

**University / Academy:** Beni Suef  
**Faculty / Institute:** Nursing  
**Program:** Under Graduate: fourth year

## **Course specifications** **(توصيف مقرر دراسي)**

<b>Level / year:</b> 4th year (الفرقة / المستوى) First. semester	<b>Course Title:</b> (اسم المقرر) Basics of Nursing administration	<b>M E D</b> ((الرمز الكودي) ( )
<b>1. Specialty:</b> (التخصص) Basics of Nursing administration		<b>Credit / taught hours:</b> (عدد الوحدات الدراسية) <b>Theory:</b> (نظري) 2 hrs/ week. <b>Clinical:</b> (عملي) None
<b>2. Course Objective:</b> (هدف المقرر)	<b>1- Overall aims of Course:</b> By the end of the course the student will apply basic principle and managerial tools of nursing management in unit management.	
<b>3. Intended Learning Outcomes</b>		
<b>A. Knowledge</b> (المعلومات والمفاهيم)	The student will be expected to: - <ol style="list-style-type: none"> <li>1. Identify components of health care organizations as an open system</li> <li>2. Recognize the interrelation among management functions</li> <li>3. Demonstrate comprehensive understanding of the planning process and recognizes different techniques utilized in planning as decision-making</li> <li>4. Identify the organizing function as sum of activities such as organizational structures, principals of organization and job description</li> </ol>	
<b>B. Intellectual:</b> (المهارات الذهنية)	<ol style="list-style-type: none"> <li>1. Utilize variables of work situation to diagnosis work needs to develop effective plan of work activities.</li> <li>2. Select among alternative to resolve arrange of problems relevant to clinical practice</li> <li>3. Select appropriate care delivery system according to work situation.</li> <li>4. Differentiate among various organizational structures.</li> <li>5. Compare critically the job content of job description.</li> </ol>	
<b>C. Professional</b> (المهارات المهنية)	<ol style="list-style-type: none"> <li>1. Act as an active member of the health care delivery team.</li> <li>2. Utilize appropriate channels of communication.</li> <li>3. Report accurately data relevant to different situation</li> <li>4. Make sound decision in different situation.</li> </ol>	

	<p>5. Demonstrate problem solving approaches when dealing with problems.</p> <p>6. Lead effectively a group of nurses in different work situations.</p> <p>7. Demonstrate effective time management</p>																																																																																
<p><b>D. General and Transferable</b> (المهارات العامة)</p>	<p>1. Communicate in professional manner orally and in writing.</p> <p>2. Utilize information confidentially</p> <p>3. Apply time management principles effectively.</p>																																																																																
<p><b>4. Course content:</b> (محتوى المقرر)</p>	<p><b>Theoretical part:</b></p> <table border="1"> <thead> <tr> <th>Topic</th> <th>Total hours (60)</th> <th>lecture</th> <th>practical</th> </tr> </thead> <tbody> <tr> <td>Introduction to course objectives and out lines</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Management evolution</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Management process and functions (an over view)</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td><b><u>Planning</u></b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Policies and procedure</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Budget</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Decision making and problem solving</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Organizational culture</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td><b><u>Organizing</u></b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>organizational structure</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Line versus staff relationship</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Job description</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Supplies and equipment</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td><b><u>Staffing</u></b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Recruitment and retention</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Method of patient care delivery system</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Scheduling</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td>Communication</td> <td>2</td> <td>1</td> <td>-</td> </tr> <tr> <td><b>Total</b></td> <td><b>30</b></td> <td><b>15</b></td> <td><b>-----</b></td> </tr> </tbody> </table>	Topic	Total hours (60)	lecture	practical	Introduction to course objectives and out lines	2	1	-	Management evolution	2	1	-	Management process and functions (an over view)	2	1	-	<b><u>Planning</u></b>				Policies and procedure	2	1	-	Budget	2	1	-	Decision making and problem solving	2	1	-	Organizational culture	2	1	-	<b><u>Organizing</u></b>				organizational structure	2	1	-	Line versus staff relationship	2	1	-	Job description	2	1	-	Supplies and equipment	2	1	-	<b><u>Staffing</u></b>				Recruitment and retention	2	1	-	Method of patient care delivery system	2	1	-	Scheduling	2	1	-	Communication	2	1	-	<b>Total</b>	<b>30</b>	<b>15</b>	<b>-----</b>
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<p><b>5. Teaching and learning Methods:</b> (أساليب التعليم والتعلم)</p>	<p>1. Lectures.</p> <p>2. Discussion.</p>																																																																																
<p><b>6. Teaching methods of students with special needs:</b> (أساليب التعليم والتعلم للطلاب ذوي الاحتياجات الخاصة)</p>	<p><b>Not applicable</b></p>																																																																																
<p><b>7. Student Assessment Methods:</b></p>																																																																																	

<b>( طرق تقويم الطلاب )</b>	
<b>Methods used for:</b> <b>A- Assessment:</b> (الأساليب المستخدمة)	1. Written assignment to assess Planning process. 2. Written assignment to assess Organizing process.
<b>B- Time:</b> (التوقيت)	Assessment 1..... Week No. 7 Assessment 2 ..... week No ...11
<b>C- Weighting for assessment:</b> ( توزيع الدرجات )	Semester Work 20 % Final-term Examination 80 % <hr/> <b>Total</b> 100 %

<b>8. List of References:</b> ( قائمة الكتب الدراسية والمراجع )	
<b>A- Course Notes:</b> ( مذكرات )	
<b>B- Essential Books (Text books):</b> ( كتب ملزمة )	<ul style="list-style-type: none"> <li>• Tomey, A. (2015): Guide to Nursing Management. C.V Mosby Company.2 nd edition</li> <li>• Jan J. Nyberg, (2011): A Caring Approach in Nursing Administration.</li> <li>• American Nurses Association, (2009): Nursing Administration: Scope and Standards of Practice</li> <li>• Jaypee Brothers,Medical Publishers,(2014): Nursing Administration</li> <li>• CTI Reviews, (2016): Beyond Leading and Managing, Nursing Administration for the Future: Nursing</li> </ul>
<b>C- Recommended Books</b>	<ul style="list-style-type: none"> <li>• Sullivan,J,and Decker,J. (2006)Effective Management in Nursing2nd addition, Wesley Co. New York.</li> </ul>
<b>D- Periodicals Web sites, etc.</b> ( دوريات علمية أو نشرات )	<a href="http://WWW.Nursing Center. Com">WWW.Nursing Center. Com</a>  <a href="http://WWW.google.com">WWW.google.com</a>  <a href="http://WWW.yahoo.com">WWW.yahoo.com</a> <a href="http://www.altavesta.com">www.altavesta.com</a>
<b>9. Facilities required for teaching and learning:</b>	<ol style="list-style-type: none"> <li>1. Over head projectors, screen,</li> <li>2. Films&amp; handouts</li> <li>3. Different documentation formats</li> </ol>

**Head of department: Assist. Prof.Dr / sabaha Mohamed**

**Teacher of the course: Assist. Prof.Dr / sabaha Mohamed**

**DR/omima ezat –DR/saida el-sayed – DR/Entisar Mohamed – DR/ safa Mohamed – DR/shima Mohamed**