



PNSG 2410 Nursing Leadership

COURSE SYLLABUS

SPRING Semester 2022

COURSE INFORMATION

Credit Hours/Minutes: 1/750

Class Location: Building 8, Class 8103

Class Meets: 0900-1600 on the following Mondays: 04/11/2022, 04/28/2022, 04/25/2022, and 05/02/2022 (1:00 PM to 4:00 PM, 3 hours)

Course Reference Number (CRN): **40158**

INSTRUCTOR CONTACT INFORMATION: SWAINSBORO CAMPUS

Instructor Name: Joanna W. Bell, BSN, RN

Email Address: [Joanna Bell jbell@southeasterntech.edu](mailto:Joanna.Bell@seatech.edu)

Campus/Office Location: Swainsboro Campus, Building 8 (Health Science Building), Office 8105

Office Hours: Please email the instructor to schedule an appointment or 8 AM-9 AM and 4 PM-6 PM

Phone: 478-289-2201

Fax Number: 912-538-3106

Tutoring Hours: Please schedule an appointment.

All communication with faculty should be completed using STC email. Please note that emails sent during business hours will be answered within 24-48 hours. Emails sent during holidays and on weekends may not be answered until the next business day.

Students are encouraged to check their STC student email a minimum of twice daily.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

1. Fundamentals of Nursing Care: Concepts, Connections, and Skills, 3rd Edition, FA Davis by Burton, Smith & Ludwig
2. Nursing Care Plans, 10th Edition, Doenges, Morehouse et al.
3. Davis's Nursing Skills **Videos** for LPN/LVN, 3rd Edition (This is not a book. This is a scratch-off card with a code that provides the student with access to skills videos through FA Davis website.)
4. Pharmacology Clear and Simple, 3rd Edition, F.A. Davis, Watkins
5. Understanding Medical Surgical Nursing, 6th Edition, FA Davis, Williams and Hopper

6. Safe Maternity and Pediatric Nursing Care, 2nd edition, FA Davis, Linnard-Palmer and Coats
7. Assessment Technologies Institute (**ATI**) books. (The instructor will issue ATI books to the student. The ATI book bundle is included in the purchase of ATI web service package.)
 - Learning Strategies: Your Guide to Classroom and Test-Taking Success
 - Fundamentals For Nursing, Edition 10 (Content Mastery Series)
 - Nutrition For Nursing, Edition 7 (Content Mastery Series)
 - PN (Practical Nursing) Pharmacology For Nursing, Edition 8 (Content Mastery Series)
 - PN Adult Medical Surgical Nursing, Edition 11 (Content Mastery Series)
 - PN Nursing Care Of Children, Edition 11 (Content Mastery Series)
 - PN Maternal Newborn Nursing, Edition 11 (Content Mastery Series)
 - PN Mental Health Nursing, Edition 11 (Content Mastery Series)
 - Nursing Leadership and Management, Edition 8 (Content Mastery Series)
8. Practical Nursing Program Skills Book (**No purchase necessary**. Instructor will provide to the student. This Skills book is used during PNSG 2030 and PNSG 2010.)

REQUIRED SOFTWARE

1. ATI Web Service Package
 - EHR (Electronic Health Record) Tutor is included in ATI purchase

REQUIRED SUPPLIES

2. Full Clinical Uniform (Purchased through Meridy's)
3. Watch with seconds displayed
4. **Two Clinical** student identification **badges** that reflect Practical Nursing Program and first name (Issued by Fundamentals Instructor)
5. **One classroom/lab** student Identification **badge** (issued by Student Affairs)
6. Skills Packs (Purchased through Meridy's)
 - Skills Packs will include the following items, but not limited to:
 - Stethoscope
 - Blood pressure cuff
 - Pen Light
 - Scissors
7. Ear phones for any ATI assignments
8. Pens (blue or black ink)
9. Highlighters
10. 2 Three Ring Binders
11. Basic Calculator
12. Clinical Notebook
13. Laptop/personal computer

Suggested specifications include:

 - Processor i5 or i7
 - Memory 8GB or higher
 - Hard drive 250GB or larger
 - DVD Drive either internal or external
14. Webcam with microphone
15. Internet speed of 5 Mbps. (10 Mbps or more is recommended). Test your internet speed using www.speedtest.net.

Google Chrome and Firefox are the recommended browsers to use for Blackboard Collaborate.

Google Chrome is the recommended browser to use for WebEx.

Google Chrome is the recommended browser to use for ATI.

Note: Although students can use their smart phones and tablets **to access** their online course, discussions, exams, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablets. Students are advised to not rely on these devices to take an online course.

ATI Technical Requirements: Students have access to the most updated technical requirement recommendations at [ATI website](#) . *Please note that smart phones and iPads do not support many of the modules within ATI.*

Students are encouraged to take pictures of completed ATI modules/assignments that capture student name, date, time, score, and module name that is contained in one picture. Pictures will be emailed to instructor upon request if there is a question concerning a module/assignment completion.

It is the responsibility of the student to communicate technical issues with an ATI representative as the issue happens.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Builds on the concepts presented in prior nursing courses as well as prepares for adding leadership, management and professionalism and ethics into future courses in the PN program. Leadership develops the skills necessary for successful performance in the job market. Topics include; the application of the nursing process, supervisory skills, client's education methods, groups dynamics and conflict resolution.

MAJOR COURSE COMPETENCIES

1. Application of the Nursing Process
2. Supervisory Skills including prioritizing, delegation and conflict resolution.
3. Client Education Methods
4. Group Dynamics

PREREQUISITE(S)

Program Admission, PNSG 2010, PNSG 2030, and PNSG 2035.

COURSE OUTLINE:

Application of the Nursing Process

Order	Description	Learning Domain	Level of Learning
1	Appraise the role of nursing process in leadership.	Cognitive	Evaluation
2	Integrate concepts of critical thinking.	Cognitive	Synthesis
3	Prepare to write the National Counsel of Licensure Examination (NCLEX).	Cognitive	Application

Supervisory Skills

Order	Description	Learning Domain	Level of Learning
1	Understand acquisition, maintenance, and termination of employment.	Cognitive	Comprehension
2	Characterize autocratic, democratic, and laissez-faire leadership styles.	Cognitive	Analysis
3	Examine client care delivery systems (functional, team, case, and primary).	Cognitive	Analysis
4	Articulate principles of work ethics.	Cognitive	Application
5	Express the role of the practical nurse in leadership positions.	Cognitive	Synthesis
6	Characterize the role of the practical team leader in an acute care or long-term care facility.	Cognitive	Analysis
7	Participate in comprehensive review processes to meet external regulatory standards.	Cognitive	Application

Client Education Methods

Order	Description	Learning Domain	Level of Learning
1	Compare and Contrast various learning styles.	Cognitive	Evaluation
2	Assess appropriate teaching methods to client population characteristics.	Cognitive	Evaluation

Group Dynamics

Order	Description	Learning Domain	Level of Learning
1	Characterize group dynamics.	Cognitive	Analysis
2	Recognize components of risk management processes.	Cognitive	Analysis
3	Compare and Contrast methods of effective conflict management.	Cognitive	Evaluation

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab of Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 SIGNS AND SYMPTOMS

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

BLACKBOARD REQUIREMENTS

Blackboard Course: Complete the following by the end of Day 3. The following three items are located on the left side of screen within the menu selection.

1. Covid 19 Training
2. Syllabus Acknowledgement

HEALTH REQUIREMENTS

Refer to Practical Nursing Student Handbook for specific requirements related to this course.

STC CAMPUS PRACTICAL NURSING DRESS CODE (CLASSROOM, LAB)

Students will be asked to dress in professional nursing attire while in the classroom, skills lab and clinical. This will mean students will be expected to dress appropriately each day. Students will be asked to wear scrub pants and a t-shirt or a full scrub set (your choice of style and color) to class/lab each day. Students should wear shoes that are comfortable and have an enclosed heel and toe. A great example is a tennis shoe or nursing clog. During lab, hair should be pulled back and secured.

ASSIGNMENTS, GROUP WORK AND COMPREHENSIVE EXAM

Students are expected to complete all daily assignments, group work/activities and a comprehensive exam. There are no unit exams in PNSG 2410 Leadership course. For this course, Leadership, PNSG 2410, unit exams are not administered, but assignments and class participation are used to obtain the cumulative average prior to the Comprehensive Exam.

The Comprehensive Exam is mandatory to complete this course.

No assignment opportunities will be given for extra credit. Assignments, group work and Final Exam grade will be entered as is to the nearest 10th. No scores will be rounded (up or down). *For example: exam has 60 questions and each question will be worth 1.66 pts.* The student correctly answers 52 questions out of 60. There are 52 correct answers x 1.66 = 86.32. The grade will be recorded as 86.3. This rule applies to every grade issued during the semester. All final averages will be recorded as is (example: a 69.9 is a 69.9).

A percentage of 70 % or above between Nursing through the Ages Interview/Written Assignment, Conflict Resolution Written Assignment, Group Project: Patient Education Care Plan Presentation, Classwork, Work Ethics Packet Assessment (Completion) and Comprehensive Exam, based on referenced percentages, must be obtained **before** the ATI assignment percentage (10 %) is added in the calculation of the final course grade. If the student fails to meet the unit exam requirements, the student will receive a WP or WF for the course and will not be able to progress in the program. If the student earns below 70% between unit exams and the final exam, the student will not receive credit for the ATI assignment percentage (10%) and, therefore, will receive an F for the course. The student will not be able to progress in the program.

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam-assessment as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class. If a student passes the work ethics assessment in his/her program with a C or better, he/she will receive a work ethics grade of 2. This grade will appear as a letter grade then a 2 for passing work ethics. (Ex: A 2).

ATI ASSIGNMENTS

ATI assignments listed on the lesson plan must be completed by **4/25/22 by 8 AM**. Scores earned on the first attempt of each ATI module/assignment/test/posttest/quiz/case will be used to calculate the average of ATI assignments, which count 10 % of the course grade. For assignments that score *strong, satisfactory, or needs improvement*, students will receive *100 for strong, 90 for satisfactory, and 70 for needs improvement*. Students are encouraged to review missed items and review rationales for correct/incorrect answers. There are **6** required ATI assignments listed in this course lesson plan. A "0" (zero) will be included in the ATI percentage for **1.)** Failure to complete the ATI assignment or **2.)** Failure to complete assignment by the due date or due time.

Students are also provided a copy of *Leadership PNSG 2410 Summary of ATI Assignments that lists the 6 required ATI Assignments. These are also listed in the course Lesson Plan in this course syllabus.*

ATI products are integrated into each course according to the PN ATI Curriculum Matrix. The syllabi/lesson plans will outline when the student will complete each ATI assignment. The use of these products allows for formative and summative evaluations and assists the faculty in making the necessary changes to the curriculum.

CAMPUS EXAMS

On exam days, students will report to the assigned computer lab. Students will log onto the computer, open Respondus lockdown browser, log onto to Blackboard. The instructor will provide the password for the exam to the students, and then the student may start the exam.

During an examination, students are required to place all textbooks and personal property on the floor in front of the classroom. No talking is allowed once the exam begins. Students found with their cell phone or any other personal communication device during the exam will be considered cheating; which may result in a zero for the exam. All exams are timed with students receiving one minute to answer each examination question. An additional minute will be added per calculation exam question.

If a student shows up late on an exam date or is not prepared to start the exam on time (for example: has laptop issues not related to school network, etc.), the student may not be allowed to take the exam once the faculty has shut the door. The student will have to make up the exam and this will be counted as their opportunity for a make-up exam. After each unit exam, students **must** review missed concepts and rationales allowing for remediation on the missed concepts. While testing in Blackboard, the remediation is provided in a one-time review immediately after the unit exam submission. If for some reason, testing through Blackboard is unavailable, students will review a paper copy of their unit exam in class. After the mandatory remediation review, if a student believes he/she needs further explanation of missed concepts, an appointment should be scheduled with his/her instructor or another faculty member. In addition, if a student believes a test question needs to be challenged, the student must email their instructor the rationale for consideration. This request must be received via email within 24 hours of the examination. No verbal or text message requests will be granted. The test question and rationale will go before a panel of nursing faculty for decision.

CAMPUS EXAM PROCEDURE

1. A calculator will be supplied through Respondus for calculations. Instructors will also give out the handheld calculators for student use. A sheet of paper will be provided for the exam. Make sure name and date is written clearly on scratch paper. The faculty member in your testing room will take up the sheet of paper at the end of the exam.
2. We will be testing using the Respondus web browser and Blackboard.
3. Outside the room, you will note a table and a sign in sheet. Please sign in and denote whether or not you performed the self-assessment. Once you have signed in you will enter the room. Please begin filling up the back row first, seat farthest from the door. Computer/chairs are marked off to ensure at least 6 feet of social distancing at all times. Do not rearrange furniture.
4. Make sure you use the restroom before entering the room. Students will not be allowed to get up and move about within the rows until dismissal at the end of the exam.
5. Students are encouraged to review missed exam items.
6. Remain seated until dismissed by the faculty.

7. No disruptions will be tolerated during the time that students are testing. Disruptions include, but not limited to keyboarding unrelated to taking Exam.
8. Instructor reserves the right to assign testing seating arrangement.

MAKEUP GUIDELINES (EXAMS, QUIZZES, HOMEWORK, PROJECTS, SKILLS, ETC.)

In the event of an absence on an exam day, the instructor may require a physician's excuse before a student is allowed to take a make-up exam. A student will only be allowed to make-up one theory exam which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different exam format. If a student misses the final exam and has already used their ONE time make-up, the student will NOT be allowed to make-up the final exam and be given a zero for the final exam.

It is the student's responsibility to obtain notes, lecture recordings, or information presented in class when the student is absent.

STUDENT SUCCESS PLAN

The Student Success Plan documents deficiencies in performance and provides a means for improvement. A success plan should be initiated for the following reasons:

- If the student has (1) a cumulative unit exam average of < 70% after the completion of 25% of the unit exams or (2) a skill(s) performance deficiency.
- The faculty will initiate individual counseling session and complete the Student Success Plan.
- if the student has (1) a cumulative unit exam average of < 70% after the completion of 50 % of the unit exams or (2) a skill(s) performance deficiency,
- The faculty will initiate individual counseling session, as well as review and update the Student Success Plan and submit an Early Alert.
- if the student exhibits behavior outside the expected:
 - codes of conduct outlined in professional codes of ethics, professional standards,
 - All procedures/requirements/policies outlined in program handbooks/documents,
 - STC e Catalog and Student Handbook, and/or
 - Clinical facility policies and procedures.

The faculty will initiate an individual counseling session and complete an Academic Occurrence Notice and the Student Success Plan.

(T)echnical College System of Georgia (E)arly (A)lert (M)anagement (S)ystem (TEAMS) & The Student Success Plan are designed to ensure that students are well informed about strategies for success, including college resources and assistance. One of the responsibilities of the Program faculty is to monitor the academic progression of students throughout the curriculum. The faculty believes that the student is ultimately responsible for seeking assistance; however, faculty will meet or refer students who are having academic difficulties.

- TEAMS is designed to provide assistance for students who may need help with academics, attendance, personal hardships, etc.

Student Support

Specific information about the Student Support services listed below can be found at [STC Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu) by clicking on the Student Affairs tab.

- Tutoring
- Technical Support

- Textbook Assistance
- Work-Study Programs
- Community Resources

ATTENDANCE PROVISIONS

Health Sciences

Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program's attendance policy is published in the program's handbook and/or syllabus, which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

For this course, which meets **21 hours**, the maximum number of hours a student can miss is **2.1 hours (2 hours and 6 minutes)** during **Nursing Leadership (PNSG 2410)**. Once instruction begins, all time missed will be counted in the total time of hours missed from class.

When instruction has begun, there will be no class interruptions. The admittance into class during a lecture may occur after class breaks. This time will be calculated in with the total time of hours missed.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu) 912-538-3126, Building A, Room 108

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu) , 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made PRIOR to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests

made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar: **04-22-2022**) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course.

Students who are dropped from courses due to attendance or academic deficiency after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester and will be unable to progress in the practical nursing program. Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and Banner Web via the my STC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Nursing through the Ages Interview/Written Assignment	20%
Conflict Resolution Written Assignment	15%
Group Project: Patient Education Care Plan Presentation	15%
Classwork: 1. NSEW Personality Compass (Completion) (25 points) 2. Work Ethics (Topics E-H) Class Presentation Peer Evaluation (25 points) 3. Work Ethics (Topics E-H) Class Presentation Self Evaluation (25 points) 4. Patient Education Care Plan Peer Evaluation (25 points) Student will begin with a grade of "100". Assignments 1-4 are each worth 25 points. A missing or incomplete assignment may result in a 25-point deduction from the beginning grade. Failure to complete assignments may result in a score of "0" for the assignment category.	15%
Work Ethics Packet Assessment (Completion)	5%
ATI Assignments A score of 70 % or above between Nursing through the Ages Interview/Written Assignment, Conflict Resolution Written Assignment, Group Project: Patient Education Care Plan Presentation, Classwork, Work Ethics Packet Assessment (Completion) and Comprehensive Exam, based on referenced percentages, must be obtained before the ATI assignment percentage is added in the calculation of the final course grade.	10%
Comprehensive Exam	20 %

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

PNSG 2410 Nursing Leadership: SPRING Semester 2022 Lesson Plan

Date/Day	Lesson	Content	Assignments and Exams Due Dates	Competency Area
04/11/2022 Monday Day 1	<p>Fundamentals of Nursing Care, Concepts, Connections and Skills textbook</p> <p>Nursing Leadership and Management, Edition 8: ATI Content Mastery Series book</p>	<p>Syllabus and Lesson Plan Review/Questions</p> <p>The Nursing Process: Critical Thinking and Decision Making Chapter 4</p> <p>Managing Client Care Chapter 1</p> <p>Class Discussion: What is your leadership style: Authoritative, Laissez-faire, or Democratic?</p> <p>Work Ethics Packet Topics: A-D class discussion/Groups</p> <p>Assign Work Ethics Topics E-H. Group Presentations for next scheduled class day.</p>	<p>Acknowledgement of receiving/understanding Syllabus and Lesson Plan and Covid Training completed in Blackboard course.</p> <p>Leadership Assignments:</p> <ol style="list-style-type: none"> 1. Nursing Through the Ages (Guidelines provided during PN Orientation. Handout located in PN Organization Course.) Due: 04/25/22 8 AM 2. PNSG 2410 Work Ethics Packet/Peer Evaluation : Due: 04/25/22 8 AM 3. The Personality Compass NSEW (North, South, East, West) Due: 04/25/22 8 AM 4. Conflict Resolution Assignment: Due:04/25/22 8 AM 5. Patient Education Care Plan/Peer Evaluation : Due: 04/25/22 8 AM <p>Self-Study: Application Exercises: Review Questions at end of Chapter 1 (eBook)</p> <p>Work Ethics Packet: Topics</p> <ol style="list-style-type: none"> A. Attendance B. Character C. Teamwork D. Appearance E. Productivity F. Attitude G. Organizational Skills H. Communication I. Cooperation J. Respect <p>Continued on next page</p>	<p>Course 1,2,3,4 Core A, C</p>

Date/Day	Lesson	Content	Assignments and Exams Due Dates	Competency Area
<p><i>Continued</i> 04/11/2022 Monday Day 1:</p>	<p><i>Continued</i></p>	<p><i>Continued</i> Class discussion: Student chooses a leader that is admired. Be prepared to explain qualities in the chosen leader.</p> <p>Students will have prep time for Group Presentation due next week on Work Ethics Topics E-H.</p>	<p><i>Continued</i> ATI The Leader</p> <ol style="list-style-type: none"> 1. The Leader: Case 1 2. The Leader: Case 2 3. The Leader: Case 3 4. The Leader: Case 4 5. The Leader: Case 5 <p>ATI Skills Module 3.0</p> <ol style="list-style-type: none"> 6. Healthcare Fraud, Waste, and Abuse Prevention <p>ATI Assignments are due 04/25/2022 by 8 AM</p>	<p><i>Continued</i></p>

Date/Day	Lesson	Content	Assignments and Exams Due Dates	Competency Area
04/18/2022 Monday Day 2	<p data-bbox="289 180 482 296">Guest Speaker via WebEx 0900-1000</p> <p data-bbox="289 373 482 638">Fundamentals of Nursing Care, Concepts, Connections and Skills textbook</p> <p data-bbox="289 762 482 1066">Nursing Leadership and Management, Edition 8: ATI Content Mastery Series book</p>	<p data-bbox="505 180 902 331">Brooke J. Marsh, BSN, RN: Emanuel Medical Center Emergency Department Manager</p> <p data-bbox="505 373 902 485">Health Care Delivery, Settings and Economics Chapter 2</p> <p data-bbox="505 569 902 680">Ethics, Law, and Delegation in Nursing Chapter 3</p> <p data-bbox="505 762 902 835">Coordinating Client Care Chapter 2</p> <p data-bbox="505 919 902 993">Management of Care Chapter 3</p> <p data-bbox="505 1035 902 1108">Work Ethics Group Presentations: Topics E-H</p> <p data-bbox="505 1150 902 1224">Assign groups for Education Care Plan</p> <p data-bbox="505 1266 902 1339">Class discussion: How to resolve conflict?</p> <p data-bbox="505 1381 902 1570">How do I get a job? Interview, cover letters, resume, and Thank You Notes How do I leave a job? Giving notice/Resignation</p>	<p data-bbox="925 180 1323 254">Discussion of excellence in nursing leadership</p> <p data-bbox="925 373 1323 527">Self-Study: Application Exercises: Review Questions at end of Chapter 2 and Chapter 3 (eBook)</p> <p data-bbox="925 646 1323 678">Complete Peer Evaluations</p> <p data-bbox="925 804 1323 877">Review Conflict Resolution Assignment</p> <p data-bbox="925 961 1323 1182">Leadership Handouts 1. Dos and Don'ts of a Good Cover Letter 2. Resume 3. How to Write a Letter of Resignation</p>	Course 1,2,4 Core A,C

Date/Day	Lesson	Content	Assignments and Exams Due Dates	Competency Area
04/25/2022 Monday Day 3 65 Percentile	<p><i>Fundamentals of Nursing Care, Concepts, Connections and Skills</i> textbook</p> <p><i>Nursing Leadership and Management, Edition 8</i>: ATI Content Mastery Series book</p>	<p>Communication and Relationships Chapter 6</p> <p>Ethic, Cultural and Spiritual Aspects of Care Chapter 8</p> <p>Maintaining a Safe Environment Chapter 4</p> <p>Facility Protocols Chapter 5</p> <p>Group Presentation: Patient Education Care Plans</p> <p>Class Discussion: Work Ethics Topics I and J (Groups)</p> <p>NCLEX PN (National Council Licensure Examination: Practical Nursing) Preparation Review Need to Know NCSBN (National Council of State Boards of Nursing)</p>	<p>Self-Study: Application Exercises: Review Questions at end of Chapter 4 and Chapter 5 (eBook)</p> <p>Complete Peer Evaluations</p> <p>Students to visit website and review requirements for NCLEX PN Exam https://ncsbn.org/nclex.html</p>	Course 1,2,3,4 Core A,C
05/02/2022 Monday Day 4 1:00 PM-4:00 PM		Comprehensive Exam		Course 1,2,3,4 Core A,C

COURSE COMPETENCY AREAS:

1. Application of the Nursing Process
2. Supervisory Skills including prioritizing, delegation, and conflict resolution.
3. Client education methods
4. Group Dynamics

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.