



Course Syllabus

VNSG 1219-Leadership and Professional Development

Catalog Description: Study of the importance of professional growth. Topics include the role of licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

Prerequisites: BIOL 2404, VNSG 1231, 1304, 1400, 1261, 1409, 1234, 1360, 1226, 1323,1230, 2260

Corequisites: VNSG 2410, 2360

Semester Credit Hours: 2

Lecture Hours per Week: 2

Lab Hours per Week: 0

Extended hours: 0

Contact Hours per Semester: 32

State Approval Code: 51.3901

Class section meeting time See Canvas course syllabus page for class section meeting time.

If Online—students are expected to spend at least 3-4 hours per week reading, reviewing, and participating in assigned activities for successful completion of this course.

Alternate Operations During Campus Closure: In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

Instructional Goals and Purposes: The purpose of the course is to assist in the transition of the vocational nursing student to the role of professional vocational nurse.

Learning Outcomes:

1. Describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management.
2. Discuss the role of professional organizations and regulatory agencies.
3. Explain the Texas Board of Nursing Rules and Regulations and the Nurse Practice Act.
4. Identify criteria and appropriate resources for continuing education.

Specific Course Objectives (includes SCANS):

After studying all materials and resources presented in the course, the student will be able to:

1. Describe the role of the licensed vocational nurse in the multi-disciplinary team setting.
SCANS: (1ai, 1aaii, 1aiii, 1aiv, 1av, 1bi, 1bii, 1biii, 1bvi, 1bv, 1bvi, 1ci, 1cii, 1ciii, 1civ, 1cv, 2ai, 2aii, 2aiii, 2bi, 2bii, 2biii, 2biv, 2bv, 2bvi, 2ci, 2cii, 2ciii, 2civ, 2di, 2dii, 2diii, 2ei, 2eii, 2eiii)
2. Apply basic principles of leadership and management for staff and assistive personnel.
SCANS(1ai, 1aaii, 1aiii, 1aiv, 1av, 1bi, 1bii, 1biii, 1bvi, 1bv, 1bvi, 1ci, 1cii, 1ciii, 1civ, 1cv, 2ai, 2aii, 2aiii, 2bi, 2bii, 2biii, 2biv, 2bv, 2bvi, 2ci, 2cii, 2ciii, 2civ, 2di, 2dii, 2diii, 2ei, 2eii, 2eiii)
3. Discuss the role of professional organizations and regulatory agencies to nursing practice.
SCANS(1ai, 1aaii, 1aiii, 1aiv, 1av, 1bi, 1bii, 1biii, 1bvi, 1bv, 1bvi, 1ci, 1cii, 1ciii, 1civ, 1cv, 2ai, 2aii, 2aiii, 2bi, 2bii, 2biii, 2biv, 2bv, 2bvi, 2ci, 2cii, 2ciii, 2civ, 2di, 2dii, 2diii, 2ei, 2eii, 2eiii)
4. Describe the Texas Board of Nursing Rules and Regulations and the Nurse Practice Act.
SCANS: (1ai, 1aaii, 1aiii, 1aiv, 1av, 1bi, 1bii, 1biii, 1bvi, 1bv, 1bvi, 1ci, 1cii, 1ciii, 1civ, 1cv, 2ai, 2aii, 2aiii, 2bi, 2bii, 2biii, 2biv, 2bv, 2bvi, 2ci, 2cii, 2ciii, 2civ, 2di, 2dii, 2diii, 2ei, 2eii, 2eiii)
5. Identify criteria and appropriate resources for continuing education.
SCANS: (1ai, 1aaii, 1aiii, 1aiv, 1av, 1bi, 1bii, 1biii, 1bvi, 1bv, 1bvi, 1ci, 1cii, 1ciii, 1civ, 1cv, 2ai, 2aii, 2aiii, 2bi, 2bii, 2biii, 2biv, 2bv, 2bvi, 2ci, 2cii, 2ciii, 2civ, 2di, 2dii, 2diii, 2ei, 2eii, 2eiii)

Course Content:

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

- Role of Vocational Nurse
- Role of Professional Organizations
- Role of regulatory agencies
- Texas Board of Nursing Rules and Regulations
- Nurse Practice Act
- Continuing Education
 - Criteria
 - Resources
- Leadership and Management
- Academic Progression
- NCLEX PN Exam

Students in all sections of this course will be required to:

The student must have an average grade of 75 or above in order to successfully complete this course.

1. Complete required reading and posted assignments on Canvas prior to the start of the scheduled class.
2. Attend and participate in all classroom and learning activities.
3. Compliance with all rules and regulations as outlined in the current Vocational Nursing Student Handbook, Panola College Catalog and Pathfinder.
4. In the event of an emergency or announced campus closure due to a natural disaster or pandemic and instruction changes to follow alternate operations, students will be required to join and participate in ZOOM classes at scheduled class time for the semester. Students will complete and submit all online assignments as instructed through the Canvas course.

Methods of Instruction/Course Format/Delivery:

The course offered includes face-to-face class, simulation and learning labs. Methods of instruction include class discussion, internet resources, computer assistive instruction, independent study, case studies, videos, lecture, group assignments, role-play, quizzes, guest speakers, library and internet research, study guides, written assignments, and exams.

Major Assignments / Assessments:

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

The VN Nursing Program, in accordance with policy, uses the following numerical scale in computing test scores and written work:

- A = 90-100
- B = 80-89.99
- C = 75-79.99
- F = 74.99 and below

Assignments

Weekly assignment will be posted on Canvas and must be completed and submitted by the posted due dates. Assignments can include quizzes, discussions, computer assisted instruction assignments, study guides, and projects (10% of final grade)

All assignments must be turned in on time and in their entirety to receive credit. Missing/Incomplete or late assignments will result in a zero for the assignment.

This work is intended as individual assignments (not shared answers or group work). Sharing answers will be considered cheating and is grounds for dismissal.

Assessment(s): (All exams will be administered through Exemplify)

- Exam 1
- Exam 2
- Exam 3
- Exam 4
- Jurisprudence Exam

Course Grade:

The grading scale for this course is as follows:

- | | |
|-------------------------------------|------|
| ○ 4 Tests and Jurisprudence Exam | 90 % |
| ○ Quiz/Assignments/Resume/Interview | 10 % |

Test Review

1. Students who achieve less than 75% on an exam are encouraged to schedule an appointment with the instructor to review the exam within one week of distribution of scores. **This is a student responsibility.**
2. A student may make an appointment with the instructor to review the test within one week of the distribution of the test scores.
3. Test questions with multiple answers will be graded on an all or none basis. No credit will be given for partial correct answers.

Texts, Materials, and Supplies:

- *Knecht: Success in Practical/Vocational Nursing: From Student to Leader*
- other materials

Required Readings:

- As assigned on Canvas

Recommended Readings:

- As assigned on Canvas

Other:

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: <https://www.panolacollegestore.com>
- For testing services, use the following link: <https://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to <https://www.panola.edu/student-success/disability-support-services/> for more information.

- Withdrawing from a course is the student's responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <https://www.panola.edu/student-success/documents/pathfinder.pdf>

SCANS CRITERIA

1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**

- a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
 - i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
 - ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
 - iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
 - iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
 - v) Speaking: Organize ideas and communicate orally.
- b) **Thinking Skills:** A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
 - i) Creative Thinking: generate new ideas.
 - ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
 - iii) Problem Solving: recognize problems and devise and implement plan of action.
 - iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
 - v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
 - vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
- c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
 - i) Responsibility: exert a high level of effort and persevere toward goal attainment.
 - ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
 - iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
 - iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
 - v) Integrity and Honesty: choose ethical courses of action.

2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

- a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively.
 - i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
 - ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
 - iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently. Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
- b) **Interpersonal Skills:** A worker must work with others effectively.
 - i) Participate as a Member of a Team: contribute to group effort.
 - ii) Teach Others New Skills.
 - iii) Serve Clients/Customers: work to satisfy customer's expectations.

- iv) **Exercise Leadership:** communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
- v) **Negotiate:** work toward agreements involving exchange of resources, resolve divergent interests.
- vi) **Work with Diversity:** work well with men and women from diverse backgrounds.

Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.

- c) **Information:** A worker must be able to acquire and use information.

- i) **Acquire and Evaluate Information.**
- ii) **Organize and Maintain Information.**
- iii) **Interpret and Communicate Information.**
- iv) **Use Computers to Process Information.**

Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.

- d) **Systems:** A worker must understand complex interrelationships.

- i) **Understand Systems:** know how social, organizational, and technological systems work and operate effectively with them.
- ii) **Monitor and Correct Performance:** distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
- iii) **Improve or Design Systems:** suggest modifications to existing systems and develop new or alternative systems to improve performance.

Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.

- e) **Technology:** A worker must be able to work with a variety of technologies.

- i) **Select Technology:** choose procedures, tools or equipment including computers and related technologies.
- ii) **Apply Technologies to Task:** understand overall intent and proper procedures for setup and operation of equipment.
- iii) **Maintain and Troubleshoot Equipment:** Prevent, identify, or solve problems with equipment, including computers and other technologies.

Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.