Face as an RN” located under the
student resource tab in Blackboard. LVN students will choose four out of the eight Ethical Scenarios and will submit the completed assignment through the RNSG 2221 course BlackBoard by the scheduled due date.

VI. SEMESTER GRADE COMPUTATIONS

A. The course grade is determined by written examinations, assignments AND participation. The assignment and participation points will be added to the exam points after the student achieves a 75% exam average. **In order to pass RNSG 2221, the student must achieve 300 total points.**

B. The requirements for determining course grades are:

1. **The student must earn a 75% or better on the cumulative exam average before points for written and other assignments will be added to the final grade computation for RNSG 2221. This is a minimum of 207 out of a maximum of 275 examination points.** A participation grade of no more than 10% of total available points and Assignments of no more than 21% will be added after the student achieves a minimum of 75% of exam grades. The student must achieve a minimum of 300 points out of a possible 400 points in order to pass RNSG 2221.

2. The course grade will be calculated as follows:

   Exam 1 = 75 points (19%)
   Exam 2 = 75 points (19%)
   Exam 3 = 75 points (19%)
   Nurse Jurisprudence = 50 points (12%)
   Exam Points TOTAL = 275 points (69%)

   Assignments = 85 points (21%)
   Participation = 40 points (10%)

   400 Points (100%)

3. **There is no rounding off of the final theory average.**

   A = 360 - 400 points (This is 90.0 - 100% of credit)
   B = 320 – 359 points (This is 80.0 - 89% of credit)
   C = 300 – 319 points (This is 75.0 - 79% of credit)
   D = 240 – 299 points (This is 60.0 - 74% of credit)
   F = 239 or fewer points (This is 0 - 59.9% of credit)

C. A grade of “IP” will be assigned if the required HESI exams are not completed on the assigned due date.

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM THE INSTRUCTOR

A. **Course Withdrawal:** (Consistent with CTC policy)

B. **Administrative Initiated Withdrawals:** (Consistent with CTC policy)
C. **Incomplete Grade**: (Consistent with CTC policy).

D. **Cellular Phones/other electronic devices**: Cellular phones and all other electronic or recording devices will be turned off while the student is in the classroom, laboratory, or clinical area.

E. **American’s With Disabilities Act (ADA)**: “Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.”

F. **Instructor Discretion**: The instructor reserves the right of final decision in course requirements.

G. **Civility**: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. **Support Services**: The College offers a variety of support services to students. Refer to the CTC website: [http://www.ctcd.edu/students/current-ctc-students.academic-support/](http://www.ctcd.edu/students/current-ctc-students.academic-support/) and [http://www.ctcd.edu/academics/catalog/catalog-continental-international/student-services/](http://www.ctcd.edu/academics/catalog/catalog-continental-international/student-services/)

I. **State on Harassment and Discrimination**: Central Texas College District is an equal opportunity, affirmative action institution. We are unequivocally committed to a policy of equal access and equal opportunity in employment practices, admissions, educational programs, and all other college activities. The college does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, veteran status, genetic information, sexual orientation, gender identity or transgender status. Accordingly, it is the policy of the college to maintain an academic and work environment free of discrimination and harassment in accordance with all applicable federal, state and local statutes and regulations.

J. **Inclement Weather**: Information about class cancellation or delay because of inclement weather can be obtained by listening to KNCT-FM (91.3 on the FM dial) or by calling (254) 501-3100 (Central Texas College Inclement Weather Information Line).

K. **End–of–Course Evaluation**: The student will be given the opportunity to evaluate the course and the professor(s) at the end of the semester.

**VIII. COURSE OUTLINE**

A. **Unit One**: Licensure, Certification and Career Management (Chapters below)
   4. Nursing Licensure and Certification
   24. Making the Transition from Student to Professional Nurse
   25. Managing Time: The Path to High Self-Performance
26. Contemporary Nursing Roles and Career Opportunities
27. Job Search: Finding Your Match
28. The NCLEX-RN® Examination

B. **Unit Two: Leadership and Management in Nursing**
   6. Nursing Research and Evidence-Based Practice
   17. Nursing Leadership and Management
   19. Effective Communication and Conflict Resolution
   20. Effective Delegation and Supervision
   21. Staffing and Nursing Care Delivery Models
   22. Quality Improvement and Patient Safety

C. **Unit Three: Current Issues in Health Care**
   5. Theories of Nursing Practice
   8. Legal Issues in Nursing and Health Care
   9. Ethical and Bioethical Issues in Nursing and Health Care
   10. Cultural Competency and Social Issues in Nursing and Health Care
   13. Workforce Advocacy for a Professional Nursing Practice Environment
1. Examinations 1, 2, and 3, will consist of 75 questions, each question worth 1 point, and each exam weighted at 27.27%. The NJP examination mandate will be weighted at 18% of the final grade.

2. A minimum total of 207 points of a possible 275 points (75%) exam points must be achieved in order to complete RNSG 2221 successfully. There is no rounding off of the final theory average. Classroom assignments and participation points, up to 125 points will be assigned after the student has earned an average of 75% on course examinations. A minimum of 300 total points out of a possible 400 points are required to pass the course.

3. Examinations will be given on dates noted on the course calendar and daily plan. If a student cannot attend an examination, the lead professor must be notified a minimum of one hour before the examination is given. If the instructor is not notified of the absence prior to the beginning of the class a grade of “0” (zero) will be assigned for that exam. Students requiring a make-up exam will report to the Department of Nursing at 9 am on the Friday following the missed exam. Make-up examinations may be in essay format and/or alternate format questions. RNSG 2221 follows the testing policy published in the Department of Nursing Student Handbook. The instructor is not required to allow you to turn in late assignments. Late and incomplete assignments will receive a grade of “0” unless approved by the instructor.

4. Due to the CTC class schedule and an allowance of 1.6 minutes per question; (120 min) will be the maximum time limit for the completion of exams 1, 2, and 3. The final exam is allowed two hours (120 min) per CTC policy.

5. A test review will be provided following each exam. The date, time, and delivery format will be announced prior to the exam. Attendance is voluntary.

6. Challenges to test questions must be made within one calendar week to your lead instructor. To challenge a question, you must message or email your instructor with the context of the question and need for clarification via SBAR format. These comments will be reviewed to and responded by the course professors with clarification and a final decision.

7. Make up exams will be on the Friday following the test date, unless otherwise notified. Arrangements must be made by the student with the lead instructor as soon as possible. Once scheduled, exam policy is enforced.

8. A student scoring less than 75% on any exam must make an appointment with the course professor for an exam review and counseling. Appointments are optional for scores greater than 75%. According to the Department policy, individual appointments with the course professor must be made within one week of the test date for individual review of the exam. The exam may be reviewed with the professor at a later date but the appointment must be made within the one week time frame. No exceptions! Once a subsequent exam has been administered, no prior exam may be reviewed or any prior test question challenged. Students scoring below 75% may also be referred to Academic Studio.

9. According to CTC policy, the professor reserves the right to adjust the student’s classroom grade based upon classroom performance/behavior/civility.

10. Any incomplete assignments will result in an incomplete grade for RNSG 2221, thus preventing progression in the ADN Program.

I fully understand the HESI Total Testing Program policy as outlined in the syllabus.
My signature acknowledges receipt of, and understanding of, the RNSG 2221 Course & Testing Policy and other information outlined in the RNSG 2221 Syllabus.

___________________________________________________________________________
Printed Name

___________________________________________________________________________
Signature Date