

Course Specifications

Academic Year 2021-2022

University	Beni-Suef
Faculty	Nursing
Department	Nursing Administration

<u>1-Course Information</u>
Programme(s) on which the course is given: Bachelor of nursing science
Course Name and Code No.: Nursing Administration
Academic year/ Level: fourth year/level, 1 st and 2 nd semester
Credit hours/week: Lecture (2) hours + Practical (12) hours
Prerequisite:

Domain	Competencies	Key elements
Professional and Ethical Practice	1.1 Demonstrate knowledge, understanding, responsibility and accountability of the legal obligations for ethical nursing practice.	1.1.1. Demonstrate understanding of the legislative framework and the role of the nurse and its regulatory functions. 1.1.4. Demonstrate responsibility and accountability for care within the scope of professional and practical level of competence.
Holistic Patient-Centered Care	2.1 Provide holistic and evidence-based nursing care in different practice settings. 2.2 Provide health education based on the needs/ problems of the patient/ client within a nursing framework.	2.1.4 Advocate the patient/client needs/problems within the Egyptian health care system and the personal context. 2.2.5 Communicate health information and coordinate health education/promotion activities effectively according to patient/client needs.
Managing People, Work Environment, and Quality	3.1 Demonstrate effective managerial and leadership skills in the provision of quality nursing care.	3.1.1 Apply leadership skills to manage personnel to maximize health, independence and quality of life for individuals, families, and communities. 3.1.2 Plan and implement change conducive to the improvement of health care provision. 3.1.3 Organize own workload and apply time management principles for meeting responsibilities. 3.1.4 Demonstrate controlling techniques for the work flow and patient outcomes

	<p>3.2 Provide a safe working environment that prevents harm for patients and workers.</p> <p>3.3 Review health care outcomes in the light of quality indicators and benchmarks to achieve the ultimate goals of improving the quality of nursing care.</p>	<p>through delegating and supervising members of the nursing team.</p> <p>3.2.1 Apply leadership skills to recognize and manage risks to provide safe care that best meets the needs and interests of individuals, families and communities.</p> <p>3.2.2 Act to protect patients and their families from unsafe, illegal, or unethical care practices in different work settings.</p> <p>3.3.1 Apply leadership skills, and decision making in improving the quality of nursing care by using the existing resources.</p> <p>3.3.3 Utilize quality indicators and benchmarks to evaluate the effect of improvements in the delivery of nursing care.</p> <p>3.3.4 Implement standardized protocols when providing nursing care considering quality improvement and patient's safety.</p>
<p>Informatics and Technology</p>	<p>4.1 Utilize information and technology to underpin health care delivery, communicate, manage knowledge and support decision making for patient care.</p> <p>4.2 Utilize information and communication technologies in the delivery of patient/client care.</p>	<p>4.1.2 Apply technology and information management tools to support safe care and evaluate their impact on patient outcomes.</p> <p>4.1.3 Evaluate the impact of computerized information management on the role of the nurse in providing holistic patient centered care.</p> <p>4.2.1 Retrieve, and manage data to make decisions using information management system for providing holistic patient care.</p> <p>4.2.2 Apply communication technologies that support clinical decision making, care coordination, and protection of patients' rights.</p>
<p>Inter-professional Communication</p>	<p>5.1 Collaborate with colleagues and members of the health care team to facilitate and coordinate care provided for individuals, families and communities.</p>	<p>5.1.1 Maintain inter-professional collaboration, in a variety of settings to maximize health outcomes for the patients, families and communities.</p> <p>5.1.2 Function within behavioral norms related to the interdisciplinary communication and the health care organizations.</p> <p>5.1.3 Use standardized communication approach to transfer care responsibilities to other professionals to facilitate experience transitions across different health care settings.</p> <p>5.1.4 Utilize communication styles that diminish the risks associated with</p>

		authority gradients among health care team members.
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2-Overall Aims of the course

1. Embody ethical and professional disposition committed to excellence, equity and sustainability.
2. Engage in person-centered care sensitive to the needs of individuals, families and communities.
3. Demonstrate integration of knowledge, skills and professional attitudes utilizing clinical evidences to provide safe and holistic patient care.
4. Display cognitive flexibility and reflective functioning when working with individuals, families and communities.
5. Advocate for and engage with individuals, families and communities to ensure health equity and promote social justice.
6. Exhibit creative and adaptive thinking within a changeable scientific social and technological environment.
7. Demonstrate effective communication, collaboration and leadership valuing the diversity of people and communities
8. Identify threats to safety and develop strategies to minimize risk of harm to individuals, families and communities.

3- Learning Outcomes of the course (LOs)

Domain 1: Professional and Ethical Practice

Competency	Key elements	Course subject	Subject objectives	Teaching Methods	Media used	Assessment methods
1-1. Competency: Demonstrate knowledge, understanding, responsibility and accountability of the legal obligations for ethical nursing practice	<ul style="list-style-type: none"> • Demonstrate understanding of the legislative framework and the role of the nurse and its regulatory functions. • Demonstrate responsibility and accountability for care within the scope of professional and practical level of competence. 	<p>Role of head nurse</p> <p>Role of supervisor & director</p> <p>Organizational structure</p> <p>Budget</p>	<p>Define concepts</p> <p>Identify different categories of nurse managers</p> <p>Differentiate between administrative and managerial functions of each managerial category</p> <p>Discuss principles of organizational structure</p> <p>Differentiate between types of Organizational structure.</p>	<p>Lecture</p> <p>Discussion</p> <p>Practical laboratory sessions</p>	Data show	<p>Non-graded assignments</p> <p>Periodical Exams</p> <p>Practical exam</p> <p>Final Written exam</p> <p>Final Oral exam</p>

			Identify budgetary process			
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Domain 2: Holistic Patient-Centered Care

Competency	Key elements	Course subject	Subject objectives	Teaching Methods	Media used	Assessment methods
<p>Provide holistic and evidence-based nursing care in different practice settings.</p> <p>Provide health education based on the needs/problems of the patient/client within a nursing framework.</p>	<p>Advocate the patient/client needs/problems within the Egyptian health care system and the personal context.</p> <p>Communicate health information and coordinate health education/promotion activities effectively according to patient/client needs.</p>	<p>Nursing care delivery system</p> <p>Patient classification system & staffing needs</p> <p>Supervision</p>	<p>Define concepts</p> <p>List purposes of nursing care assignment</p> <p>Differentiate between different nursing care delivery models</p> <p>Enumerate the goal of staffing.</p> <p>List objectives of staffing.</p> <p>List types of staffing.</p> <p>Identify methods for use of supplementary staff.</p> <p>List functions of supervision</p> <p>Discuss techniques & qualities of supervisor</p>	<p>Lecture</p> <p>Discussion</p> <p>Practical laboratory sessions</p>	Data show	<p>Non-graded assignments</p> <p>Periodical Exams</p> <p>Practical exam</p> <p>Final Written exam</p> <p>Final Oral exam</p>

Domain 3: Managing People, Work Environment, and Quality

Competency	Key elements	Course subject	Subject objectives	Teaching Methods	Media used	Assessment methods
Demonstrate effective managerial and leadership skills in the	Apply leadership skills to manage personnel to maximize	Nursing care delivery system	<p>Define concepts</p> <p>List purposes of nursing care assignment</p>	<p>Lecture</p> <p>Discussion</p> <p>Practical laboratory sessions</p>	Data show	<p>Non-graded assignments</p> <p>Periodical Exams</p> <p>Practical exam</p>

<p>provision of quality nursing care.</p> <p>Provide a safe working environment that prevents harm for patients and workers.</p> <p>Review health care outcomes in the light of quality indicators and benchmarks to achieve the ultimate goals of improving the quality of nursing care.</p>	<p>health, independence and quality of life for individuals, families, and communities. Plan and implement change conducive to the improvement of health care provision. Organize own workload and apply time management principles for meeting responsibilities. Demonstrate controlling techniques for the work flow and patient outcomes through delegating and supervising members of the nursing team. Apply leadership skills to recognize and manage risks to provide safe care that best meets the needs and interests of individuals, families and communities. Act to protect patients and their families from unsafe, illegal, or unethical care practices in</p>	<p>Role of supervisor & director</p> <p>Organizational structure</p> <p>Leadership</p> <p>Supervision</p> <p>Performance appraisal</p> <p>Budget</p> <p>Quality</p>	<p>Differentiate between different nursing care delivery models</p> <p>Identify different categories of nurse managers</p> <p>Differentiate between administrative and managerial functions of each managerial category</p> <p>Differentiate among different leadership styles</p> <p>Discuss dimensions of quality</p> <p>List Purposes and principles of performance appraisal</p> <p>Differentiate between Types of performance appraisal</p> <p>Differentiate between types of Organizational structure.</p> <p>Identify budgetary process</p>			<p>Final Written exam</p> <p>Final Oral exam</p>
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	<p>different work settings. Apply leadership skills, and decision making in improving the quality of nursing care by using the existing resources. Utilize quality indicators and benchmarks to evaluate the effect of improvements in the delivery of nursing care. Implement standardized protocols when providing nursing care considering quality improvement and patient's safety.</p>					
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Domain 4: Informatics and Technology

Competency	Key elements	Course subject	Subject objectives	Teaching Methods	Media used	Assessment methods
<p>Utilize information and technology to underpin health care delivery, communicate, manage knowledge and support decision making for patient care.</p>	<p>Apply technology and information management tools to support safe care and evaluate their impact on patient outcomes. Evaluate the impact of computerized information management</p>	<p>Leadership Nursing informatics Problem solving & decision making</p>	<p>Define concepts List importance of nursing informatics. list roles and responsibilities involved in nursing informatics Differentiate among different</p>	<p>Lecture Discussion</p>	<p>Data show</p>	<p>Non-graded assignments Periodical Exams Final Written exam Final Oral exam</p>

<p>Utilize information and communication technologies in the delivery of patient/client care.</p>	<p>on the role of the nurse in providing holistic patient centered care. Retrieve, and manage data to make decisions using information management system for providing holistic patient care. Apply communication technologies that support clinical decision making, care coordination, and protection of patients' rights.</p>		<p>leadership styles Differentiate between decision-making styles.</p> <p>Discuss the decision making & problem solving process.</p> <p>Define the ethical decision making and list its principles.</p>			
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Domain 5: Inter-professional Communication

Competency	Key elements	Course subject	Subject objectives	Teaching Methods	Media used	Assessment methods
<p>Collaborate with colleagues and members of the health care team to facilitate and coordinate care provided for individuals, families and communities.</p>	<p>Maintain inter-professional collaboration, in a variety of settings to maximize health outcomes for the patients, families and communities. Function within behavioral norms related to the interdisciplinary communication and the health care organizations.</p>	<p>Nursing care delivery system</p> <p>Patient classification system & staffing needs</p> <p>Supervision</p> <p>Role of head nurse</p>	<p>Define concepts List purposes of nursing care assignment Differentiate between different nursing care delivery models Enumerate the goal of staffing. List objectives of staffing. List types of staffing.</p>	<p>Lecture Discussion Practical laboratory sessions</p>	<p>Data show</p>	<p>Non-graded assignments Periodical Exams Final Written exam Final Oral exam</p>

	Use standardized communication approach to transfer care responsibilities to other professionals to facilitate experience transitions across different health care settings. Utilize communication styles that diminish the risks associated with authority gradients among health care team members.	<p>Role of supervisor & director</p> <p>Time management</p> <p>Quality</p>	<p>Identify methods for use of supplementary staff.</p> <p>Identify different categories of nurse managers</p> <p>Differentiate between administrative and managerial functions of each managerial category</p> <p>Discuss dimensions of quality</p>			
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4-Course Contents

Week	Topics		NO. of credit hours	
	Lecture	Practical	Lecture	Practical
W1	Nursing care delivery system	√	2	30
W2	Patient classification system & staffing needs	√	2	30
W3	Staff development	√	2	20
W4	Role of head nurse	√	2	25
W5	Time management	√	2	20
W6	Role of supervisor & director	√	2	25
W7	Organizational structure	-----	2	---
W8	Problem solving & decision making	√	2	20

W9	Supervision	-----	2	---
W10	Budget	-----	2	----
W11	Quality	-----	2	----
W12	Leadership	-----	2	----
W13	Performance appraisal	-----	2	----
W14	Nursing informatics	-----	2	----
Total hours			28	170

5- Teaching and learning Methods				
Non active teaching		Active learning methods		
5.1. Inter active lectures		- Self learning		
5.2. Practical laboratory sessions		-Non graded assignments		
		-Home assignments		
6- Teaching and learning methods for the students with disabilities				
- Office hours				
- Special meetings				
- Non-graded exams				
7- Student Assessment Methods				
a- Matrix alignment of assessment methods/measured LOs:				
Methods	Measured LOs			
	Fundamental knowledge	Professional and Ethical care	Nursing care	Personal practice
Practical exam		√	√	√
Periodical exams	√	√	√	√
Final Written exam	√		√	
Final Oral exam		√	√	
b-Assessment Schedule				
Type of Assessment	Week			
Non-graded assignments	1-4			
Periodical Exams	5-14			
Practical exam	15			
Final Written exam	14-16			
Final Oral exam	14-16			
c- Weighting of Assessment Marks				

Type of Assessment	Marks	Weight (%)
Practical exam	20	10%
Periodical exams	80	40%
Final Written exam	80	40%
Final Oral exam	20	10%
Total	200	100%

8-List of References

a. Notes
 a. Course Notes "Notes on nursing administration supervised by department teaching staff".

b. Essential Books (Library Books)

- i. Marquis, B. L., & Huston, C. J., (2017). Leadership roles and management functions in nursing theory and application, 9th edition, Wolters Kluwer, China.
- ii. Srinivasan A. V., (2008). Managing a Modern Hospital, 2nd edition, SAGE Publications, USA
- iii. Kelly P., (2010). Essentials of Nursing Leadership & Management, 2nd addition, Delmar, Cengage Learning, USA.
- iv. Jones R. A. P., (2007). Nursing Leadership and Management Theories, Processes and Practice, 2nd Edition.

- **Suggested Books**
- Kotter, J. P. (2014). What leaders really do. Harvard Business Review OnPoint, Seize Your Leadership Moment, 52–62.
- Parks, S. D. (2013). Leadership can be taught. Benton, MA: Harvard Business Press.
- Hewertson, R. B. (2015). Lead like it matters, because it does. New York, NY: McGraw-Hill Education.
- Dearmon V. (2013). Risk Management and Legal Issues. In: Management and Leadership Nurse Administrators. 6th ed. New York: Jones and Bartlett.
- Timby B. Integrating Basic Concepts: Law and Ethics. In: Fundamental Nursing Skills Concepts. 10th ed. Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins, 2011.
- Weiss S, Tappen R. (2015). Nursing Practice and the Law. In: Essentials of Nursing Leadership and Management. 6th ed. Philadelphia: F.A. Davis Company.
- Fabre, J., (2005). Smart Nursing: how to create a positive work environment that empowers and retains nurses
- Abah, E. O. (2017). Administrative and Management Principles, Theories and Practice

c. Journals and websites

- **Google classroom link:**
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Course Coordinator: Dr. Sanaa Mohamed

Head of Department: Prof. Dr. Salwa Ahmed Mohamed

Date: .../.../...

Matrix of course topics/LOs/Teaching methods

Topics	Course Los (Domains)					Teaching Methods
	Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	
Nursing care delivery system		√	√		√	Lecture Discussion Practical/laboratory sessions
Patient classification system & staffing needs		√			√	Lecture Discussion Practical/laboratory sessions
Staff development						Lecture Discussion Practical/laboratory sessions
Role of head nurse	√		√		√	Lecture Discussion Practical/laboratory sessions
Time management					√	Lecture Discussion Practical/laboratory sessions
Role of supervisor & director	√		√		√	Lecture Discussion Practical/laboratory sessions
Organizational structure	√		√			Lecture Discussion
Problem solving & decision making				√		Lecture

						Discussion Practical/laboratory sessions
Supervision		√	√		√	Lecture Discussion
Budget	√		√			Lecture Discussion
Quality			√		√	Lecture Discussion
Leadership			√	√		Lecture Discussion
Performance appraisal			√			Lecture Discussion
Nursing informatics				√		Lecture Discussion