

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Professional Growth III  
**CODE NO. :** PNG242 **SEMESTER:** 4  
**PROGRAM:** Practical Nursing  
**AUTHOR:** Northern Partners in Practical Nursing Education/  
Donna Alexander, Gwen DiAngelo  
**DATE:** Jan. 2009 **PREVIOUS OUTLINE DATED:** Jan. 2008  
**APPROVED:** "Fran Rose"

	<hr/>	<b>CHAIR, HEALTH PROGRAMS</b>	<hr/>	<b>DATE</b>
<b>TOTAL CREDITS:</b>	2			
<b>PREREQUISITE(S):</b>	PNG232			
<b>HOURS/WEEK:</b>	2			

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*For additional information, please contact the Chair, Health Programs,*  
*School of Health and Community Services*  
*(705) 759-2554, Ext.2689*

**I. COURSE DESCRIPTION:**

This course will prepare the learner for entry into the workplace through exploration of leadership, conflict resolution, advocacy and job search skills. Leadership and management roles within health care agencies will be examined with a focus on the role of the nurse as a change agent. Inherent in this course will be preparation for the pre-graduate experience.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the learner will be able to:

1. Examine various leadership and management styles.

Potential Elements of the Performance:

- differentiate between leadership and management
- describe characteristics of a leader
- describe the characteristics of a manager
- list leadership roles/skills, management roles/skills
- demonstrate understanding of leadership and management roles within health care agencies
- discuss the delegation of nursing activities among all health care team members

2. Explore opportunities to implement various leadership styles.

Potential Elements of the Performance:

- utilize classroom and clinical activities to discuss appropriate use of leadership styles

3. Develop a political action strategy to influence change.

Potential Elements of the Performance:

- define power and empowerment
- explore the role that power plays in nursing practice
- explain the relevance of political action to nursing
- describe various strategies used to influence political decision making
- identify skills essential to effective political action

4. Demonstrate knowledge of conflict resolution.

Potential Elements of the Performance:

- define conflict and conflict resolution
- identify personal negotiating style
- describe effective negotiating skills in resolving conflict
- explain the use of mediation in resolving conflict

5. Identify challenges associated with client advocacy.

Potential Elements of the Performance:

- define advocacy
- identify situations in which advocacy by the nurse is required
- describe advocacy strategies
- develop and describe a personal operating definition of advocacy for use in practice

6. Demonstrate appropriate job search skills.

Potential Elements of the Performance:

- demonstrate effective job interview techniques
- explore nursing career resources
- identify skills to enhance current resume

7. Explore the process of transition from student to nurse.

Potential Elements of the Performance:

- Discuss the concept of transition
- Identify factors affecting transition
- Explore reality shock
- Identify methods to support a successful role transition process
- Examine personal role transition
- Completes a tool that identifies own strengths and opportunities to learn new skills as a novice nurse

**III. TOPICS:**

1. Leadership
2. Management
3. Political Action
4. Conflict Resolution
5. Advocacy
6. Job Search Skills
7. Self Assessment
8. Delegation
9. Transition from Student to Nurse

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

College of Nurses of Ontario. (n.d.). *Compendium of standards of practice for nurses in Ontario* (2<sup>nd</sup> ed.). Toronto, ON: Author. (download from CNO Web Site [www.cno.org](http://www.cno.org) )

Kozier, B., Erb, G., Burke, K., Bouchal, D.S., & Hirst, S.P. (2004). *Fundamentals of nursing: the nature of nursing practice in Canada* (1<sup>st</sup> Canadian ed.). Upper Saddle River, NJ: Prentice Hall.

Zerwekh, J. & Claborn, J. (2006). *Nursing today: Transition and trends* (5<sup>th</sup> ed.). Elsevier W. B. Saunders.

**V. EVALUATION PROCESS/GRADING SYSTEM:**

1. Quiz #1 (10%)  
Mid-term Test (35%)  
Self Assessment/Practice Review (10%)  
Final Test (45%)
2. Pass mark for this course is 60%.
3. There are no supplemental assignments, presentations or examinations in this course.

**The following semester grades will be assigned to students in post-secondary courses:**

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	

X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

**A minimum of a “C” grade is required to be successful in all PNG coded courses.**

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

## VI. SPECIAL NOTES:

### Disability Services:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

### Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

### Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.