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. 2010   **PREVIOUS OUTLINE DATED:**   Jan. 2009

APPROVED: "Marilyn King"   Dec/09

CHAIR, HEALTH PROGRAMS	**DATE**

TOTAL CREDITS: 2

PREREQUISITE(S): PNG232

HOURS/WEEK: 2

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.* Toronto: ON Author. (available on-line at www.cno.org)

Kelly, P., & Crawford, H. (2008). *Nursing leadership and management* (1st Canadian ed.). Nelson Education

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.

V.   EVALUATION PROCESS/GRADING SYSTEM:

1. Quiz #1 (15%)
    Mid-term Test (35%)
    Quiz #2   (15%)
    Final Test (35%)

2. Pass mark for this course is 60%.

3. There are no supplemental assignments or tests available in this course.

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
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: Mid Term grades are provided in theory classes and clinical/field placement experiences. Students are notified that the midterm grade is an interim grade and is subject to change.

VI.   **SPECIAL NOTES:**

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.

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 postsecondary institutions.

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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

Disability Services:
If you are a student with a disability (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.

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.

Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to https://my.saultcollege.ca.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct.* A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:

- (i) issue a verbal reprimand,
- (ii) make an assignment of a lower grade with explanation,
- (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C",
- (iv) make an automatic assignment of a failing grade,
- (v) recommend to the Chair dismissal from the course with the assignment of a failing grade.

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.

Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.