



## Course Specification

**Course name: Management and Leadership in Nursing. Course stage- fourth year /First Semester**

**Credit Hours 3 Course Calendar: Total ( 5 ) hours Weekly (Theory (2) hrs. Clinical (3) hrs).**

**Teacher name: Asst.L Hussam Yousef: Master in nursing**

General objectives / Goals	Clinical related skills/ if present ...
<ul style="list-style-type: none"> <li>- Distinguish the differing roles of various nurse administrators.</li> <li>- Observe and accurately identify leadership styles in selected nurse administrators.</li> <li>- Complete a one month staffing schedule (plan) for a theoretical unit when given pertinent data.</li> <li>- Observe nursing care given to a group of patients and critically evaluate that care.</li> <li>- Resolve conflict when given pertinent data.</li> <li>- Effectively evaluate and make positive suggestions for improving nursing services in your assigned unit.</li> </ul>	<ul style="list-style-type: none"> <li>- Technical skills (use method and processes of managing such as planning a new process or reorganizing workshop)</li> <li>- Conceptual skills ability to see how various factor in a given situation fit together and interact. (Planning, Organizing, Decision making, strategic thinking)</li> <li>- Competently perform routine nursing tasks expected of staff nurses.</li> <li>- Be able to explain the diagnosis and pathophysiology involved for patients in their care.</li> <li>- Human/ interpersonal skills (Cooperating with other, understanding other, Motivating and leading other in workplace)                      _ Able to allocate the work to his colleagues</li> </ul>



<ul style="list-style-type: none"> <li>- Understand the organizational structure of the hospital and draw organizational hierarchy perfectly.</li> <li>- Read and understand hospital policies as they apply to nursing.</li> </ul>	<ul style="list-style-type: none"> <li>_ Able to fill the administration report (shift report, daily duties sheet, Nurse's notes)</li> <li>_ Able to make hand off report</li> <li>_ Able to make staffing and scheduling table</li> <li>_ Calculating staffing needs</li> </ul>					
<p><b>Methods of teaching (theory)</b></p> <ul style="list-style-type: none"> <li>- Lectures</li> <li>- Group Discussion</li> <li>- Assignments</li> <li>- Case studies</li> </ul>	<p><b>Clinical teaching methods</b></p> <ul style="list-style-type: none"> <li>-Lab Lectures</li> <li>- Group discussion</li> <li>- Practical sessions in Hospital</li> <li>- Assignments</li> <li>- Case studies</li> </ul>					
<p><b>Methods of evaluation</b></p> <ul style="list-style-type: none"> <li>- Clinical Performance           10%</li> <li>- Assignments and Quiz       20%</li> <li>- Attendance &amp; presentation   10%</li> <li>- Final exam                       60%</li> </ul>	<p><b>Degree percentages/ divisions:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Theory</th> <th style="width: 50%; text-align: center;">Clinical / Lab</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: middle;">60</td> <td style="text-align: center; vertical-align: middle;">40</td> </tr> </tbody> </table>		Theory	Clinical / Lab	60	40
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60	40					
<p><b>Resources and references</b></p> <ul style="list-style-type: none"> <li>- Marquis B, Huston C. Leadership roles and management functions in nursing: theory and application (2017). 9<sup>th</sup> Edition, Wolters Kluwer Health   Lippincott Williams &amp; Wilkins.</li> <li>- Carter P. Essentials for Nursing Assistants (2017), 4<sup>th</sup> Edition. Wolters Kluwer Health   Lippincott Williams &amp; Wilkins.</li> <li>- Darr K. Introduction to management and leadership Concepts, Principles and Practices. Jones &amp; Bartlett Learning. LLC.</li> <li>- Murray E. Nursing Leadership and Management (2017). F. A. Davis Company.</li> <li>- American Nurse Association. Nursing Administration Scope of Practice (2016), 2<sup>nd</sup> Edition, Silver Spring, MD:ANA</li> </ul>						

## List of contents:

Week number	Lecture title	Main Contents	Expected Date/
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1.	<b>Introduction to administration (4) hrs.</b>	- Definition of concepts - Principles of administration	
2.	<b>Introduction to administration</b>	- Major functions in management process (Planning, Organizing, Staffing, Direction and Controlling) - Levels of management - Management skills and roles	
3.	<b>Leadership Styles (2) hrs.</b>	- Definition of leadership - Leadership Styles - Characteristic of each Style	
4.	<b>Staffing (2) hrs.</b>	- Eight steps in the staffing process: (Human resources planning, Recruitment, Selection, Orientation, Development, Performance appraisal, Transfers and Separations)	
5.	<b>Team and team building (2) hrs.</b>	- Learning to Be a Team Player - Building a Working Team - Interprofessional Collaboration - Building an Interprofessional Team -Characteristic of effective interprofessional health care team	
6.	<b>Delegation of client care (2) hrs.</b>	- Definition, Assignment, Rights , Criteria and Barriers	
7.	<b>Prioritization (2) hrs.</b>	- Definition - Coordinating assignments	
8.	<b>Conflict (2) hrs.</b>	- Definition - Sources - Resolving problems	
9.	<b>Change (2) hrs.</b>	- Comfort zone - Resistance - Position and power - Leading change	
10.	<b>Quality (2) hrs.</b>	- Quality improvement	
11.	<b>Safety (2) hrs.</b>	- Risk management - Medical error	



		- Physical environment - Burnout	
12.	<b>Time Management (2) hrs.</b>	- Definition, nature and purpose - Process	

Signature ..... Date.....

Head of department signature

Faculty Dean approval

