

Basic Course Information *SUBJECT TO CHANGE*

Semester:	FALL 2016	Instructor Name:	Daniel G. Ortiz, Jr.
Course Title & #:	VN 116 Pt Care MGT & Crit THNK	Email:	daniel.ortiz@imperial.edu
CRN #:	10999	Webpage (optional):	www.imperial.edu
Classroom:	2135	Office #:	2126
Class Dates:	8-15-16/12-9-16 DROP DATE: 11-5-16	Office Hours:	W: 1640- 1740 TH: 1300-1350
Class Days:	Wednesday	Office Phone #:	760-355-6493
Class Times:	1400-1630	Emergency Contact:	Nursing Office Secretary
Units:	2.50		760-355-6348

Course Description

An overview of the leadership and management process as it relates to management of patient care is presented. Clinical application is integrated into VN courses. Critical thinking is introduced for evidence-based client care through situational assessments, patient safety, identification of problematic areas, recognition of available solutions, and “Best Practices” for decision-making.

Student Learning Outcomes

1. Demonstrate critical thinking and judgment in clinical decision making related to interactions with patients
2. Identify leadership techniques useful to LVN practice and improvement of care
3. Identify legal and safety issues related to the LVN Practice

Course Objectives

The purpose of this course is to develop a rudimentary “tool box” of leadership skills and critical thinking abilities for the first semester VN student that will be applied to all subsequent clinical applications.

Upon completion of this unit, the student will:

- Relate Maslow’s hierarchy of needs to motivating personnel
- Discuss components of the communication process
- Relate the communication process to managing personnel
- Contrast the role of a variety of nursing personnel
- Discuss issues involved in staffing patterns
- Describe methods of conflict resolution
- Discuss common organizational structures found in the health care industry
- Analyze the influence of the organizational structure on patient care management
- Discuss economic issues related to the health care industry
- Identify how the nurse influences safety for patients throughout the health care system
- Understand the utilization of the nursing process in caring for patients

Textbooks & Other Resources or Links

- A. Kurzen, C. R. (2012) Contemporary Practical/Vocational Nursing (8th ed.). Philadelphia: Lippincott, ISBN 9781496307644
- B. Kozier, B., & Berman, A. (2016). Kozier & Erb's fundamentals of nursing: Concepts, process, and practice (10th ed.). Boston: Pearson. ISBN 978-0-13-397436-2
- C. E-mail or Gmail account, Blackboard/Canvas access
- D. Access to internet and other computerized technology mediums

Course Requirements and Instructional Methods

Classroom work:

The student is expected to bring required materials to class. This includes the required study guides to be worked on during class time.

Tests:

There will be exams covering the topics reviewed in class. They will consist of in class exams and/or exams taken in the nursing learning center.

THERE ARE NO MAKE-UP EXAMS REGARDLESS OF EXCUSE.

Reading, CD/Video, oral and writing assignments are required. The reading list includes those required of this course and additional outside assignments. Writing assignments will reflect the objectives listed and may include, but not be limited to, short essays, journals, and / or professional papers. Outside assignments including but not limited to independent and group exercises and learning center activities may be assigned and are required. Students may be referred back to the nursing learning center tutor if needed to support the learning environment. You are expected to increase participation and readiness for class as the semester progresses. Participation includes class discussions, asking / answering questions, and group project work. Similarly, the expectation of class content knowledge will increase as the semester progresses.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement. **NO LATE WORK WILL BE ACCEPTED.**

Course Grading Based on Course Objectives

Grading will include home assignments, class participation, group projects, no more than 6 quizzes, Mid-Term exam, and Final exam. A total grade of 78% **and** passing the final at 78% or above are required to pass this course.

Students must maintain a "C" average grade as determined by the scale below:

A= 93/100%, B= 85/92%, C= 78/84%, D=68/77%, F= Below 68%. Grades will not be rounded

To advance to the next semester, a total grade of 78% or above AND passing the final at 78% or above is required in this course and the co-requisite courses. The student is responsible for dropping (W) the class before the deadline as outlined on registration forms.

Failure to pass this class will affect the ability to progress to the next semester. Students failing must make an appointment to speak with the instructor or the Director of Nursing Education.

Content emphasized in class reading assignments, presentations, lectures, discussions, and some journal assignments will be used in the quizzes and exams. The point values for major assignments are listed below with due dates to be given during the class. Journals x4 at up to 10 pts/each; class participation up to 10 pts; 4 quizzes at up to 100 pts/ each; 2 group presentations at up to 100 pts / each; (Homework as assigned up to 10 points) Mid-Term and Final exams at up to 100 pts /each.

Attendance

It is the responsibility of each student to attend all class time and to contact the faculty person before the start of class of any need to be excused from class. The class will start as indicated above; any student who is tardy 15 minutes or more will be counted as absent, will not be allowed to take any scheduled or unannounced quizzes, test, or major exams. Absences are limited to the number of hours class meets in one week (**Two for a 2.30 unit course**). A student who reaches the maximum allowable hours of absenteeism may be dropped by the instructor. Acceptance of absenteeism excuses is at the discretion of the faculty member. A student who reaches the maximum allowable number of hours absent may file a petition to reenter the nursing program. The teaching team will meet with the student to discuss remediation and the possibility of reentry.

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- ***Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.***

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- **Students are to comply with the following rules of netiquette:** (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.

- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Date	Description, Topic(s)	Assignment(s) Pages/ Due Dates/Tests
Week 1 August 17	Unit 1: Course introduction and Syllabus overview. Blackboard	Kurzen: Ch 1,2,4 p.10: Learning Style p. 276-280: Time Management Powerpoints at: thepoint.lww.com for assigned chapters

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	(BB)/Canvas, Learning Methods, Maslow Nursing Roles	<ol style="list-style-type: none"> 1. Due August 24: Complete the learning style self-assessment. Write a short, one-page typed essay describing a learning experience you have had. Determine why you felt it was a good or bad experience, including the ways in which it was presented and if it suited your preferred learning style. 2. Search the Web for information or articles providing tips for adjusting to student life. Bring your findings to the class to share. <ul style="list-style-type: none"> - 1st Journal: Due on Blackboard(BB)/Canvas August 31 at 1400. Personal goals for semester, time organization chart (See p.8, Table 1-1) and how it worked for 1 week, changes to time organization chart. - https://www.engage.com/drfahey/5000007040389/13
Week 2 August 24	Deadline to drop with W Unit 2: Communication	Kurzen: Ch 3 thepoint.lww.com: Journal Article Notes; 7 tips to improve your professional etiquette p. 61: Communication Styles Assessment <ol style="list-style-type: none"> 1. Due August 31, Write down the five levels of human needs described by Maslow. For each level, describe how you are currently meeting these needs. Identify those needs you are not meeting and how you might satisfy them. 2. Write down the personal characteristics that contribute to maintaining good mental and emotional health. After each characteristic, assess your strengths and weaknesses and determine what you can do to move toward better mental and emotional health. <p>2nd Journal: Answer on BB / Canvas by September 17th at 1400. Review your answers to the communication assessment on p. 61 and complete the following</p> <ul style="list-style-type: none"> - 1. My best listening skills are _____ - 2. I have difficulty listening when _____ - 3. I can improve my listening skills by _____
Week 3 August 31	1 st Journal Due by 1400 on BB or Canvas Unit 3: Critical Thinking	Kurzen: pp. 16-19 Kozier: Ch 10 thepoint.lww.com: Journal Article: Ch 1: Critical Thinking Skills: Learned or Nurtured Powerpoints on BB/Canvas for assigned chapters <ol style="list-style-type: none"> 1. Due September 7: One of the objectives for this course is to internalize the concept of what it means to be a human being. Write a short paper describing what your concept of a human being is. 2. Group Assignment, Present your findings September 7: Bring an article from the newspaper or a magazine to class that you believe addresses an ethical dilemma. It can be about any issue and does not

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		<p>need to be related to health care. Read your article to the group. Discuss each student’s ethical dilemma, then use guidelines for ethical decision making, and see if it is possible to reach a consensus. Differentiate between an ethical dilemma and a moral dilemma, or individual, societal, and situational ethics.</p>
<p>Week 4 September 7</p>	<p>Quiz 1: Units 1&2 Unit 3 Critical Thinking Group presentation from previous week</p>	<p>Quiz 1: All assignments up through August 24th Kurzen: pp. 16-19 Kozier: Ch 10</p> <p>Divide into two groups. You will be assigned one of the following topics:</p> <ul style="list-style-type: none"> • What is religious morality and ethics? • What is secular morality and ethics? <p>Have a lively discussion about these two forms of morality and ethics and make certain to carefully listen to each group member’s contribution. Apply moral and ethical principles of behavior to the relationships you have with each member of the class.</p>
<p>Week 5 September 17</p>	<p>2nd Journal Due by 1400 on BB or Canvas Unit 4: Health Care System Financing</p>	<p>Kurzen Ch 7 Answer p. 159-#5, #7 thepoint.lww.com: Powerpoints for assigned chapters</p> <ol style="list-style-type: none"> 1. Due September 21: Interview a Medicare recipient who has Medicare Supplemental Insurance, and write a report about the coverage this person receives and the cost of this coverage for the recipient.
<p>Week 6 September 21</p>	<p>Unit 5: Health Care Team, Organizational Structures - Assignment of Group Presentations due 10-5</p>	<p>Kurzen: Ch 8 thepoint.lww.com: Journal Article: Ch 8 Career Scope. Tips for improving manager hand-off communication. thepoint.lww.com: Powerpoints for assigned chapters</p> <ol style="list-style-type: none"> 1. Due September 28: Write about a recent experience you have had in your doctor’s office. Who made up the health care team in that setting and what were their titles?
<p>Week 7 September 28</p>	<p>Quiz 2: Units 3-5 Unit 6: Providing Patient Care/Ethics</p>	<p>Quiz 2: All readings in Units 3-5 up through September 21 Kurzen: Ch 9-10 thepoint.lww.com: Powerpoints for assigned chapters thepoint.lww.com: Journal Article: Ch 9 Family Member’s Response</p>
<p>Week 8 October 5</p>	<p>MID-TERM Group Presentations in class</p>	<p>Presentations on Assigned Topics</p>
<p>Week 9 October 12</p>	<p>Unit 7: Delegation and Supervision</p>	<p>Kurzen: Ch 13 Answer p. 290, #1 thepoint.lww.com: Powerpoints for assigned chapters</p> <ol style="list-style-type: none"> 1. Due October 19: Describe in writing the characteristics of a nurse manager you would like to work with, and then describe what type of nurse manager you would like to be.

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		<p>2. 3rd Journal due 10-19: Where are you in meeting goals you set for yourself at the start of the semester? How do you see yourself as the LVN in clinical? What do Perform a self-assessment of your performance so far in clinical as if you were a unit manager evaluating a member of the staff. Evaluate yourself in the following areas:</p> <ul style="list-style-type: none"> • Communication skills with staff and patients • Delivery of safe care • Use of the nursing process • Competency in drug administration • Leadership skills • Professional accountability <p>Write your evaluation remembering to treat yourself as you would wish to be treated when receiving an evaluation from your manager. thepoint.lww.com: Journal Article: Ch 13 Meeting the management challenge</p>
<p>Week 10 October 19</p>	<p>3rd Journal Due by 1400 on BB or Canvas Unit 8: Leadership and Management Roles, Conflict Mgt, Staffing</p>	<p>Kurzen: Ch 12-13 thepoint.lww.com: Powerpoints for assigned chapters</p> <ol style="list-style-type: none"> 1. Due October 26: Interview a family member, friend, acquaintance, boss, or other individual in a leadership position. Ask them to identify their leadership style, what kind of followers they work best with, and how they handle conflict. Write your interview and turn it in after presenting it in class. 2. Locate OSHA’s Web site to read about violence in the workplace. Answer the following questions: <ol style="list-style-type: none"> a. What is workplace violence? b. Who is at risk? c. Where may violence occur? d. What are the effects of violence? e. What are risk factors for violence? f. What are some safety tips for hospital workers?

Date	Description, Topic(s)	Assignment(s) Pages/ Due Dates/Tests
Week 11 October 26	Quiz #3: Units 6-8, Ch 9,10,12, & 13 Unit 9: Legal Issues, Regulatory Agencies	Quiz 3: All assignments from units 6-8 Kurzen: Ch 11 Answer p. 255, #1 thepoint.lww.com: Powerpoints for assigned chapters thepoint.lww.com: Journal Article: Ch11 Fostering Therapeutic Nurse Patient Relationships <ol style="list-style-type: none"> 1. Due November 2: Think about something you did in the recent or distant past that you were held accountable for. Write about dealing with the impact of the consequences for your actions. Did you feel you were treated fairly? 2. Determine if the following examples are torts or crimes. Write down your answers and bring them to class to compare with the rest of the class. <ol style="list-style-type: none"> a. Nurse threatens to give an injection when her patient refuses to take oral medication. b. Nurse gives the injection despite the patient’s objection. c. Taking photo of patients using your cell phone without their consent. d. Nurse tells her patient that the doctor is incompetent. e. Taking a dollar from a patient’s nightstand and buying a soda with it. f. Fondling your patient’s body parts.
Week 12 November 2	Unit 10: Injury Prevention in Nursing. Client & Staff - Assignment of Group Presentations due 11-6	Kozier: 42 Stress and Coping (Focus on Safety) thepoint.lww.com: Powerpoints for assigned chapters www.jcaho.com : Nat’l Pt Safety Goals www.qsen.org : Goals www.napnes.org (one student representative will randomly select one of six topics as well as group placement) Group presentation must be between on topic chosen/assigned: <ul style="list-style-type: none"> • Must include powerpoint presentation • All team members must speak on the topic chosen • Must include three reliable sources in the presentation with citation • Must be no less than 30 minutes, no more than 45 minutes in duration. • Presenters will be graded on professional attire, attitude, and ability to present information to a group of VN Students / Faculty.

Date	Description, Topic(s)	Assignment(s) Pages/ Due Dates/Tests
Week 13 November 9	Quiz #4: Units 9 &10, Ch 11, Journal and website info Unit 11: Current Issues Affecting Nursing Unit 12: Career Planning	Quiz 4: All assignments from units 9 & 10, Ch 11 Kurzen: Ch 14-16 Answer p. 369, #6, #10 thepoint.lww.com: Powerpoints for assigned chapters thepoint.lww.com: Journal Article: Ch14 How New Grads can Gain a Competitive Edge <ol style="list-style-type: none"> 1. Decide where you think you would like to work and write a letter of application for a nursing position you are interested in there. Include all of the elements outlined in this chapter for completing such a letter. 2. Prepare and write your resume summarizing your previous education and work experience including all the elements outlined in this chapter for writing a resume. 3. Write a letter of resignation from a nursing position and include all the elements outlined in this chapter for writing a letter of resignation. 4. 4th Journal: Answer on BB / Canvas by 11-16: Personal assessment of how you have changed (or not) over the semester and how you will handle clinical assignments in the future due to experiences this semester
Week 14 November 16	Group Presentations on Assigned Topics	Topics as assigned in week 12 <ol style="list-style-type: none"> 1. Group 1: Topic 2. Group 2: Topic 3. Group 3: Topic
Week 15 November 23	CAMPUS CLOSED	
Week 16 November 30	4 th Journal due by 1400 on BB / Canvas Group Presentations Continued	Topics as assigned in week 12 <ol style="list-style-type: none"> 1. Group 4: Topic 2. Group 5: Topic 3. Group 6: Topic
Week 17 December 7	FINAL	Comprehensive Final NLC Computer Lab

You must have access to <http://thepoint.lww.com/Kurzen7e> to obtain up-to-date assigned PowerPoint and journal articles that are required for class completion.

Any attachments sent to BB / Canvas as assignments must be submitted using Microsoft Word/PPT/Excel software.

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