*Nursing Administration* ***Course Specification***

1. Administrative Information:

-Course Title: Nursing Administration

-Code:

-Department offering the course: Nursing Administration department

-Program(s) on which the course is given: B.Sc. Nursing

-Academic year/level: 2019/2020 , Fourth year

-Semester: First\Second Semester

-Date of approval by Departmental / Faculty council: / / 2010

-Taught hours: Lectures: 4h/ w Tutorial: NA

 Practical: 15 hrs/week Others: NA Total: 19h/ w

1. Professional Information:
2. Course Description

This fourth-level nursing course focuses on leadership development for entry-level professional nursing practice. Management theories and concepts are emphasized, including the identification of key organizational structures, intra- and inter-professional communication and team work, collaboration and conflict resolution, delegation and supervision.

The course addresses building cultures of quality and safety in complex health care delivery systems based on organizational strengths, using multiple strategies within environmental turbulence and change and managing fiscal resources for cost-effectiveness. Professional issues related to self-care of the nurse, such as work-life balance, healthy work environments, and resource assistance in building a nursing career are also considered.

1. Overall aims of course:

The students in Fourth year will acquire concepts, principles and skills of nursing administration, and apply them to different nursing situations.

**- At the end of this course the student will be able to:**

1. Utilize the best available evidence for creating and sustaining cultures of quality and safety in complex healthcare delivery systems.

2. Explore concepts of intra and inter-professional communication and teamwork, collaboration and conflict resolution, delegation and supervision, organizational

3. Analyze case studies utilizing leadership and management theories to explore common situations and crises requiring the immediate, direct application of leadership and management theories to the work environment.

4. Work within a team to apply problem-solving skills to case study scenarios and prioritize responses to common fiscal and human resources challenges in contemporary health care environments.

5. Examine evidence-based practices for promoting nursing professionalism: self-care of the nurse, work-life balance, healthy work environments, and resource identification to assist in building a nursing career.

6- able to conceptualize and apply the manger & leader role relatedto patients; units and personnel management to run nursing departments and units and prepare them for internship course.

7- Bridging the gap between the academic setting and the clinical practice setting by mutual planning and implementation of learning needs of nursing students

8- Provide the student with the opportunity for overcoming reality shock that may confront after graduation.

9- Provide the student with self confidence in working independently away from direct supervision by their clinical instructors .

10- Analyze the kind of organizational structure as reflected in the organizational chart and to understand the hospital policies and philosophy if available.

11- Develop one nursing care plan ; nursing notes ; and end of shift report .

12- Prepare one monthly schedule ; completely perform assignment model sheet.

13- Enable students strengthen their learning needs in management skills .

14- Improve certain objectives to establish knowledge and management practice.

15- Give students a chance of how to act as managers in clinical sites; this will give the opportunity to enhance their own skills and to implement theoretical knowledge in clinical fields.

16- Develop student communication and interpersonal activities in their clinical setting.

17- Evaluate leadership style used by nurse manager in practice setting

18- Encourage students’ management skills while conducting rounds and conferences; delegating tasks and reporting information.

19- Practice and encourage their commitment and responsibility for own managerial skills development.

**3 – Intended Learning Outcomes of Course (ILOs)**

1. **Knowledge and understanding**

A1- Identify concept of planning.

A2- Identify concept of organizing.

A3- Identify principle of assembling resources (Material resources & staffing)

A4- Identify concept of directing.

A5- Identify controlling process.

A6- Recognize head nurse's role.

A7- Identify different managerial skills

1. **Intellectual Skills**

B1- Analyze the planning process.

B2- Adopt employment procedures into nursing.

B3- Create about how to organize the work.

B4- Utilize the appropriate assembling resources needed in the unit.

B5- Adopt directing system in nursing.

B6- Recognize controlling methods for nurses.

B7- Select the appropriate method patient care assignment.

B8- Create the suitable time schedule of nursing personnel.

B9- Create evaluation of patient care as a method of providing quality care

B10- Solve the problems of performance appraisal.

B11- Explain the learning needs of the nurses.

B12- Determine problems of communication in nursing.

B13- Synthesize of leadership abilities of herself and of the nurses.

B14- Create motivation according to nurse’s needs.

B15- Select the appropriate strategies for implementing change.

**c- Professional and practical skills**

C1- Apply planning hierarchy

C2- Use job analysis and job description for different categories

C3- Use different methods to calculate staffing

C4- Apply tools to manage time.

C5- Carry out process of supervision

C6- Apply controlling process.

C7- apply different methods of patient assignment

C8- carried out different types of record and report

C9- Develop and use a kardex

C10- Evaluate patient care provided in different settings.

C11- Develop time schedule for nurses

C12- Appraisal staff performance

C13- Apply staff development program according to their needs

C14- Apply principles of communication skills during work.

C15- Apply different strategies to motivate nurses to work.

C16- Apply different leadership styles in different situations.

C17- Use phases of change effectively

1. **General and transferable skill**

D1- Use information technology that support nursing practice

D2-Demonstrate ongoing commitment to personal and professional growth.

D3**-**Act as successful communicator in dealing with patients and health care team.

D4- Play active role as a change agent.

**3- Contents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Domains** | **Topics** | **Course Teaching Strategies** | **Course Assessment Methods** |
| **Knowledge** |  |  |  |
| • Describe the leadership. • Define the roles of a manager’s job • List the principle ethical for managers. • Recall the management processes. • Recognize the delegating | 1 -Overview of Nursing Administration2-Head nurse 3- Time Management4- Change  | Class discussion, peer presentations, audio-visual support, role playing | Making quizzes and periodical exams  |
| **Cognitive Skills** |  |  |  |
| • Differentiate between leadership characteristics, leadership styles, and followership. • Criticize the qualities of leadership.• Explain the leadership styles. • Compare the linkage between followership and leadership. | 5- Leadership6- Quality of care 7- Communication | Class discussion, peer presentations, audio-visual support, role playing | Making quizzes and periodical exams  |
| **Interpersonal Skills & Responsibility** |  |  |  |
| • Evaluate accountability by applying and maintaining professional standards at a basic level. • Judge attitudes and behaviours consistent with professional standards at a basic level.• Demonstrate collegiality through knowledge sharing and constructive feedback. | 8- Documenting of patient care9- Decision making10- Staffing11-Time planning12-Methods of organizing patient care13-Staff development14-Performance Appraisal15- Conflict | One group assignment is based on individual’s contribution to the group task ( research paper) | Making quizzes and periodical exams  |

**Teaching and learning Strategy / method**

During student clinical practice, each student has to practice as:-

* Team leader/head Nurse for different units in the hospital.
* Nursing Director ( Matron ) at least for one day for each student
* Team Member and rotated as scheduled.
* Other activities may be added later on according to clinical instructor point view
* Some assignments will be performed in order to gain a concrete understanding of the major topics.

**1- A Clinical training contract**, which consist of

1. each student should submit a list of l**earning Behavioral objectives** at the beginning of each week for the ward they will work in indicating what the student want to learn.
2. Learning resources; which may include demonstration; observations; and specific literature.
3. **T**arget dates for completion of each stated objective
4. **Ev**idence of accomplishment of objectives; eg, remarks of clinical instructor on clinical logs and signature of preceptor on demonstrated skills.

**2-Clinical logs:-**

The student should submit a clinical log every week

(Time Table Plan )

**3- Administration Assignments:-**

Assignments should be submitted on scheduled time

1. **The student should submit assignment about organizational Structure / Chart.**

**The** student should:-

1. Draw the organizational chart of the institution that they practice in; assess and evaluate how activities were delegated and decision taken.
2. Analyze the channel of communication in the hospital ( well established ; how they communicate).
3. Clarify the span of control (is it functional ; what will you suggest).
4. Clarify strengths and weaknesses observed.
5. Analyze the level of staff motivation and development.
6. Clarify the degree of involvement of staff in Decision Making.
7. Clarify staff preparation for their roles ; job Description or any written thing.
8. Clarify the power structure of the organization.
9. Clarify to whom does staff report daily activities.

**2-The student should submit assignment about problem solving**.

Objectives for this assignment are:-

1. To encourage students of how to identify a problem and assess their ability to define it.
2. To strengthen student skills of how to prioritize solutions for problems.
3. To develop student’s creative thinking techniques in problem solving process.

The student should:-

-Select a problem happened in a day while working as a head nurse in a ward or while practicing in nursing director office.

-Try to set this problem ; define it ; analyze and think of it.

-Set Alternative solution and rank this alternative solution according to its importance and sensitivity.

-Learn how to choose the best solution and justify it ; implement and evaluate your decision.

-Handle the written paper and present a project about the selected problem on the assigned time.

**3- The student should prepare a Nursing Schedules ( rotation of shifts ).**

1. **The student should submit Daily shift report.**
2. **The student should submit Assignment sheet**

**Course requirement & evaluation**

Some assignments will be performed in order to gain a concrete understanding of the major topics.

**Students grades will be based on the following:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Item** | **Grade** | **Date of Accomplishment** |
| 1 | Behavioral objectives | 5% | Every clinical training day |
| 2 | Clinical logs | 5% | Every clinical training day |
| 3 | Administration Assignments | 50% |  |
| A | Organizational structure/ chart | 10% | Determined by clinical instructor |
| B | Problem solving | 10% | Determined by clinical instructor |
| C | Nursing schedules | 10% | Determined by clinical instructor |
| D | Daily shift report | 10% | Every clinical training day |
| E | Assignment sheet | 10% | Determined by clinical instructor |
| 4 | Clinical evaluation | 20% | Determined by clinical instructor |
| 5 | Written clinical examination | 20% | Determined by clinical instructor |
|  | Total grade | 100% |  |

**Students’ assessment methods**

Assessment schedule

* Assessment (1) Written exam (8rd week)
* Assessment (2) Mid-term. (12th week)
* Assessment (3) Practical tern exam (14th week)
* Assessment (4) Oral term exam (15th week)
* Assessment **(5)** Final term exam. (15th week)

Weighting of assessments

* Written examination (Quiz) 10%
* Mid-term examination. 20%
* Practical exam. 10%
* Oral examination 20%
* Final term-exam 40%

**Clinical Course rules**

* Students should make an effort to attend all clinical days.
* Only in case of emergency; the participant can be excused from attendance.
* participation and attendance will be taken into consideration in the evaluation criteria.

**Late or missed work**

* -All written assignments are due the beginning of the course and must be submitted as soft and hard copies according to deadlines.
* -Up to 5 points will be deducted for each day that a written assignment is submitted past the due date; including holidays and weekends.
* =Up to 10 points will be deducted for papers that do not comply with the page requirements.

**Course sites for Clinical practice:**

* The practice component of the course will be in several health care settings / University hospitals.
* Governmental sector.

**List of References**

1- Course Notes

Hand out prepared by nursing administration staff.

2- Essential Books (Text Books)

- Daft R. (2003): Management. 6th ed., USA: Thomson learning Co.

- Wise P. (2007): Leading and managing in nursing, 4th ed., Canada: Mosby Co.

- Bessie L. Marquis, Carol Jorgensen Huston - Lippincott Williams & Wilkins (2012) Leadership Roles and Management Functions in Nursing Theory and Application. 7th edition.

- Sullivan, E. J. & Decker, P. J. (2009). Effective leadership and management in nursing. (7th ed.) Upper Saddle River, N. J.: Prentice Hall.

3- Recommended Books

- Marquis B., and Huston C. (2004): Leadership Roles and Management Function in Nursing. 2nd ed., New York: J.B. Lippincott Co.

- Wojner A. (2001): Outcome management: application to clinical practice. USA:

C.V. Mosby Co.