

- E. Leadership and facilitation of peer discussion during a clinical post conference.
- F. Development of own professional resume and portfolio for career development.
- G. Fulfillment of requirements identified in the *BSN Student Handbook*.

V. Course Content:

- A. Frameworks for leading and managing (4 hours)
 - 1. Components of effective leadership
 - 2. Components of effective management
- B. Developing Self Awareness for Leading Others (4 hours)
 - 1. Phases of Reality shock –entering the career world
 - 2. Time Management skills for leading others
 - 3. Hazards of Perfectionism
 - 4. Developing a career vision—Developing professional portfolio
- C. Managing the Quality of your own practice (2 hours)
 - 1. Defining Quality
 - 2. Total Quality Management
- D. Leadership and Management Theories (4 hours)
 - 1. Behavioral
 - 2. Motivational
 - 3. Situational
 - 4. Transactional and Transformational
 - 5. Identifying your own leadership style
- E. Leading Others (4 hours)
 - 1. Delegation
 - 2. Teaching groups--The Adult Learner
 - 3. Team Building
 - 4. Leading effective meetings: a) staff b) client care conference
- F. Problem Solving and Decision Making (4 hours)
 - 1. Leading groups in solving problems and making decisions
 - 2. Various methods
- G. Conflict Management (4 hours)
 - 1. Various styles
 - 2. Controlling violence in health care
- H. Nursing Care Delivery Systems (4 hours)
 - 1. Case-Management
 - 2. Functional
 - 3. Team
 - 4. Primary

Two hours allotted to midterm examination; remaining hours for clinical application.

VI. Textbook(s) and/or Other Required Materials or Equipment:

- A. Yoder-Wise, P. (1999). Leading and managing in nursing, 2nd Ed. Mosby: Philadelphia.

B. Course packet to be purchased in bookstore

VII. Basis for Student Evaluation:

A. Written term paper describing management problem and change project	30%
B. Midterm examination	30
C. Final examination	30
D. Participation	<u>10</u>
TOTAL	100%
E. Clinical performance	Pass/fail