Xavier University

Exhibit

2018

636 Financial Management for Nursing Management

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Recommended Citation

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Xavier University
College of Professional Sciences
School of Nursing

NURS 636 FINANCIAL MANAGEMENT FOR NURSING MANAGEMENT
Fall 2018

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COURSE DESCRIPTION

This course is designed to prepare the graduate nurse to function in a collegial relationship with financial managers in health care settings. A financial management framework is used to present the foundations, approaches for planning and control and tools for decision making in healthcare. Essentials of cost accounting for health care organizations are included.

Credits: Two credit hours

Pre -requisites: Graduate Standing.   Healthcare Economics or approval from faculty

Faculty: Anna Sheets, DNP, RN, NEA-BC
                Email: sheetsa1@xavier.edu
                Telephone: (513) 505-5690
                Office Hours: By appointment

Objectives:

1.   Define and describe financial management and its importance to delivery of care.
2.   Discuss overall principles and specific tools for various types of fiscal planning and control.
3.   Exercise critical thinking to conceptualize and analyze possible solutions to a practice exercise.

Textbooks & Resources:

Required:

Leger, J. M. & Dunham-Taylor, J. (2018). *Financial management for nurse managers: Merging the heart with the dollar,* (4th ed.). Jones and Bartlett Learning: Burlington, MA.

American Psychological Association. (2009). *Publication manual of the American psychological association*. (6th ed.). Washington, DC: Author.

Multiple journal and/or current events-type articles will be required in this course and will be provided by the professor and students as part of Weekly Learning Activities.

Recommended:

Rudino, A. (2016). *The nurse manager's guide to budgeting and finance,* (2nd ed.)*.* Sigma Theta Tau: Indianapolis, IN.

Instructional Methods:
A variety of instructional methods will be used such as, class presentations, group discussions and activities, individual readings, and written assignments. Students should check the course Canvas site for class assignments (posted one week in advance) and come to class prepared to discuss/participate. Early communication with the faculty is necessary for any difficulties related to course assignments, requirements and/or technical problems**.**

Evaluation Methods:

Class Attendance and Informed Class/Online Participation	30%
Finance Case Study Business Plan (Three Drafts & Final Submission)	45%
Finance Case Study Presentation	20%
Self & Peer Evaluations	5%
Total	**100%**

Student Responsibilities:

1. Reading and critically reflecting on material related to class content.
2. Attending all classes and preparing prior to class in order to share insights and experiences concerning assigned readings and use of theories.
3. Bringing reading materials to class for reference.
4. Submitting all written material on time and according to requirements. The professor must be contacted in advance, so an extension can be requested and approved if there will be a delay in submitting an assignment.
5. Notifying the professor as needed for assistance in facilitating understanding of course content or any concerns/problems. Students are encouraged to contact the professor or make an appointment to discuss questions, concerns, or suggestions.

Informed Participation:
Students are expected to actively engage in informed discussion and sharing with other students. These discussions, whether in class or occasionally online, should demonstrate active involvement with the material being considered. Students will share their perspective about their own ideas and consider the ideas of others. Students have a shared responsibility for learning, and for creating and sustaining the learning community that will be developed within the context of this course (see Appendix A for guidelines regarding what constitutes "Informed Participation").

Written Assignments:

All written assignments should be submitted prior to or on the day assigned. Late papers will have points deducted. Unless otherwise noted or permission is received from the faculty member, turning assignments in late may result in up to 10 points being deducted from final grade of the assignment. Late assignments will not be accepted more than one week past due. Written assignments should be presented in a professional manner, and in APA format when appropriate.

Grading Scale:

94-100	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
76-79	C+
70-75	C

Grades less than a C must be repeated

Grade averages above .5 and above will be rounded to the nearest whole number; e.g., a 93.5 average will be rounded to 94.

Communication Devices:
All cell phones and other electronic devices are disruptive to the learning environment and are to be turned off during class. *If laptops are used, they must be limited to class related activities only*. *Surfing the web or responding to e-mail is prohibited during class time.* *Students who disregard this requirement may be excused from class.*

Structure of Course:
This course uses a traditional classroom format for most of the classes. There may be some classes that will be online, using the Canvas platform. Canvas will also be used to supplement course information and augment the learning environment. The Canvas platform provides faculty information, schedule of assignments, clear links to learning resources and access to grade book. Students should access email and Canvas regularly in order to remain informed and to view/submit weekly course activities.

All assignments are to be submitted electronically through Canvas. Assignments handed in via paper will not be accepted. You must contact the professor if email is required for submission.

Communication:
Students should expect an email response from the faculty within a 24-48-hour framework (during normal business hours) unless you have been notified about an exception to this time frame.

Due to the ongoing concern of computer viruses, communication or attachments submitted through e-mail accounts other than Xavier may not be recognizable as student generated, and consequently, may not be opened by the instructor.

Course and Resource Materials

- This course is web enhanced through Canvas.
- A variety of methods will be utilized in and out of class to enhance the learning experience:
  - Links to supplemental readings and media
  - Canvas exercises and class participation activities
  - Examples of assignments for student reference

Course and supplemental materials/links will be made available to students through Canvas. Xavier's Library offers a convenient service of providing direct access to many full text articles on-line. If an article is not available, the library will request the article through the Interlibrary Loan system and forward an electronic copy to you via e-mail. Only materials from reputable, professional web sites and journals should be considered.

The Canvas course software enables the instructor to know who logged into the course, where in the course site they have visited, and how long they stayed. The Canvas Technology Support personnel also have access to all information posted in Canvas. Consider this every time you enter the Canvas virtual classroom and post assignments or submit materials under your user name. Represent yourself truthfully at all times in this course.

Online Grade Book:
Students will have access to the online grade book via Canvas. This grade book is confidential and only available to the individual student. Unless noted otherwise, it is anticipated that grades for assignments will be posted within two weeks after the submission deadline.

Technology Needed to Participate in Program:
To use Canvas and view supplemental materials, students will need access to computer hardware, computer software, and the internet. Either an IBM compatible PC or a Macintosh type computer is acceptable. Recommended minimum configurations will allow students adequate memory, speed, and peripherals to accomplish course tasks.

Additional programs <u>may</u> be needed to enable viewing and sharing of files (often called plug-ins). These can be downloaded from the internet for use:

- Adobe Acrobat©
- Media Player©
- PowerPoint Viewer©
- Real Audio©
- Quicktime©

Video Conferencing:

Zoom: Zoom is an additional option to participate in class in the event you are ill or have an emergent event preventing attendance in person. If the need arises, you must contact the professor in advance in order for the system to be set up. If you do use Zoom, please remember to either turn off the video portion on your end or be mindful of what is behind you. Everyone in the classroom can see you and whatever is in the background.

Included is a link with information on how to use Zoom. If you think there is a possibility that you will need to use this method to connect with class, please be sure to evaluate your computer and settings to ensure that Zoom is compatible with your laptop or pc. https://services.xavier.edu/TDClient/KB/ArticleDet?ID=173   A link has been provided to assist you.

Attendance:

Satisfactory informed participation is required.   Students are expected to participate **actively** throughout the duration of this course, and all assignments are expected to be submitted on or before the due date.

The instructor recognizes that students are balancing multiple responsibilities outside of the course and wishes to be flexible in this regard. However, "informed" participatory learning mandates that students attend class in order to optimally meet course objectives (see Appendix A). Failure to be present for in-class or online participation may be reflected in the course grade.

Student Comportment:
Professional behavior is expected and is cultivated throughout this course, and the MSN curriculum. Appropriate professional behavior is exemplified by, though not limited to, activities such as actively listening to peer/faculty ideas, assuming responsibility for one's own actions, and giving consideration and respect to the ideas of others. Unprofessional behavior will not be tolerated and could be grounds for dismissal from a class, or the course.

Faculty Office Hours*:*
It is important to communicate with the professor if you have any questions, concerns, needs or if you do not understand the material. Please make contact via e-mail or make an appointment to see me in person or by phone. I am generally available before and after class and am also happy to meet with you during other scheduled times. If you leave a voice mail, I may not be able to access it in a timely manner on days that I am out of the office.

Professor Feedback*:*
My contact information is on the first page of this course syllabus. Students in this course will be notified when I am unavailable for e-mails and/or phone calls.

Student Handbook:
Students are required to follow the policies and procedures described in the Nursing Graduate Student Handbook and in the Xavier University Student Handbook.
http://www.xavier.edu/deanofstudents/documents/studenthandbook.pdf

Plagiarism

Turnitin is a tool used to check for plagiarism. Students should be familiar with the Xavier University Academic Honesty Policy (below) and penalties for violations of the policy. All written assignments should follow APA style (6th edition).

Academic Honesty:

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating, plagiarism,

unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission and registration documents, and the falsification of any academic record including letters of recommendation. All work submitted for academic evaluation must be the student's own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another's efforts is prohibited, as is the use of any work untruthfully submitted as one's own.

Penalties for violations of this policy may include, but are not limited to, one or more of the following: a zero for that assignment or test, an "F" in the course, and expulsion from Xavier. The Academic Dean of the college in which the student is enrolled is to be informed in writing of all acts of academic dishonesty, although the faculty member has authority to assign the grade for the assignment, test, or course. If disputes regarding the applicability or enforcement of this policy arise, the student, faculty member and department chair should attempt to resolve the issue. If this is unsatisfactory, the Academic Dean of the college will rule on the matter. As a final appeal, the Provost will call a committee of tenured faculty for the purpose of making a final determination.

Office of Academic Support:

The Office of Academic Support offers tutoring, Supplemental Instruction (SI), and study groups. For information about these services, contact Stephanie Daniels at 745-3214 or danielss3@xavier.edu. The OAS is located on the fifth floor of the Conaton Learning Commons, Suite 514.

Students with Disabilities:

Any student who feels he/she may need an accommodation based on the impact of a documented disability should notify the course instructor and contact Cassandra Jones in the Office of Disability Services at 745-3280 or e-mail jonesc20@xavier.edu to coordinate reasonable accommodations.

Writing Center:
The Writing Center offers free one-on-one tutoring on writing assignments for all Xavier students. Students can contact the Center at (513) 745-2875 to set up an appointment. Sessions can be conducted in multiple ways, including discussions by phone and by email at writingcenter@xavier.edu. The Writing Center is located in the Conaton Learning Commons room 400. http://www.xavier.edu/writingcenter/

Student Support:
Occasionally, students may experience personal problems or difficulties during the term that can be emotionally disturbing and may seriously interfere with learning. If this should happen to you, please meet with me to see what can be worked out. In addition, the University provides supportive services for students. For more information, go to: http://www.xavier.edu/sss/

Caveat:
The schedule and procedures in this course are subject to change in the event of extenuating circumstances as well as class learning needs and desires. This includes the right to modify lecture objectives, content, learning experiences and time allotted to specific material presented in original course outlines or on the Canvas Learning site.

Appendix A
Evaluation for Attendance/Informed Participation

<u>**Evaluation for Attendance and Informed Participation**</u>

In class and online informed participation is essential in this course. Informed participation is equivalent to one point each week.   Attendance requires the student's presence either in-class or online.   Informed Participation means the student is engaged in the class in a manner that demonstrates the quality, content, quantity and professional language expected of a graduate level professional nursing student. Strategies used to evaluate informed participation are outlined below:

Weekly Informed Participation	0-2.4	2.5-7.4	7.5-10	
Quality	Comments or questions simply reaffirm existing knowledge ("I agree")	Comments or questions stimulate thinking	Comments or questions increase knowledge and stimulate thinking	
Quantity	Infrequent to no contribution to meaningful discussion	Contributes to discussion in a meaningful way on occasion	Consistently contributes to discussion in a meaningful way	
Professional language	Rarely uses professional language. Demonstrates minimal to no understanding of concepts	Frequently uses professional language that demonstrates some understanding of concepts	Consistently uses professional that reflects significant understanding of concepts	