



COLLEGE OF NURSING
Carlatan, San Fernando City, La Union

PHILOSOPHY

We believe in student centered approach to education and management.

We believe in achieving a lot with limited resources by knowing what other institutions are doing, adopting or improving and using that can be applied to the College.

We believe that a strong continuing faculty and staff development program in the college is a vital component of the total effort to attain the main goal of the College.

We believe in the stability and strength as a base for achieving quality education, relevant to national means and development of the total person.

We believe above all that giving honor and glory to God in everything we do, is most important in all official activities of the college.

VISION

We envision Lorma Colleges as an educational institution with a global perspective emphasizing quality, Christian values, and leadership skills relevant to national development.

MISSION

To empower students for service anywhere in the world through Christian-inspired, quality-driven, and service-oriented education and training.

INSTITUTIONAL GRADUATE ATTRIBUTES	INSTITUTIONAL OUTCOMES	
GOD FEARING	IO1	Internalize the Christian values
	IO2	Model the Christian values in their personal and professional lives.
DECISION MAKER, CRITICAL AND CREATIVE THINKER	IO3	Generate ideas and insights utilizing appropriate judgment in decision making.
	IO4	Utilize higher order thinking skills in decision making towards innovation and creating new technologies
	IO5	Apply innovative methods and new technologies to solve different problems and making decisions effectively
EFFECTIVE COMMUNICATOR	IO6	Communicate effectively ideas or knowledge through listening, speaking, reading, writing using culturally appropriate language.
SERVICE-DRIVEN CITIZEN	IO7	Imbibe the service-orientedness to oneself, to oneself, to one's profession and towards the community.
REFLECTIVE LIFELONG LEARNER	IO8	Commitment to continuously upgrade one's education through readings, seminars and trainings
COMPETENT PROFESSIONAL	IO9	Perform exceptional knowledge, skills and right attitude in accomplishing duties and responsibilities beyond acceptable standards.

NURSING PROGRAM OUTCOMES		INSTITUTIONAL OUTCOMES	VISION	MISSION	PHILOSOPHY
After 4 years, the Lorma graduate will:					
1	Execute professional and social competence in the fields of specialization in accordance to national and international standards. More specifically, the Lorma graduate will be able to:				
	1.1 apply knowledge of physical, social, natural and health sciences and humanities in the practice of nursing;	IO1; IO9	✓	✓	✓
	1.2 provide safe, appropriate, and holistic care to individuals, families, population group and community utilizing nursing process;	IO3; IO4; IO7; IO9	✓	✓	✓
	1.3 apply guidelines and principles of evidence-based practice in the delivery of care;	IO5; IO8; IO9	✓	✓	✓
	1.4 communicate effectively in speaking writing and presenting using culturally appropriate language;	IO6	✓	✓	✓
	1.5 document to include reporting up-to-date client care accurately and comprehensively;	IO9	✓	✓	✓
	1.6 work effectively in collaboration with inter, intra, and multi-disciplinary and multi-cultural teams;	IO5; IO9	✓	✓	✓
	1.7 practice beginning management and leadership skills in the delivery of client care using a systems approach;	IO5	✓	✓	✓
	1.8 conduct research with an experienced researcher; and	IO5; IO9	✓	✓	✓
	1.9 apply techno-intelligent care systems and processes in health care delivery.	IO4; IO5; IO9	✓	✓	✓

2	Develop high level of comprehension for decision-making and critical thinking through continuous educational advancement necessary to personal and professional empowerment. In particular, the Lorma graduate will be able to:				
	2.1 engage in lifelong learning with a passion to keep current with national and global developments in general, and nursing and health developments in particular; and	IO3; IO4; IO8	✓	✓	✓
	2.2 apply entrepreneurial skills in the delivery of nursing care.	IO4; IO5	✓	✓	✓
3	Exemplify Cristian values, legal, and ethico-moral principles in serving individual clientele in various cross-cultural settings. Purposely, the Lorma graduate will be able to:				
	3.1 practice nursing in accordance with existing laws, legal, ethical, and moral principles;	IO1; IO2	✓	✓	✓
	3.2 demonstrate responsible citizenship and pride of being a Lorma graduate; and	IO2	✓	✓	✓
	3.3 adopt the nursing core values in the practice of the profession.	IO1; IO2; IO9	✓	✓	✓

COURSE SYLLABUS

1. **COURSE CODE** : NCM 119
2. **COURSE TITLE** : Nursing Leadership and Management and Professional Adjustment
3. **PRE – REQUISITE** : NCM 106
4. **CO – REQUISITE** : N/A
5. **COURSE CREDIT** : 4 Units Lecture
6. **CONTACT HOURS/SEMESTER** : 72 Lecture Hours
4 Hours per Week
7. **COURSE DESCRIPTION** : This course deals with the theories and principles utilized by the nurse to function independently and in collaboration by the nurse and others in varied health care settings. It focuses on the development of skills in organization, management, leadership, and interpersonal relationships. The ethico-legal, spiritual and cultural aspects of nursing practice and the responsibilities of the nurse for personal and professional growth are emphasized.

8. LEVEL OUTCOMES AND RELATIONSHIP TO PROGRAM OUTCOMES

LEVEL 4 OUTCOMES		NURSING PROGRAM OUTCOMES		
		1	2	3
The student manages safe, appropriate and holistic care, utilizing the nursing process in the context of groups of clients (individuals, families, population groups and communities) at risk and/or with alterations or in varying health status.				
1	Demonstrate leadership and management skills efficiently and effectively in the delivery of client care and in development projects.	✓	✓	✓
2	Show dexterity in using nursing process in providing safe, humane, appropriate and holistic care to clients.		✓	✓

3	Document and report timely, accurate and complete information.		✓	✓
4	Apply evidence-based practice in the clinical settings.		✓	✓
5	Develop research-based health program/project for a selected population group.	✓	✓	✓
6	Integrate legal and ethico-moral principles in professional decision-making skills.	✓	✓	✓
7	Communicate effectively in writing, speaking and presenting using culturally appropriate language.		✓	✓
8	Work in collaboration with other members of the health team with confidence in providing exceptional health care services.	✓	✓	✓
9	Display behavior of an independent, creative, critical and focused learner who is committed to continuous advancement of personal and professional growth.	✓	✓	✓
10	Exemplify the qualities of a responsible citizen and a Filipino.	✓	✓	✓

9. COURSE OUTCOMES AND RELATIONSHIP TO LEVEL OUTCOMES

Course Outcomes		Level 4 Outcomes									
At the end of the course, given relevant situations involving leadership and management, theories and principles will be utilized by the student nurse to function independently in collaboration by the nurse and others in varied health care settings. Students will focus on the development of skills in organization, management, leadership, and interpersonal relationships, the ethico-legal, spiritual and cultural aspects of nursing practice. With that, the student will be able to:		1	2	3	4	5	6	7	8	9	10
1	Develop leadership, management and decision-making skills and therapeutic patterns of use in multidisciplinary health care settings by being able to: a. define leadership and management b. discuss theories and principles in leadership and management c. discuss the components of effective and efficient leadership d. discuss elements and dimensions of leadership e. enumerate and describe the different types of leaders behavior	D	D	D	D	D	D	D	D	D	D
2	Utilize leadership and management concepts and be able to: a. differentiate the different types of leadership b. differentiate the different theories of leadership c. describe effective nurse leaders and managers	D	D	D	D	D	D	D	D	D	D
3	Apply knowledge on what management and management leadership										

	are and be able to differentiate administration, organization, mission, vision, philosophy and objectives.	D	D	D	D	D	D	D	D	D	D
4	Learn and apply management process and discuss the standards of nursing practice as part of nursing management concepts.	D	D	D	D	D	D	D	D	D	D
5	Ensure a well-organized and accurate understanding and application of the functions of management to be implemented in an organization and to the daily life situations of a nurse.	D	D	D	D	D	D	D	D	D	D
6	Identify and discuss the principles and theories of management.	D	D	D	D	D	D	D	D	D	D
7	Define ethics and a. relate historical and philosophical influences to the ethical basis for professional nursing practice. b. analyze ethical principles and theories as basis for professional nursing practice. c. apply a model for ethical decision making to an ethical dilemma. d. examine ethical issues encountered in practice including cost containment, use of technology, and patient's rights	D	D	D	D	D	D	D	D	D	D
8	Promote personal and professional growth of self and others by: a. identifying the sources of public law and its impact on nursing practice. b. name the most common areas of nursing practice cited in malpractice actions and some actions a nurse can take to minimize these risks.	D	D	D	D	D	D	D	D	D	D
9	Apply the principles learned on elements of career planning and its process.	D	D	D	D	D	D	D	D	D	D
10	Learn nursing opportunities available upon graduation	D	D	D	D	D	D	D	D	D	D
11	Discuss advanced nursing practice and other nontraditional nursing roles	D	D	D	D	D	D	D	D	D	D
12	Discuss the types of nursing organizations/associations	D	D	D	D	D	D	D	D	D	D

- **Legend:** I – Introduced; P – Performed/Practiced with supervision; D – Demonstrated

10. COURSE COVERAGE

Week	Day	CLASSROOM Topics	Learning Resources	Teaching-Learning Strategies			Assessment Tasks	Course Outcomes
				LOLS: Lorma College of Nursing Online Learning System				
				1 hour and 30 minutes synchronous session	8 hours / week synchronous sessions			
				2- hours and 30 minutes asynchronous sessions	16 hours/ week asynchronous sessions			
				Classroom	Skills Lab.	CHN	Clinical	
1	1	<p>A. Getting to know students and helping them get to know each other Re-orientation to the school policies, rules and regulations Setting of house rules</p> <p>B. Head Nursing Orientation, CTP Making and Seminar</p>	Student Handbook and other school mandates. pp. 8-20	<p>Interactive Discussion thru GCR /Zoom</p> <p>Creating a "Time Capsule"</p> <p>Flipped Video</p>	<p>Interactive Discussion thru GCR /Zoom</p> <p>NOTE: NCM 107 RLE is scheduled on the second semester.</p> <p>Deployment in the different areas to practice as student head nurses.</p> <p>CTP Making, planning and organizing a seminar</p>		<p>Open Forum</p> <p>Question and Answer</p> <p>Brainstorming</p> <p>Rubric on CTP Making</p> <p>Rubric on Head Nursing experience</p> <p>Rubric on conduct of Seminar</p>	CO1

		A. LEADERSHIP & MANAGEMENT CONCEPT 1. Definitions 2. Theories and Principles	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp. 3 – 6	Interactive Discussion thru GCR /Zoom Flipped Video Motivational Activity – Psycho geometric Test for Future Leaders “Me, the Leader/Manager” Call each student with titles like “Nursing Director Aljentera; People’s Right Advocate Ferrer”				Question and Answer Quiz via Testmoz Pre-test (Assessment of knowledge thru testmoz Rubric on individual written output	CO2; CO3; CO4; CO5; CO6; CO7
	2	3. Effective and Efficient Leadership 4. Difference between Leadership and Management	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp. 7-24 Marquiz, B. & Huston C. Leadership & Management Functions in Nursing pp 31-45	Interactive Discussion thru GCR /Zoom Flipped video Students Drawing pictures or Cartoons vividly portraying leadership at its finest				Question and Answer Recitation Rubric on written output	CO2; CO3; CO4; CO5; CO6; CO7
2	1	5. Elements and Dimensions of Leadership	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.26 - 40 http://ryanzer.files.wordpress.com/2012/02/nursing-management.pdf	Interactive Discussion thru GCR /Zoom				Question and Answer Quiz via Testmoz	CO2; CO3; CO4; CO5; CO6; CO7

	2	6. Types and Behaviors of Leaders 7. Leadership Styles and Face of Leadership	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp 45-50	Modified debate on the best leadership style thru GCR/ Zoom (Premise: Is there a perfect leadership & followership in an organization?) Flipped Classroom				Rubric on Modified Debate Fishbowl Method of Graded Recitation Rubric on Assignment-making an acronym on the behavior/ attitudes of leaders using one's name	CO2; CO3; CO4; CO5; CO6; CO7
3	1 & 2	8. Nursing Leadership Theories a. Trait theories b. Behavioral theories c. Situational/ contingency Theories d. Contemporary Leadership Theories	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.57 - 88 http://ryanzer.files.wordpress.com/2012/02/nursing-management.pdf http://nursing.jbpub.com/leadership/chapter_list.cfm?cid=3463	Interactive Discussion thru GCR /Zoom Group Activity on Nursing Leadership Theories "Mock Survey on Student's Persona of a Leader" ONLINE SURVEY Word Association Activity " Eg. Nightingale – Selfless				Question and Answer Quiz via Testmoz Rubric on Group Activity Tell Me Your Guy: Leaders you admire and why you admire them. Interview Leaders in the Nursing Profession, Document and Present in the Class for Group Discussion	CO2; CO3; CO4; CO5; CO6; CO7
4	1	B. MANAGEMENT IN NURSING 1. Introduction to Management a. Management b. Managerial leadership	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.106-119 http://nursing.jbpub.com/leadership/chapter_list.cfm?cid=3463	Interactive Discussion thru GCR /Zoom Reading Aloud the Topics as REPITITION "Exchanging Things" Question Will be Asked:				Question and Answer Open Forum Quiz via Testmoz	CO2; CO3; CO4; CO5; CO6; CO7

				How Did You Manage this Stuff to Keep its Functionality”?				Rubric on written output	
	2	2. Key Concept in Nursing Management a. Administration b. Mission c. Vision d. Philosophy e. Objectives	Tan, C. & Beltran, E. Leadership and Management in Nursing.1 st edition. 2009 pp. 105-111	Video presentation on MVPO Interactive Discussion Thru GCR/ Zoom Create own name of agency & make MVPO				Brainstorming Question and Answer Rubric on written output Speed Dating Ask pertinent things If you have lunch with anyone from history, who would it be and why?	CO2; CO3; CO4; CO5; CO6; CO7
5	1	3. Nursing Management Process a. Purpose b. Characteristics 4. Standards of Nursing Practice	Tan, C. & Beltran, E. Leadership and Management in Nursing.1 st edition. 2009 pp.112-115 http://nursing.jbpub.com/leadership/chapter_list.cfm?cid=3463	Interactive Discussion Thru GCR/ Zoom Buzz Method (Controlled Small thru GCR/ Zoom) Completion of a List of Leaders in the World /Local Arena with Good Vision/Mission and Philosophy (at least 3)				Open Form Rubric on written Output Quiz via Testmoz	CO2; CO3; CO4; CO5; CO6; CO7

	2	5. Management in Nursing: Theories & Models a. Scientific Management Theory b. Systematic Management Theory c. Principles of Management	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp. 119-122	Flipped video Interactive Discussion Thru GCR/ Zoom Essay Writing				Question and Answer Open Forum Rubric on Essay writing (Best management theory/model & its application)	CO2; CO3; CO4; CO5; CO6; CO7
6	1	d. Organizational Theory 6. Theories Focused on Human Relations 7. Contemporary Leader-Manager Theories 8. Motivational Theories	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.122-131	Interactive Discussion Thru GCR/ Zoom				Drill exercises (Row 1 vs row 2- Q & A) Recitation	CO2; CO3; CO4; CO5; CO6; CO7
	2	PRELIMINARY EXAMINATION							
7	1	1. Planning a. Definition of Planning b. Characteristics and Types of Plans c. Reasons of Planning d. Resistance to planning	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.139-144 Marquiz, B. & Huston C. Leadership and Management Functions in Nursing. pp 140-231 Venzon, L. & Nagtalon, J. Nursing Management towards Quality Care.pp 16-42 http://nursing.jbpub.com/leadership/chapter_list.cfm?cid=3463	Interactive Discussion thru GCR /Zoom MAPPING OUT MY LIFE: Individual PowerPoint presentation on the impact of planning to one's student personal and student's life.	Interact ive Discuss ion thru GCR/ Zoom on work ethics, review on policies of some hospital s especia	-Planning with the core group - Planning of programs/a ctivities appropriate to the schedule of pupils/ students (School Nursing)	Making of daily plan of activities	Rubric on Group activity Pretest Group Participation Planning for Pseudo-hospital Brochure Making and formulating Vision, Mission, Philosophy, Goals and Objectives.	CO2; CO3; CO4; CO5; CO6; CO7

					lly on docu- mentati on) - Clinical Teachi ng Plan (CTP) making - Plannin g for a semina r				
	2	e. Scope of Planning f. Models of Planning	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.145-159	Interactive Discussion thru GCR /Zoom on the planning strategies of students Flipped Video		Assigning of subordinate s to different committees	Giving of subordinat e's tasks/ assignme nt	Question and answer Quiz via Testmoz	CO2; CO3; CO4; CO5; CO6; CO7
8	1	g. Decision Making – definition, kinds, models, & tools	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.159-164	Interactive Discussion thru GCR /Zoom				Quiz via Testmoz	CO2; CO3; CO4; CO5; CO6; CO7
	2	h. Critical Thinking Process in Problem Solving and Decision Making	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.168-171	Interactive Discussion thru GCR /Zoom Flipped Video				Situation analysis- identify the problem & propose possible solutions	CO2; CO3; CO4; CO5; CO6; CO7
9	1	2. Organizing a. Organization- definition, categories & Characteristics	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition.	Interactive Discussion thru GCR /Zoom Group assignment-				Question and Answer	CO2; CO3; CO4; CO5; CO6; CO7

		<p>b. Organizational design</p> <p>c. Organizational structure & culture</p>	<p>2009 pp.175-190</p> <p>Marquiz, B. & Huston C. Leadership and Management Functions in Nursing. pp 264-363</p>	<p>present through flipped video or powerpoint presentation the organizational chart of a specific agency</p>				<p>Quiz via Testmoz</p> <p>Group Activity Rubric</p> <p>Silent Line Up -No talking; arrange yourself according to</p> <ol style="list-style-type: none"> 1. Birthday year or month -oldest to youngest. 2. How far they have traveled 3. Place they were born 	
	2	<p>d. Staffing (selection, orientation, job description)</p> <p>e. Patient classification system</p>	<p>Tan, C. & Beltran, E. Leadership and Management in Nursing. 1st edition. 2009 pp.190-194</p>	<p>Interactive Discussion thru GCR /Zoom</p> <p>Guessing game or Note card Activity</p> <p>Write down 3 interesting facts about your self</p> <p>Flipped Video</p>				<p>Question and Answer</p>	<p>CO2; CO3; CO4; CO5; CO6; CO7</p>

10	1	f. Nursing care models g. Staffing pattern h. Employee discipline	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.194-212 Venzon, L. & Nagtalon, J. Nursing Management towards Quality Care.pp.46-79 http://nursing.jbpub.com/leadership/chapter_list.cfm?cid=3463	Interactive Discussion thru GCR /Zoom Role Play				Question and Answer Quiz via Testmoz Rubric on Role Playing	CO2; CO3; CO4; CO5; CO6; CO7
	2	3. Directing / Leading a. Directing Definition b. Tools in Directing c. Elements in Directing	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp. 217-230 Marquiz, B. & Huston C. Leadership and Management Functions in Nursing. pp. 421-533 Venzon, L. & Nagtalon, J. Nursing Management towards Quality Care.pp.83-129	Group Activity Team building Activity thru GCR/Zoom Eg. "Monk's Meal" "Ring of Fire " Observing of Directing and Application in the Affiliating Hospitals		Team building activities	Supervision of subordinates, leaders in SDL sessions	Brainstorming Paper and pen exam Testmoz Question and Answer	CO2; CO3; CO4; CO5; CO6; CO7
11	1	d. Change Process e. Team Building	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.231-240	Essay Writing Application of Duterte's statement, "CHANGE is COMING!"				Question and Answer Rubric on Essay Writing Recapitulation	CO2; CO3; CO4; CO5; CO6; CO7
	2	4. Controlling a. Definition. Functions	Tan, C. & Beltran, E. Leadership and	Interactive Discussion thru GCR /Zoom		Communication with	Communication with	Question and Answer	CO2; CO3; CO4; CO5;

		& Principles b. The Control Process	Management in Nursing. 1 st edition. 2009 pp.245-255 Marquiz, B. & Huston C. Leadership and Management Functions in Nursing. pp.537-619 Venzon, L. & Nagtalon, J. Nursing Management towards Quality Care.pp.133-151	Flipped Classroom "Word Relay "as a Communication Test		staff & other members of the health care team	staff & other members of the health care team	Active Individual Participation Quiz via Testmoz	CO6; CO7
12	1	c. Management Control Strategies d. Performance Appraisal Tools e. Dysfunctional Consequences of Control	Tan, C. & Beltran, E. Leadership and Management in Nursing. 1 st edition. 2009 pp.255 - 260	Interactive Discussion thru GCR /Zoom Written Output "My Road Map as a Nurse/ Nurse Leader" Individual Analysis: My PERFECT LEADER	Organization of Seminar thru GCR/Zoom			Question and Answer Written output Rubric Preparing Hospital Staffing and Scheduling Quiz via Testmoz	CO2; CO3; CO4; CO5; CO6; CO7
	2	MIDTERM EXAMINATION							
13	1	D. PROFESSIONAL AND PERSONAL DEVELOPMENT 1. Ethico- moral aspects of nursing a. Code of Ethics for Nurses in the Phils. b. International Council of Nursing (ICN) Code of Ethics for Nurses	Venzon, L. Professional Nursing in the Philippines. 11 th edition. 2010. pp. 96-117	Interactive Discussion thru GCR /Zoom Discussion on the Nurse's Dilemma/ ethical problem in the workplace (A Closer look)				Pretest thru testmoz Question and Answer Active Participation (Review on lessons learned in Bioethics) Brainstorming	CO4; CO5; CO6; CO7; CO8; CO9; CO10

	2			Case Studies on Ethico-moral aspects in nursing practice				Case Analysis Rubric	
14	1	3. Legal Aspects of Nursing a. RA 9173 or the nursing Act of 2002 b. Other Laws Affecting Nursing Profession and the Nurse	Venzon, L. Professional Nursing in the Philippines. 11 th edition. 2010 pp. 136-157198	Interactive Discussion Thru GCR/ Zoom Group Reporting with Instructors Supplement				Open Forum Brainstorming Quiz via Testmoz Rubric on Group Report	CO4; CO5; CO6; CO7; CO8
	2	c. Malpractice and Negligence Act d. Contracts and Wills/ Testament e. Legal Protections in the Nursing Service		Interactive Discussion Thru GCR/ Zoom Interview a health care provider (ethical dilemma encountered & solution)				Question and Answer Brainstorming Class presentation (RUBRICS)	CO4; CO5; CO6; CO7; CO8
15	1	f. Crimes, misdemeanor & felonies g. Moral turpitude		Interactive Discussion thru GCR /Zoom Flipped Video				Open Forum Paper & pen Exam (Exercises on NLE questions thru testmoz)	CO4; CO5; CO6; CO7; CO8
	2	4. Personal/ Professional a. Positive Image of a Professional	Venzon, L. Professional Nursing in the Philippines. 11 th edition. 2010	Interactive Discussion thru GCR /Zoom			Planning and Conducting a	Recitation Quiz via Testmoz	CO2; CO6; CO7; CO8; CO9

		Nurse Self-assessment/ Self-Awareness b. Roles and Responsibilities of Beginning Nurse Practitioner	pp 1-6	Activity on Roles and Responsibilities Self-Assessment through Self-awareness Elect a "HALL of FAME " for male /female student's neo leaders "Picture me Activity"			Seminar	Rubric on Seminar	
16	1	d. Emerging Opportunities -Different fields of nursing -Nursing opportunities abroad	Venzon, L. Professional Nursing in the Philippines. 11 th edition. 2010 pp 35-60	Interactive Discussion thru GCR /Zoom Flipped Video Brochure Making Activity "Following my Nurse Yearning" " I want to be a _____Nurse ? Because I want _____(reason/s)			Assignment or Rotation to different areas Interactive Lecture-Discussion in SDL sessions thru GCR/ Zoom	Active Participation Question and Answer Rubric on Brochure Making Brainstorming	CO7; CO8; CO11; CO12
	2	e. Issues and trends In Nursing Practice / Education (Immigration, Aging Population, Complementary Therapy, Medical Tourism, Evidence-based Practice.) f. Nursing Associations/	Venzon, L. Professional Nursing in the Philippines. 11 th edition. 2010. pp. 209-224	Interactive Discussion Thru GCR/ Zoom Journal Reading Philips 66 (6 mins. chat with partner & 6 mins sharing to the class)				Quiz via Testmoz Sharing of Journal Reading	CO7; CO8; CO11; CO12

		Organizations							
17	1	c. Career Planning -Beginning a Job Search -Sources of Job Leads -Developing a Resume d. Dressing for a Successful Interview 6. Answering Interview Questions 7. Resigning from a Nursing position	Venzon, L. Professional Nursing in the Philippines. 11 th edition. 2010. pp.76-87	Interactive Discussion thru GCR /Zoom Flipped video Preparing Resume for Job Application with letters etc.				Question and Answer Recitation Practical Quiz "Scripting, " Practice answering interview questions with proper gestures, facial expression and no fidgeting and stammering thru GCR/ Zoom Rubric on written output	CO6; CO7; CO8; CO10; CO11; CO12
	2	Mock Interview (Rubrics)							
18	1	Mock Interview (Rubrics)							
	2	FINAL EXAMINATION							

11. TEXTBOOKS

1. Tan, C. & Beltran, E. Leadership and Management in Nursing.1st edition. 2009
2. Venzon, L. Professional Nursing in the Philippines. 11th edition. 2010

12. SUGGESTED READINGS AND REFERENCES

1. Marquiz, Bessie L. & Huston, Carol J. Leadership Roles and Management Functions in Nursing.6th edition. 2009
2. Venzon, L. & Nagtalon, Jennifer M.V..Nursing Management towards Quality Care. 4th edition. 2010

ebooks:

1. http://nursing.jbpub.com/leadership/chapter_list.cfm?cid=3463

2. <http://ryanzer.files.wordpress.com/2012/02/nursing-management.pdf>
3. http://www.mhprofessional.com/downloads/products/0071601538/knode1_ch01_p001-018.pdf
4. http://www.cartercenter.org/resources/pdfs/health/ephti/library/lecture_notes/nursing_students/LN_nsg_ldrshp_final.pdf

13. COURSE EVALUATION

COURSE REQUIREMENT (Lecture Component)	Total Weight (%)	COURSE REQUIREMENT (RLE Component)	Total Weight (%)
A. Term Grade		A. Term Grade	
1. Class Standing	66.67% (2/3)	1. Rotation Grades	80%
<ul style="list-style-type: none"> • Attendance (5%) Note: 1) 6 synchronous classes per term hence a perfect attendance is computed as 6/6 x60%+40% x 5% 2) For every absence, deduct 1 from the 6 total number attendance every term and go on computation using the abovementioned transmutation. 3) Disregarding the minutes, 3 accumulated tardiness is equivalent to 1 day of absence. • Recitation and Other Assessment Tasks (15%) Note: 1) 5 points minimum, increment of 1 for every correct answer made by the student (10 points maximum). 2) For other assessment tasks, a standard rubric or pointing system will be followed as agreed upon the nursing faculty. • Quizzes (46.67%) Transmutation Formula = $\frac{\text{Total Score}}{\text{Total \# of Items}} \times 60\% + 40\%$ 		<p>Rotation grade is computed with the following:</p> <p>FOR SKILLS LAB</p> <ul style="list-style-type: none"> • Competencies (60%) Note: Competency Grade= (total score) / (total # of items) = _____ X 60 = _____ / 5 = _____ + 40 = _____ % • Requirements (30%) <ul style="list-style-type: none"> ✓ Related Journals and other Assessment Tasks (20%) ✓ Quizzes & Case Study (30%) • Affective (10%) <ul style="list-style-type: none"> ✓ Attendance – 5% <p>Note: There are 9 synchronous meetings for every rotation, therefore, a perfect attendance is computed using the 60%-40% transmutation</p> <ul style="list-style-type: none"> ✓ Attitude – 5% ✓ Uniform – 5% <p>(If with Major Exam, 20% will be added to the 80% of Competencies and Requirements)</p> <ul style="list-style-type: none"> • Average Rotation Grade = $\frac{\text{Rotation Grade 1} + \text{Rotation Grade 2} + \text{Rotation Grade 3} + \dots + \text{Rotation Grade n}}{3 \text{ (\# of Rotation Grades)}}$ <p>FOR LEARNING PACKET</p>	

		<ul style="list-style-type: none"> • Competencies (50%) Note: Competency Grade= (total score) / (total # of items) = _____ X 60 = _____ / 5 = _____ + 40 = _____ % • Requirements (30%) <ul style="list-style-type: none"> ✓ Related Journals and other Assessment Tasks (20%) ✓ Quizzes & Case Study (30%) • Affective (10%) <ul style="list-style-type: none"> ✓ Attendance – 5% • There are 9 synchronous meetings for every rotation, therefore, a perfect attendance is computed using the 60%-40% transmutation <ul style="list-style-type: none"> ✓ Attitude – 5% ✓ Completion task – 5% 	
2. Term Examination	33.33% (1/3)	2. Term Examination	20%
TOTAL	100%	TOTAL	100%
B. Final Final Grade		B. Final Final Grade	
1. Preliminary Grade	30%	a. Preliminary Grade	30%
2. Midterm Grade	30%	b. Midterm Grade	30%
3. Final Grade	40%	c. Final Grade	40%
TOTAL	100%	TOTAL	100%
NOTE: For professional nursing subjects the final final grade is computed as follows: <ul style="list-style-type: none"> • 80% of the Tentative Final Final Grade (Prelim+ Midterm +Final) + 20% of the Comprehensive Exam 		Transmutation Formula = (total score) / (total # of items) = _____ X 50 = _____ / 5 = _____ + 50 = _____ % (Score of Competencies)	

RUBRICS FOR MOCK INTERVIEW

		MECHANICS			
Mock Interview	Criteria	3	2	1	SCORE
	First Impressions	Shows up early for the interview with a copy of the resume in hand	Shows up on time for the interview with a copy of the resume in hand	Shows up late for the interview, does not shake hands, and/or chews gum; does not bring a copy of the resume or references	
	Preparation	Has researched the company and the position thoroughly and is apparent by answers given in response to questions	Knows some general information about the company and/or its purpose	Knows nothing about the company or seems to make up information as he/she goes along	
	Personal Attributes	Good eye contact and poise during interview; confident	Somewhat nervous, some lapses in eye contact; speaks too loudly or softly	Overbearing, overaggressive, egotistical; or shy, reserved, and overly nervous	
	General Attitude	Interested in the position and enthusiastic about the interview	Seems interested in the position but could be better prepared or informed on certain topics	Lack of interest and enthusiasm about the position; passive and indifferent; or overly enthusiastic	
	Personal Appearance	Dressed in appropriate business attire; no sandals, tennis shoes, t-shirts, shorts, short skirts, etc.	Dressed similar to what employees in that position would wear or in business casual clothes.	Dressed way below what is expected for someone in that position or "overdoes it" (too much makeup, jewelry, cologne, etc.)	
	Responses	Gives well-constructed, confident responses that are genuine	Gives well-constructed responses, but sounds rehearsed or unsure	Answers with "yes" or "no" and fails to elaborate or explain; talks negatively about past employers	
				TOTAL	

RUBRICS FOR ORAL PRESENTATION

	CODE	CRITERIA	MECHANICS				SCORE
			4	3	2	1	
Oral Presentation	BEIPPV4	Body Language	Movements seemed fluid and helped the audience visualize.	Made movement or gestures that enhanced articulation.	Very little movement or descriptive gestures.	No movement or descriptive gestures.	
		Eye Contact	Holds attention of entire audience with the use of direct eye contact.	Consistent use of direct eye contact with audience.	Displayed minimal eye contact with audience.	No eye contact with audience.	
		Introduction and Closure	Student delivers open and closing remarks that capture the attention of the audience and set the mood.	Student displays clear introductory or closing remarks.	Student clearly uses either an introductory or closing remark, but not both.	Student does not display clear introductory or closing remarks.	
		Pacing	Good use of drama and student meets apportioned time interval.	Delivery is patterned but does not meet apportioned time interval.	Delivery is in bursts and does not meet apportioned time interval.	Delivery is either too quick or too slow to meet apportioned time interval.	
		Poise	Student displays relaxed, self-confident nature about self, with no mistakes.	Makes minor mistakes, but quickly recovers from them, displays little or no tension.	Displays mild tension, has trouble recovering from mistakes.	Tension and nervousness is obvious, has trouble recovering from mistakes.	
		Voice	Use of fluid speech and inflection maintains the interest of the audience.	Satisfactory use of inflection but does not consistently use fluid speech.	Displays some level of inflection throughout delivery.	Consistently uses a monotone voice.	
		PUNCTUALITY	Output is submitted on time	Output is submitted after 1 day of deadline	Output is submitted after 3 days of deadline	Output is submitted after 1 week or more of deadline	
						TOTAL	

RUBRICS FOR ESSAY WRITING

	CODE	CRITERIA	MECHANICS			
Essay Writing	IPKAC3		3	2	1	Score
		Issues	Presents an accurate, detailed and insightful description of a variety of problems and opportunities.	Accurately identifies and describes some problems and opportunities.	Mischaracterizes problems and/or overlooks issues.	
		Perspectives	Manifests concern for equity and analyzes situations with view toward respecting persons. Seeks to understand the positions of others and generally succeeds.	Presents insight into the perspectives of some, or presents limited insight into the perspectives of many.	Displays little or no social sensitivity. May be stereotyping or generalizing about groups. Exhibits little regard for the perspective of others.	
		Knowledge	Presents a balanced and critical view of multiple sources of knowledge (personal experience, theory, and research, facts) to create criteria for informed judgments.	Utilizes a variety of sources of knowledge as criteria for reasoning and decisions.	Demonstrates unchallenged dependence on authority, experts, or gut instinct to the exclusion of other sources of evidence and better reasoning.	
		Actions	Considers a variety of actions that address the multiple issues present.	Identifies appropriate actions addressing some of the issues present.	Perceives few or limited alternative actions. Does not address fully the spectrum of issues raised.	
		Consequences	Recognizes the complex, interactive nature of educational actions and decisions. Draws attention to the broader social consequences related to schooling and education.	Identifies basic consequences to proposed actions with attention to their social outcomes.	Displays limited awareness of consequence or broader social outcomes of decisions and actions.	
		PUNCTUALITY	Output is submitted on time	Output is submitted after 1 day of deadline	Output is submitted after 3 days of deadline	
					TOTAL	

14. CLASSROOM POLICIES (as per student handbook)

A. Professional Decorum (pg. 15)

Student of Lorma Colleges' College of Nursing are expected to behave properly at all times especially if in the school premises. The guidelines are as follows:

1. Courteously knock on every door before entering any room, wait for acknowledgment then introduce self.
2. Maintain a moderate tone voice anywhere especially along the corridors, classrooms and patient's room.
3. Greet patients, relatives, teachers, employees and peers as you meet them.
4. Friendliness is encouraged but always maintains professionalism since too much familiarity may compromise the respect for each other.
5. Confidentiality on patient's information should be observed.
6. Practice and maintain good posture at all times.
7. Students are not allowed to go out of the hospital compound for their snacks/meals.
8. Bringing in prepared foods should only be eaten at the designated places.
9. Allowed time for snacks is 15 minutes and 30 minutes for mealtime in any given shift.
10. Students must observe humility, tactfulness and respect when dealing with others. Always observe the Code of Ethics for Nurses and practice the Golden Rule in everyday life.
11. Students must wear the prescribed uniform at all times with dignity and respect and should be worn only in the school and hospital premises.
12. Students are not allowed to entertain visitors while on duty. Should an emergency occur where an immediate member of the family is involved, permission from the clinical instructor must be sought first and accomplish a hospital visitation form.
13. Gambling, smoking and drinking of alcoholic beverages and drug use are strictly prohibited.
14. In case of emergency, the unit's telephone may be used with permission from the staff and the Clinical Instructor. Otherwise, use of the unit's telephone is not allowed.
15. Promptness at all times, in all occasions and in any setting must be observed.
16. Students must strictly adhere to the hospital/community school e, rules and regulations.
17. Students should not loiter around while in school premises. These preceding guidelines professional decorum are not limited to as written. Other guidelines for social norms and general behavior are written in the Lorma Colleges' Student Handbook and must strictly observe.

B. Classroom (pg. 16)

1. The students are required to wear the prescribed college uniform in the given day.
Monday/Thursday – institutional uniform with blue slacks
Tuesday/Friday – clinical uniform (without apron for females) with black shoes
Wednesday/Saturday – clinical uniform (without apron for females) with black shoes
2. The students should strictly comply with the policies stated above, in terms of punctuality, attendance, compliance to the requirements, etc.
3. Every semester, there are three major examinations, namely Prelims, Midterms and Final Examinations.
4. Any forms of misconduct like cheating, behaviors, etc. will be subjected to disciplinary action.

NOTE: Students are advised to read the student handbook from pages 8 – 20. Any amendments to the student handbook and/or new issued policies, rules and regulations the administration and the college deemed necessary, shall be applied automatically to the student/s currently enrolled in the college.

15. CONSULTATION HOURS

Name of Instructor	Day	Time
Benito Areola Jr, MAN, PhD		
Jennifer Mesde, MAN		

Course Title	Date Effective	Date Revised	Prepared by	Reviewed by	Noted by	Recommending Approval	Approved by
NCM 119 Nursing Leadership and Management and Professional Adjustment	1st Semester, SY 2021- 2022	July 2021	Benito Areola Jr., MAN, PhD	Marisol Jane T. Jomaya RN, MAN Chairman, OBE Committee	Marites M. Chan, MAN Head, Level IV Teresita A. Ferrer, MAN Assistant Dean for Academics	Marites C. Pagdilao, MAN, MPA Dean, CON	Pacita G. Apilado, MAN, Ph.D. Executive Director for Academics