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## ***MODULE OUTLINE – Time Management for Nursing Practice (TMNP016)***

### **MODULE DESCRIPTION**

This module provides a detailed look at the issues of time management in relation to nursing practice. Since this issue is often related to personal ways of being, the module starts from a broader perspective to consider time management overall. Adapting the learning from this exploration to nursing issues and professional practice, the module provides the participant with solutions and planning to become more effective in the workplace.

**Pre-requisites:** Graduation from an entry-level nursing program.

**Co-requisites:** None.

### **LEARNING OUTCOMES**

Upon completion of this module, participants will be able to:

- Self-assess their current time management functions at work
- Identify strategies and skills for managing time more effectively
- Examine these strategies and skills in a nursing practice context
- Analyse their current functioning around time management in relation to the content provided in this module
- Apply learning to their current nursing practice
- Develop a plan for more effective time-management in their roles as nurses

### **Module Hours:**

4 contact hours per week, for 6 weeks. (N.B. These hours are estimates only.)

### **Modes of Instruction and Learning**

This module is delivered through online and blended modes of teaching and learning. This includes reading and literature search, short assignments, critiquing and providing responses to various case scenarios. The module also includes feedback and critique, provided by the education consultant, to review and strengthen the participant's work and progress.

### **Assessment and Evaluation**

Participants are required to achieve a **'Complete'** or **'Mastery'** grade in all assessable components of the module in order to receive a certificate of completion. The specific criteria for success will vary with the type of assignment and are indicated in each assignment description. Generally, participants will be able to resubmit up to 3 times when a learning activity is deemed by the education consultant as not meeting

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or addressing some or all of the competencies. The number of resubmissions allowed in each learning activity is at the education consultant's discretion.

Though we strive to respond to learning activity submissions within 3 to 5 days, they will be graded within a maximum of 14 days. We ask module participants to contact the office and provide a reminder if they have not heard from us **by 10 days after submission** of an assignment. Exceptions to these timeframes apply under unusual circumstances, such as when a participant registers for a module and then delays starting or begins the module and is then absent for an extended period of time. Additionally, participants are expected to complete and submit assignments progressively over the duration of the module; it is not acceptable for a participant to suddenly submit multiple assignments over one or two days. In any of these situations, the normal maximum of 14 days for return of assignments will be extended at the discretion of, and according to the needs of, the education consultant. Moreover, in the event that a participant needs to be reinstated in a module (see Attendance and Participation subsection below), return of assignments may be further delayed.

### Required Textbooks

Textbooks may be available online, in e-format or for purchase through publishers or other brokers. You might also be able to borrow these texts from your local community college library – You are permitted to copy one chapter or 10% of a book for education purposes.

1. Arnold, E.C. & Underman Harrington, N., & Terry, C. (2009). *LPN to RN Transitions: Achieving Success in Your New Role* (3rd ed.). Philadelphia, PA: Lippincott Williams & Wilkins. Chapter 14, pp.334-348
2. Marquis, B., & Huston, C. (2012). *Leadership and Management Tools for the New Nurse: A Case Study Approach*. Philadelphia, PA: Lippincott Williams & Wilkins. Chapter 15, pp.307-324
3. Pangman, V., & Pangman, C. (2010). *Nursing Leadership from a Canadian Perspective*. Philadelphia, PA: Lippincott Williams & Wilkins Chapter 12, pp.304-325

### Attendance and Participation

You are expected to be working on the module and learning activities on a regular basis and to indicate to the education consultant how you are progressing or if you need assistance to progress. Failure to maintain regular communication for a prolonged period (30 days) could result in your being withdrawn from the online learning centre. A reinstatement fee of \$100.00 may be payable should you wish to continue with the module after this time. If you repeat the same failure to maintain communication for a **second time**, you will be required to pay another reinstatement fee of \$100.00. If you repeat the same failure to maintain communication for a **third time**, or if you are absent for a period of six months without communication (even if this is your first time failing to communicate regularly), you will have to pay the entire module and administration fees over again. Decisions in this regard are at the sole discretion of JCC Inc.

The deadline for completing this module is officially set at 10 weeks from the date you first log onto the module-specific site. However, if you maintain regular activity and progress in the module, and communicate when you anticipate an extended period of absence, this deadline will not be applied.

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### **Technical Issues (Reminder)**

Technical problems can arise from a number of sources in online learning programs. Participants having technical difficulties should report them to JCC Inc. as soon as possible by e-mail, fax or phone. The general Moodle site or e-mail will be used to notify participants of any known issues. Please read the front page on Moodle (before logging in) and check your e-mail frequently to keep aware of current conditions and issues. Participants will not be penalized for technical problems which arise from our LMS or the Server. Requests for assistance will be given priority responses.

### **Withdrawal & Refund Policy**

To withdraw from continuing education at JCC Inc., all participants must provide written notice. The date upon which this written notice is received will be used to determine the amount of any potential refund based upon the following policy:

- (a) If written notice of withdrawal is received by JCC Inc. or a participant is dismissed within 4 calendar days since the participant received the introductory email<sup>1</sup>, then JCC Inc. may retain 30% of the tuition.
- (b) If written notice of withdrawal is received by JCC Inc. or a participant is dismissed after 4 calendar days and within 12 calendar days since the participant received the introductory email<sup>1</sup>, then JCC Inc. may retain 50% of the tuition.
- (c) If written notice of withdrawal is received by JCC Inc. or a participant is dismissed at any point after 12 calendar days since the participant received the introductory email<sup>1</sup>, then JCC Inc. may retain 100% of the tuition.

**\*N.B.:** Notice must be received by e-mail to [info@jcollinsconsulting.com](mailto:info@jcollinsconsulting.com) by 4:00 p.m. (PST) on or before the dates stated above.

<sup>1</sup> The introductory email provides the participant's username and password which grant access to the Online Learning Centre. The introductory email is considered to have been received by the participant when JCC Inc. sends it to the email address provided by the participant in the application form.

**All program participants are required to read the "Site Policies" on the Online Learning Centre front page. The URL sent to you in the registration e-mail, with your username and password, will take you to this page. These documents have important policy information and assistance with assignments. You will be subject to the policies and expectations outlined in these documents, therefore, it is critical that you read them before starting your module/course.**