

University of Mary Leadership Experience Hours Rolling Log

Student Name:

Course Number	Date	Activity	Student Role	Brief Description of Activities	# of hours
NUR 614	9/8/2023	Leadership meeting across multiple departments	Participant	Leadership teams pulled together regarding handling of incoming calls management from intake team to clinical teams. Discussed customer service, response time expectations, etc. New process developed using clear communication process across service lines regarding the management of incoming calls resulted. *This is a learning objective.	8
NUR 614	9/11/23	Clinical Operations/Market Share Planning	Participant	Collaborated with leadership and sales teams to discuss current market share and capacity to grow hospice operations in our region. Discussed current home health and hospice operations in different team meetings with strategic team group.	8
NUR 614	9/12/2023	Leadership Compendium Paper	Writing Part 1	Read leadership literature and began to write leadership compendium paper	4
NUR 614	9/13/23	Revenue Steering Committee meetings/Department Staff meetings	Participant.	Contributed thoughts on how to improve unbilled turnaround times. Observed staff meeting and team education.	8
NUR 614	9/14/23	Led nursing daily meeting, referral team meetings. Department weekly leadership meeting.	Participant	Led daily nursing staffing meeting to meet the needs of all patients on census with critical staffing. Held additional meetings with referral team members to handle incoming referrals and admissions. Participated in weekly department leadership meeting.	8
NUR 614	9/15/23	Planned onboarding of new hire starting 9/18/2023.	Participant	Met with educator and preceptor to discuss what is needed for onboarding on 9/18/2023 for new hire RN. Held staffing/referral huddle meetings again. Participated in regional clinical manager/director weekly meeting.	8
NUR 614	9/18/2023	Onboarded new hire.	Facilitator	Onboarded new hire, administered Mantoux, completed all new hire documents, uploaded documents to HR, completed online	8

				documentation. Collaborated with informatics team to set up initial technology access and educator to establish orientation calendar.	
NUR 614	9/19/23	Met with leadership team. Met with LTC partners to review goals for LTC documentation and collaboration.	Facilitator	Met with director and leadership team to review month-end financials for August 2023. *This is a learning objective. Met with executive leadership with partnering LTC facility to determine best practice for collaboration in mutual documentation systems for regulatory standards to be carried out by respective teams. Process improvement to be implemented.	6
NUR 614	9/21/23	Branch Location Closure Meetings	Active Participant	Strategic meetings for closing branch location and transfer of patients to alternate agency within same organizational structure.	6
NUR 614	9/22/23	Planned goal celebration	Active Participant	Planned department celebration event for meeting August census goal after all-time low census in June/July. *This is a learning objective.	2
NUR 614	10/1/23	Leadership Compendium Paper	Writing Part 2	Read leadership literature and began to write leadership compendium paper	4
NUR 614	10/2/23	Meeting with CFO	Learner	Meeting to discuss charity care process for uninsured patients. *This is a learning objective.	1
NUR 614	10/21/23	Leadership Compendium Paper	Writing Part 3	Read leadership literature and began to write leadership compendium paper	3
NUR 614	10/23/2023	Meeting with Outside Hospital	Active Participant	Initial meeting to establish inpatient hospice contract.	8
NUR 614	11/5/23	Leadership Compendium Paper	Writing Part 4	Read leadership literature and began to write leadership compendium paper	3
NUR 614	Total Clinical Hours				85

Students will enter data for leadership experiences/project work across all courses on this rolling log. Therefore, it is encouraged that an electronic copy is kept for easy access from term to term.

You will need to show that you have completed 80 hours for this course. Please list **each day separately** rather than combined days of time. Then, you will provide a total number of hours for each course and a total for all hours completed in the program. You must show evidence of all hours to graduate.

Hours for NUR 614 Resilient Nursing Leadership:

66 hours of leadership experience hours

14 hours of written work (writing up assignments, etc.)