SYLLABUS

DATE OF LAST REVIEW: 12/2015

CIP CODE: 51.3901

SEMESTER: Departmental Syllabus

COURSE TITLE: Leadership for the Practical Nurse

COURSE NUMBER: NUPN0132

CREDIT HOURS: 2

INSTRUCTOR: Departmental Syllabus

OFFICE LOCATION: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

TELEPHONE: Departmental Syllabus

E-MAIL: Departmental Syllabus

KCKCC issued email accounts are the official means for electronically communicating with our students.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION:
Course introduces students to the topic of Leadership and Management within the discipline of nursing. Leading and managing are two essential expectations of all nurses. To lead and to manage successfully, nurses must possess not only knowledge and skills, but also a caring and compassionate attitude. The topics to be explored include strategies in planning, goal setting and marketing, problem solving and decision making, managing time, leading and organizing groups of people, team building, care delivery systems and learning how to utilize empowerment in nursing.

METHOD OF INSTRUCTION:
This course will be offered on-line/on-ground. A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, learning experiences, and performances outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:

I. Professional Communication
   A. Communication standards
   B. Write professionally
   C. Speak professionally
   D. Interpret professional documents
   E. Professional non-verbal communication

II. Technology
   A. Correct equipment for task
   B. Safe utilization of equipment
   C. Occupational specific; computer skills
   D. Adapt new technology
   E. Protect confidentiality

III. Work Effectively in Teams
   A. Identifying team goals
   B. Respect contribution of team members
   C. Work with others
   D. Complete assigned tasks
   E. Motivate team members
   F. Resolve conflict
   G. Assess team outcomes

IV. Professional Work Behavior
   A. Follow policies and procedures
   B. Meet attendance expectations
   C. Manage time effectively
   D. Dress appropriately
   E. Accept constructive feedback
   F. Take initiative
   G. Work productively
   H. Be accountable
   I. Demonstrate organization/prioritization skills
   J. Transfer learning from one context to another
   K. Adapt to change

V. Show Respect for Diversity
   A. Interact diverse groups
   B. Treat everyone without bias
   C. Interact effectively
   D. Adapt to diverse situations
   E. Demonstrate respect and common courtesy

VI. Solve Problems Effectively
   A. Identify problems to be solved
B. Appropriate problem solving methodology
C. Gather relevant information
D. Apply mathematical reasoning
E. Utilize appropriate resources
F. Recognize need to change directions
G. Recognize when process is complete

VII. Lead by Example
A. Recognize leadership qualities
B. Demonstrate legal and ethical practices
C. Create and share a vision
D. Develop and implement plan to accomplish goals
E. Manage conflict and change with constructive strategies
F. Dependable colleague
G. Acquire knowledge for success
H. Bring passion and energy to work/project
I. Take necessary risks

EXPECTED LEARNER OUTCOMES:
Upon successful completion of the course, on written and/or practical examination:
A. The student will communicate professionally.
B. The student will use appropriate technology.
C. The student will work effectively in teams.
D. The student will demonstrate professional work behavior.
E. The student will show respect for diversity.
F. The student will solve problems efficiently.
G. The student will lead by example.

COURSE COMPETENCIES:
The student will communicate professionally.
1. The student will demonstrate communication standards specific to occupational area.
2. The student will write professionally.
3. The student will speak professionally.
4. The student will interpret professional documents.
5. The student will demonstrate critical listening skills.
6. The student will communicate using professional non-verbal behavior.

The student will use appropriate technology.
7. The student will select equipment, tools, and resources to produce desired results.
8. The student will demonstrate proper and safe usage of equipment.
9. The student will demonstrate occupational specific computer skills.
10. The student will adapt to new technology.
11. The student will use security measures to protect confidentiality.
The student will work effectively in teams.
12. The student will participate in identifying team goals.
13. The student will respect the contributions and perspectives of all members.
14. The student will work with others.
15. The student will complete assigned tasks.
16. The student will motivate team members.
17. The student will resolve conflicts.
18. The student will assess team outcomes.

The student will demonstrate professional work behavior.
19. The student will follow policies and procedures.
20. The student will meet attendance expectations.
21. The student will manage time effectively.
22. The student will dress appropriately.
23. The student will accept constructive feedback.
24. The student will take initiative.
25. The student will work productively.
26. The student will be accountable.
27. The student will demonstrate organization/prioritization skills.
28. The student will transfer learning from one context to another.
29. The student will adapt to change.

The student will show respect for diversity.
30. The student will interact with diverse groups respectfully.
31. The student will treat everyone without bias.
32. The student will seek information when necessary to interact effectively with others.
33. The student will adapt to diverse situations.
34. The student will demonstrate respect and common courtesy.

Solve Problems Efficiently
35. The student will identify a problem to be solved.
36. The student will select an appropriate problem-solving methodology.
37. The student will recognize and gather relevant information.
38. The student will apply mathematical reasoning.
39. The student will utilize appropriate resources.
40. The student will recognize when to change direction if needed.
41. The student will recognize when the process is complete.

The student will lead by example.
42. The student will recognize leadership qualities in others.
43. The student will demonstrate legal and ethical standards of practice.
44. The student will create and share a vision.
45. The student will develop and implement a plan to accomplish a goal.
46. The student will manage conflict, pressure, and change with constructive strategies.
47. The student will be a colleague/peer others can depend on.
48. The student will acquire the knowledge needed for success.
49. The student will bring passion and energy to your work/project.
50. The student will take risks when necessary or appropriate.

ASSESSMENT OF LEARNER OUTCOMES:
Assessment methods include, but may not be limited to: written tests, laboratory practicals, homework assignments and observation of professional behavior.

The classroom grading scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>82% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>76% - 81%</td>
</tr>
<tr>
<td>D</td>
<td>65% - 75%</td>
</tr>
<tr>
<td>F</td>
<td>0% - 64%</td>
</tr>
</tbody>
</table>

The course grade is determined by rounding from the tenth decimal place only.

Students are required to make at least a “C” in all required courses. Students earning a “D” or below must repeat the course.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center at (913) 288-7670.
All enrolled students at Kansas City Kansas Community College are subject to follow all rules, conditions, policies and procedures as described in both the Student Code of Conduct as well as the Student Handbook. All Students are expected to review both of these documents and to understand their responsibilities with regard to academic conduct and policies. The Student Code of Conduct and the Student Handbook can be found at: