

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**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. 2004 **PREVIOUS OUTLINE DATED:** N/A  
**APPROVED:**

	_____	_____
	<b>DEAN</b>	<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 Dean,  
School of Health and Human Services  
(705) 759-2554, Ext. 603/689*

**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

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:

- develop a personal resume
- demonstrate effective job interview techniques
- explore nursing career resources

**III. TOPICS:**

1. Leadership
2. Management
3. Political Action
4. Conflict Resolution
5. Advocacy
6. Job Search Skills
7. Self Assessment

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

Blais, K. K., Hayes, J. S., Koziar, B. & Erb, G. (2002) *Professional nursing practice : Concepts and perspectives* (4<sup>th</sup> edition). Upper Saddle River, New Jersey: Prentice Hall.

College of Nurses of Ontario. (2001) *Compendium of standards of practice for nurses in Ontario*. Toronto: College of Nurses of Ontario.

Potter, P.A., & Perry, A. G. (2001) *Canadian fundamentals of nursing*. (2<sup>nd</sup> edition). Toronto: Mosby.

**Resources:**

- Professional and Union publications
- Selected readings
- Peers/colleagues
- E-mail and web sites of professional associations
  - Canadian Nurses Association (C.N.A.) [www.can-nurses.ca](http://www.can-nurses.ca)
  - College of Nurses of Ontario (CNO) [www.cno.org](http://www.cno.org)
  - International Council of Nurses (ICN) [www.icn.ch](http://www.icn.ch)
  - Registered Practical Nurses Association of Ontario (RPNAO) [www.rpnao.org](http://www.rpnao.org)

**Government Sites:**

- [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)

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

- |                        |     |
|------------------------|-----|
| 1. Mid Term Test       | 20% |
| Final Exam             | 30% |
| Advocacy Presentation  | 20% |
| Political Action Paper | 20% |
| Resume                 | 10% |
2. Pass mark for this course is 60%.
  3. There are no supplemental tests 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%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
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.

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:

### Special Needs:

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 Special Needs office. Visit Room E1101 or call Extension 703 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.

### Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities*. 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 advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.