

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

NURS 625

NURSING ADMINISTRATION III: MANAGEMENT OF RESOURCES

COURSE DESCRIPTION

This practicum course will provide the student an opportunity to apply legal, regulatory and ethical considerations in the management of resources. Management of human resources will include topics such as relationship management, staff development, professional performance appraisals, motivation, personnel policies and procedures. Principles of financial, material, and technological resource management will be utilized through collaborative learning opportunities.

RATIONALE

This course provides the student an opportunity to apply principles of finance and resource management in a healthcare setting through a precepted practicum experience. The course helps meet standards of graduate-level nursing education as articulated by the American Association of Colleges of Nursing (AACN) and the American Nurses Association's Scope and Standards for Nursing Administration.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. RECOMMENDED RESOURCE

American Psychological Association. *Publication manual of the American Psychological Association* (Current ed.). Washington, DC: Author.

IV. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office

V. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Apply cost, revenue, and expense data related to financial operations for the healthcare unit/division and organization.
- B. Apply principles of human resource management to recruitment, retention, and aspects of staff development and personnel management.
- C. Evaluate utilization of staff and resources to provide population-based care including the use of staffing models and patient classification analysis.
- D. Explain healthcare cost, safety, and quality of care.
- E. Apply the Christian worldview to personnel management.
- F. Identify factors affecting market share and marketing strategies for healthcare organizations.

VI. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Blogs (2)

Blogs are collaborative in nature; therefore, the student is required to write a post in response to the provided topic for each forum. Each post must be 500 words; include personal reflection/experience and biblical integration; and demonstrate course-related knowledge through incorporation of at least 1 peer-reviewed article published within the last 5 years. In addition to the post, the student is required to reply to 3 other classmates' posts. Each reply must be 150 words and cite at least 1 peer-reviewed article published within the last 5 years. All citations must be in current APA format.

- D. Managing Human Capital Paper

The student must complete an 8–10-page paper in current APA format that focuses on elements of managing a diverse workforce as seen through the Christian worldview. This paper must include 5–7 peer-reviewed references written within the last 5 years in addition to at least 1 reference from the course textbooks and 1 citation from the Bible.

- E. Strategic Planning Group Project

The student will be assigned to work in a group to complete various components of this assignment.

Topic Selection

Each group must select a topic of interest that relates to fiscal management, materials management, or human resources management for the purpose of developing a strategic plan designed to meet 1 or more operational goals. The selection must be 2–3 pages. It must include 2–3 peer-reviewed references published within the last 5 years and be completed using current APA format.

Outline and Annotated Bibliography

Each group must create a 2–3-page outline that provides an illustration of the critical elements and components needed to develop an effective strategic plan. The annotated bibliography must include at least 150 words that summarize, assess, and reflect on each chosen source. At least 5 peer-reviewed references published within the last 5 years must be included. The Outline and Annotated Bibliography must use current APA format.

Presentation/Paper

Each group must create a comprehensive presentation of the strategic plan. With instructor approval, each group may select any of the following preferred media formats. For any option chosen, the group must submit a title page, abstract, and reference page with 5–7 references published within the last 5 years. The project must be in current APA format. Options include:

Video

The video presentation must be 15–20 minutes and will be posted to YouTube as unlisted. No written portions are required in addition to the title page, abstract, and reference page.

Narrated Presentation

The narrated presentation must be 10–15 minutes and include at least 1,000 written words, including any notes incorporated into the presentation.

Visual Presentation

The visual presentation must be 2,000–2,500 words, including any notes incorporated in the presentation. The purpose of the Visual Presentation is to communicate primarily through images; therefore, words on the visual must be limited. If possible based on the format, the presentation will be posted to YouTube as unlisted.

Traditional Research Paper

The traditional research paper must be 2,500–3,000 words (not including the title page, abstract, and reference page).

Group Evaluation

Every group member must evaluate himself/herself as well as all other group members using the provided form. The student must complete this evaluation in order to receive credit for the project.

F. Practicum/Clinical Logs (3)

The Practicum/Clinical Log is the documentation of the 200-hour practicum experience of which 50 hours will be completed in this course. The documentation is to be completed in Typhon. Instructions for setting up Typhon are found in the [MSN Handbook](#). The log must be comprehensive in details related to the experiences in the field and reflective of the American Nurses Association's Scope and Standards of Practice for Nurse Administrator's competencies. The discussion must be in-depth and analytical. It must also include examples of how the student has applied the ANA competencies and readings from the textbooks and professional literature in the practicum setting. Any citations must be provided in current APA format. Upon final approval of the practicum goals and objectives, the student will work on practicum hours weekly. Log submissions will be entered in Typhon.

NOTE: In addition to accruing the required number of practicum hours, there must be a passing grade for the practicum experience which includes the following: progression with the student's established goals and objectives, an in-depth documentation of the practicum experiences as evidenced in the clinical log, and satisfactory preceptor evaluations. Failure to pass the practicum requirements will result in failure of the course; see the [MSN Handbook](#) for practicum expectations related to performance and professionalism.

G. Reflection – Strategic Planning in Action

The student must reflect and share observations or involvement in strategic planning activities related to operational and/or patient care processes from professional experience including time spent in practicum hours. This 3–5-page paper must include a title page and a reference page (these will not count toward the page count). The paper must cite 2–3 peer-reviewed references published within the last 5 years using current APA format. An abstract is not required, but one may be submitted to supplement the assignment. It will not be counted toward the page count.

H. Peer Review

The student must critique and provide feedback to a peer group as assigned by the instructor. The student must use the provided rubric as part of his/her review and analysis of the Strategic Planning Group Project. Each response must include at least 150 words.

I. Evaluations

The preceptor will complete an evaluation of the student at the end of the practicum experience. The evaluation will be sent electronically over a secured server through Typhon to the preceptor. The instructor will retain the preceptor evaluation and may review it with the student upon request. Refer to the [MSN Handbook](#) for important detailed information.

The student will complete a Self-Evaluation, an Evaluation of Site and Preceptor, and the preceptor will complete an evaluation of the student.

All evaluations must be completed and submitted as directed. Failure to submit any of the end-of-course evaluations will result in a final course grade of an “incomplete.” The student will be unable to progress to the next practicum course until the grade of “incomplete” is resolved.

Self-Evaluation

The student will complete a self-evaluation of his/her practicum experiences using the provided form (required but no point value assigned).

Student Evaluation of Site and Preceptor

The student will complete an evaluation of the site and preceptor for his/her practicum experience using the form provided. This document must be shared with the preceptor (required but no point value assigned).

Preceptor Evaluation

The preceptor will complete an evaluation of the student at the end of the practicum experience. The instructor will electronically send the evaluation to the preceptor via a secured server through Typhon.

J. Reading Quiz

This quiz will cover the Reading & Study material for the assigned module/week. This quiz will be open-book/open-notes, contain 10 multiple choice and fill-in-the-blank questions, and have a 1-hour time limit.

VII. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist	10
Blogs (2 at 75 pts ea)	150
Managing Human Capital Paper	150
Strategic Planning Group Project	
Topic Selection	60
Outline and Annotated Bibliography	80
Presentation/Paper	125
Group Evaluation	60
Practicum/Clinical Logs (3 at 50 pts ea)	150
Reflection – Strategic Planning in Action	100
Peer Review	50
Student Evaluation	0
Student Evaluaton of Site and Preceptor	0
Preceptor Evaluation	0
Reading Quiz	75
Total	1010

B. Scale

A = 940–1010 A- = 920–939 B+ = 900–919 B = 860–899 B- = 840–859
 C+ = 820–839 C = 780–819 C- = 760–779 D+ = 740–759 D = 700–739
 D- = 680–699 F = 0–679

C. MSN Policies

Refer to the MSN [Handbook](#).

D. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Accommodation Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

COURSE SCHEDULE

NURS 625

Textbooks: Roussel et al., *Management and Leadership for Nurse Administrators*. (2020)
Harris, J. M., *Healthcare Strategic Planning*. (2018)

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Roussel et al.: chs. 6–7 Harris: chs. 1-2 1 presentation 1 website	Course Requirements Checklist Class Introductions Reading Quiz	10 0 75
2	Roussel et al.: ch. 8 1 presentation 1 website	Blog 1	75
3	Roussel et al.: ch. 9 1 presentation	Managing Human Capital Paper	150
4	Roussel et al.: ch. 10 Harris: chs. 3-5 1 presentation 2 websites	Blog 2 Practicum/Clinical Log 1	75 50
5	Roussel et al.: ch. 11 Harris: chs. 6-7 1 presentation	SPGP – Topic Selection	60
6	Harris: chs. 8-9 1 presentation	SPGP – Outline and Annotated Bibliography Practicum/Clinical Log 2	80 50
7	Harris: ch. 10 1 presentation	SPGP – Presentation/Paper SPGP – Group Evaluation	125 60
8	Harris: chs. 11-13 1 presentation	Practicum/Clinical Log 3 Reflection – Strategic Planning in Action Peer Review Self-Evaluation Student Evaluation of Site and Preceptor Preceptor Evaluation	50 100 50 * * *
TOTAL			1010

SPGP: Strategic Planning Group Project

* Failure to complete these assignments will result in a grade of “Incomplete” for the course.

NOTE: Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.