

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/
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DATE: Jan. 2008 **PREVIOUS OUTLINE DATED:** Jan. 2007
APPROVED:

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

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Chair, Health Programs
(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* (2nd ed.). Toronto, ON: Author. (download from CNO Web Site 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* (1st Canadian ed.). Upper Saddle River, NJ: Prentice Hall.

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

Resources:

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

Government Sites:

- www.e-laws.gov.on.ca

V. EVALUATION PROCESS/GRADING SYSTEM:

- | | |
|---|-----|
| 1. Leadership Assignment | 10% |
| Advocacy or Political Action Group Assignment/Presentation | 20% |
| Midterm Test | 20% |
| Self Assessment/Practice Review | 10% |
| Final Exam | 35% |
| Attendance | 5% |
| 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.

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 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 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 Chair's secretary. Students will be required to provide a transcript and course outline related to the course in question.