

THE PENNSYLVANIA STATE UNIVERSITY
School of Nursing

(OFFICIAL TEMPLATE)

COURSE NUMBER: NURS 432

COURSE TITLE: Nursing Management of Human Resources

CREDIT HOURS: 3 SH (3,0)

CATALOG DESCRIPTION:

Human resource management and related factors in nursing service organizations.

Prerequisites: RN license or completion of NURS 301, NURS 302, NURS 310, and NURS 320

COURSE OBJECTIVES:

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

1. Identify the components of human resource systems.
2. Describe labor standards and laws governing the management of human resources.
3. Discuss the process for the recruitment and retention of staff.
4. Analyze the role of the nurse manager to effectively staff for the delivery of patient care.
5. Discuss the role of the nurse manager for the orientation and ongoing development of staff performance.
6. Identify the process for effective management of staff performance problems.
7. Describe the elements of collective bargaining and management of a unionized staff.

TOPICAL OUTLINE:

- I. Introduction
- II. Labor Standards and Laws
- III. Selection of Patient Care Staff
- IV. Allocating Staff Resources
- V. Managing Staff performance
- VI. Collective Bargaining and Labor Unions

TEACHING METHODOLOGIES MAY INCLUDE (Dependent on Site):

Lecture and Discussion, Case Studies, Group Activities

REQUIRED AND RECOMMENDED TEXTS (Dependent on Site):

Sullivan, E. J. & Decker, P. J. (2001). Effective Leadership and Management in Nursing, 5th ed.
Addison-Wesley

GRADE REQUIREMENT:

Students must achieve a letter grade of C or better (based on the School of Nursing grading scale) in both theory and clinical components of all nursing courses in order to pass the course and progress in the nursing program.

SCHOOL OF NURSING GRADING SCALE:

A = 94-100	B = 83-86	C = 75-76
A- = 90-93	B- = 80-82	D = 68-74
B+ = 87-89	C+ = 77-79	F = Below 68

ACADEMIC PROGRESSION POLICY:

The Academic Progression policy delineates the academic standards for pre-licensure students (students without an RN license), who are admitted to the undergraduate nursing program. The policy states that **all prerequisite courses may be repeated only one time and failure of two required nursing courses will result in dismissal** from the nursing major. Details of the academic progression policy are available in the student handbook (<http://www.hhdev.psu.edu/nurs/Handbooks/index.html>).

ACADEMIC INTEGRITY:

Academic integrity is the pursuit of scholarly activity free from fraud and deceptions and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examination, making copies in any manner of exams or papers, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. At the beginning of each course, it is the responsibility of the instructor to provide a statement clarifying the application of academic integrity criteria to that course. A student charged with academic dishonesty will be given oral or written notice of the charge by the instructor. If students believe they have been falsely accused, they should seek redress through normal discussion with the instructor, department head, dean, or campus executive officer. If the instructor believes that the infraction is sufficiently serious to warrant referral of the case to Judicial Affairs, or if the instructor will award a final grade of "F" in the course because of the infraction, the student and instructor will be afforded formal due process.

DISABILITY:

The Pennsylvania State University encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about physical access provided, please contact the Office for Disabilities Service as soon as possible.

DIVERSITY STATEMENT:

The faculty and staff of the School of Nursing value and are committed to fostering diversity in the classroom, the University, and the profession. By respecting differences in culture, age, gender, gender expression, race, ethnicity, national origin, differing abilities, sexual orientation, and religious affiliation, we enrich the learning environment; improve the practice and profession of Nursing; and enhance personal creativity and professional growth.

REGISTRATION STATUS:

All students in **“Registration Not Complete”** status must resolve issues before the first day of clinical or the 10th day after classes begin whichever comes first. Students who do not complete registration will not be able to remain in nursing clinical courses. University policy on completing registration can be found at http://www.registrar.psu.edu/registration/completing_registration.cfm

STUDENT RESPONSIBILITIES AND CONDUCT:

1. Students are responsible for attending all classes, taking notes, and obtaining other materials provided by the instructor, taking tests, and completing assignments as scheduled by the instructor.
 - a. Requests for taking exams or submitting assignments after the due dates require documentation of events such as illness, family emergency or a university sanctioned activity.
 - b. Conflicts with dates on which examinations or assignments are scheduled must be discussed with the instructor or TA prior to the date of the examination or assignment.
2. Students are responsible for keeping track of changes in the course syllabus made by the instructor throughout the semester.
3. Students are responsible for monitoring their grades.
4. Students must contact the instructor as soon as possible if they anticipate missing multiple classes due to events such as chronic illnesses, travel related to team sports, or other university activities. The instructor will determine the minimal attendance and participation required in order to meet course responsibilities.
5. If extra credit assignments are offered, they must be offered to all students and should not be used to boost the grade of an individual student.
6. Behaviors that disrupt other students’ learning are not acceptable (e.g., arriving consistently late for class, cell phone use, reading non-course related materials, or social conversation during class), and will be addressed by the instructor.
7. For severe and chronic problems with student disruptive behavior, the Senate Committee on Student Life Policy on Managing Classroom Disruption will be followed. (<http://www.sa.psu.edu/ja/pdf/classdisrupt.pdf>).

FACULTY (Varies by Campus):

Senate approval 1999
Revised 2000, 2002, 2005, 2007
Revised Fall 2008