

• AUTHORIZATION TO OFFER TOPICS COURSES FOR ACADEMIC CREDIT  
THROUGH EXTENDED STUDIES •

(Note: Extended Studies sections of topic classes for which the appropriate form E-T is not on file in the Office of Academic Programs will be removed from BANNER as periodic audits of course offerings are performed.)

**Note: Any proposed topic can only be offered two times before being converted to a non-topics course. Academic Programs will assign the appropriate suffix and edit the topic description provided.**

1. College of: School of Nursing/Acad. Res.                      2. Center/Program/Department: Nursing
3. Instructor Pat McFarland  
(If more than one instructor will be teaching the course, list full name of the "instructor of record.")
4. Topic Abbreviation and Number: NURS E496 A                      5. Grading Method CR/NC
6. Term Fall                      7. Year 2007                      8. Variable Units\* 3
9. Has this topic been offered previously?  Yes     No    If yes, indicate term(s) Spring                      Year 2007
10. Topic Title: Special Topics in Nursing: Foundation for Leadership Excellence
11. **Topic Description:** Note: This part can be skipped if answer to part 9 is "yes." (NOTE: Please provide detailed information about the topic. Please type. You may also attach the topic description on a separate sheet if you do not have enough space.)
- Conceived as an opportunity to provide frontline managers with the skills needed to excel in today's complex and changing health care environment, the Foundation for Leadership Excellence Program is a 5-day intensive program that provides education through immersion and camaraderie. Whether facing hiring, orientation and staffing issues, team development and customer-service concerns, resource allocation, budget analysis or cost-savings mandates, frontline managers will benefit from the program by gaining new perspectives and solutions to the difficult challenges they face on a daily basis.
12. Does this topic have prerequisites? NO
13. Does this topic have co-requisites? NO
14. Does the topic require consent for enrollment?  Yes     No  
Faculty     Credential Analyst     Dean     Program/Center/Department - Director/Chair
15. Is topic crosslisted:  Yes     No    If yes, indicate which course \_\_\_\_\_ and obtain signature in #18.
16. What resources are needed to offer this topic (including technology)? None – Off Campus
17. Justification for offering this topic. To provide frontline managing nurses an opportunity to earn college credit in an intensive immersion program on the foundations of leadership.

\* Enter units only if this is a variable-units topic course.

18. Does this topic impact any other disciplines? Note: This number can be skipped if answer to part 9 is "yes."

\_\_\_ Yes X No If yes, obtain signature(s). Any objections should be stated in writing and attached to this form.

\_\_\_\_\_  
Discipline Signature Date Support \_\_\_ Oppose

\_\_\_\_\_  
Discipline Signature Date Support \_\_\_ Oppose

19. Location (if topic not offered at main campus) Association of California Nurse Leaders, Sacramento, CA

20. Is this course being offered on-line? \_\_\_ Yes X No

21. Is this a contract topic? X Yes \_\_\_ No

22. Enrollment Limit n/a

23. Requested Bldg/Room none  
*Please call Extended Studies first to reserve the room.*

Please note: A separate Form E-T must be submitted for each section offered.

SIGNATURES

[Signature] 10-19-07  
1. Program/Center/Department – Director/Chair Date

[Signature] 10/30/07  
2. College Dean (or Designee) Date

The academic credentials of the instructor listed above are known to the Program/Center/Department (either regular faculty, or adjunct faculty with a curriculum vitae on file in the Program/Center/Department Office). The instructor is qualified to deliver the topic as described in part 9 (or on a previous Form T or Form E-T in the case of a topic that has already been offered).

[Signature] 11/04/07  
3. Dean of Extended Studies (or Designee) Date

Completed form received in the Office of Extended Studies

2<sup>nd</sup> Offering: [Signature] 11/15/07  
4. Associate Vice President for Academic Affairs – Academic Programs Date

# Center for Nursing Leadership

## Foundations for Leadership Excellence

California State University, San Marcos  
Elective Units: 3

Faculty of Record:  
Patricia McFarland, MS, RN  
Judee Berg, MS, RN

The California Center for Nurse Leadership was formed with the nurse leader and aspiring nurse leader in mind. Through collaboration between the Association of California Nurse Leaders (ACNL) and the California Institute for Nursing & Health Care (CINHC), the California Center for Nurse Leadership offers nurse leaders an opportunity to acquire new, or improve upon existing, skills that will bolster professional success.

The **Foundation for Leadership Excellence** program offers five days of interactive sessions led by recognized California nurse leaders. The dynamic presentations will provide insight into the key leadership competencies of successful nurse leaders. You will learn the "ins and outs" of budgets and financial statements to give you the necessary skills to "talk the talk" with the CFO and the financial team. You will gain insight and knowledge on how to improve performance and enhance quality, as well as how to develop effective strategies on hiring and retaining top staff. You will develop your own personal career plan. Attendees will learn from those involved in the regulatory and legislative process about the implications of policy development and decisions affecting you and your organization.

In addition to attendance at the program, students must complete an out of class assignment. The student has the choice of implementing a project or writing a paper. The topic of the paper or focus of the project should be directly related to what they learn during the program.

### Possible Topics /Ideas:

- Facilitate a legislative visit with the goal of educating the legislator on issues confronting the facility - ER crisis, educational capacity, nursing shortage.
- Set up a tracking system for employees using several of the Human Resource tools presented.
- Facilitate a meeting with the CFO to discuss better communication and strategies for working together during budget season.
- Host an educational program that addresses patient safety using Patient Safety tools presented.
- Write an article for DirectLink (ACNL's publication) related to the experience or a topic covered during the program.

**Assignment:**

**Project:** Students selecting this option must provide a short paper summarizing the project's intent, objectives and outcomes achieved. Papers are to be not more than 5 typewritten pages in length.

**Paper:** Papers are to include a literature review of the selected topic utilizing APA format. Papers are to be 8-10 typewritten pages in length.

**Article for publication:** Articles for DirectLink are to be no more than 3 typewritten pages in length. If the student would prefer to submit their paper to a professional journal, then adherence to the specific journals guidelines must be submitted with a copy of the paper.

**Format:** Font should be at least 12 point Times New Roman or 10 point Arial. Formal papers must be in APA format.

**Attendees also must register with the college and pay the unit fee (found on the registration form).**

July 2006

# California Center for Nurse Leadership

Presents

## Foundation for Leadership Excellence

### General Information:

- Your name badge is your entry to the conference and luncheons.
- A non-smoking environment will be maintained in the meeting room.
- Continuing education certificates will be available at the conclusion of the program.
- Please complete the evaluation form and return it to the registration desk at the end of the program.
- Our goal is to make this an excellent learning experience. If you have an idea on how we can improve please let us know immediately.
- The conference will schedule is as follows:
  - Monday 8:30 am to 5:00 pm
  - Tuesday 8:00 am to 5:00 pm
  - Wednesday 8:00 am to 3:00 pm
  - Thursday 8:00 am to 5:00 pm
  - Friday 8:00 am to 3:00 pm
- The Embassy provides a full breakfast for guests. Lunch is included as part of the conference. NurseWeek is hosting a celebration Dinner on Thursday evening. More information regarding the NurseWeek dinner will be forthcoming.



Attendees are requested to turn off all cell phones, pagers, etc. before entering the meeting room. Your cooperation is appreciated.

### Course Objectives:

- Explore innovations in nursing management.
- Identify strategies that will lead to highly effective staff retention.
- Utilize business plans and financial reports to drive decisions in the work environment.
- Discover how to become a positive influence in your work environment.
- Examine methods to integrate performance-improvement activities and regulatory and accrediting principles into the leadership role.
- Develop and take home plans to support you in implementing what you've learned.
- Re-energize your spirit to be the best leader possible.

## Foundation for Leadership Excellence Schedule At-A-Glance

### Day 1

#### Leadership Principles

- Assessment of Leadership Styles
- Core Leadership Competencies
- Systems Overview
- Change Management
- Balancing Clinical and Business Agendas

Judith Berg, MS, RN  
Catherine Robinson-Walker, MBA

### Day 2

#### Health Care Finance

- Budget Planning and Interpretation
- Developing Staffing Budgets
- Developing Capital Budgets
- Business Plan Development
- Balancing Cost and Quality
- Financial Management and Retention

Linda Mann, MS, RN  
KT Waxman, MBA, RN  
Jane Hirsch, MS, RN

### Day 3 and Day 4

#### Resource Management – Human and Quality

- Developing Effective Communication Skills
- Conflict Prevention and Management
- Managing in Union Environments
- Performance Improvement
- Using and Managing Data to Improve Outcomes
- Effective Coaching
- Developing Performance Standards
- Standards-Based Evaluations
- Delegation
- Career Management

Peggy Diller, MS, RN  
Jennifer Hermann, MS, RN  
Nancy Carlson, MBA, RN  
Mary Lopez, MS, RN  
Catherine Robinson-Walker, MBA

### Day 5

#### Legislation / Regulation

- Legislative and Regulatory Processes
- Integrating Legislation and Regulation
- California Nursing Practice

Patricia McFarland, MS, RN

#### Future Trends

- Advancing Professional Practice
- Leading Through Influence

Carol Bradley MS, RN  
Lynne Whaley-Welty

#### Leading Change

- Balancing Clinical and Management
- Increasing Effectiveness

Judith Berg, MS, RN