

Course Specification

Programme (s) on which the course is given: Baccalaureate degree in nursing science	Major / minor:
Department offering the programme: Nursing administration department	Department offering the course: Nursing administration department
Academic Year/Level: 4 th year and 1 st semester	Date of Specification approval / /2022

A- Basic Information

Title: Nursing Administration	Code: : nur401
Credit Hours: (-)	Lecture: 4 hrs / w
Tutorial: 20hr/w	

B- Professional Information

1- Course Objective:

At the end of the course the student must be able to

- apply strategies of time management, communicate in professional manner, lead the group effectively, apply decision making process.
- Apply management functions and leadership relies on health care setting

2- Intended Learning outcomes of course (ILOs)

a-Knowledge and understanding:

- a1- Classify the nursing service department personnel in accordance with qualification and job description.
- a2- Define head nurse role
- a3- Enumerate consequences of poor time management
- a4- Identify types of reports forms
- a5- Classify scheduling working hours
- a6- List characteristics of good assignment
- a7- Define equipment, supplies, and facilities.
- a8- List characteristics of good leader.
- a9- Recognize factors influencing communication
- a10- List causes of conflict
- a11- Describe the factors that will facilitate good group decision making
- a12- Determine the need for change
- a13- Identify factors affecting staffing pattern.
- a14- Explain needs for staff development
- a15- Describe of a good evaluation tool
- a16- Recognize benefits of quality assurance

b-Intellectual skills:

- b1- Classify the nursing service department personnel in accordance with qualification and job description.
- b2-Define head nurse role
- b3-Compare between external and internal time waster
- b4-Differentiate between record and report.
- b5-Classify scheduling working hours
- b6-Construct model of organizing nursing care
- b7-Define equipment, supplies, and facilities
- b8-Differentiate among different leadership styles
- b9-conclude guidelines to improve communication
- b10- List causes of conflict
- b11-compare between problem solving and decision baking skills in day duties
- b12-Apply the change process steps
- b13-Demonstrate stages of change
- b14-Analyze methods used for determining staffing pattern
- b15-Synthesize nurse manager role toward staff development.
- b16-Compare between methods of performance appraisal
- b17-Conclude benefits of Quality assurance.

c-Professional and Practical skills:

- c1- Classify the nursing service department personnel in accordance with qualification and job description
- c2-Define head nurse role
- c3-Apply strategies of time management clinical practice
- c4-Use kardex in the unit at hospital.
- c5- Classify scheduling working hours
- c6-Differentiate between methods of planning for comprehensive patient care.
- c7- Define equipment, supplies, and facilities.
- c8-Apply different assignment methods at clinical setting
- c9-Lead effectively a group of nurses in different work situation
- c10-Utilize appropriate channels of communication
- c11- List causes of conflict
- c12-Apply the decision making process
- c13-Apply strategies for overcoming obstacles to change.
- c14-calculate the staffing pattern and staffing plan
- c15-Analyze the basic element for designing and implementing the staff development program.
- c16-Explain and conduct performance appraisal interview
- c17-Use several instruments to measure quality of care standard.
- c18-Analyze measures used for resolving problems

d- General and Transferable skills:

- d1- Work coherently and successfully as apart in projects
- d2-Self learning, problem solving, find information independently.
- d3-Communicate in professional manner orally and in writing.
- d4-Utilize information confidentially
- d5-Apply time management principles effectively
- d6-Apply quality improvement concept in different setting.

3-Course Content:

Topic	No. of Hours	Lecture	Tutorial
1- Introduction to nursing service department	24	4	20
2- Head nurse role	24	4	20
3- Time management	24	4	20
4- Documentation	24	4	20
5- Scheduling	24	4	20
6- Methods of organizing patient care	24	4	20
7- Material resources of nursing management	24	4	20
8- Leadership	24	4	20
9- Communication	24	4	20
10- Conflict	24	4	20
11- Decision making	24	4	20
12- Change	24	4	20
13- Staffing and scheduling	24	4	20
14- Staffing development program	24	4	20
15- Performance appraisal	24	4	20
16- Quality of care	24	4	20

4-Teaching and Learning methods

- 4.1- Lecture
- 4.2- Group Discussion
- 4.3- Brain storming.
- 4.4- Role play
- 4.5- Clinical practice
- 4.6- Case study

5- Student assessment methods

- 5.1- Final written exam Written exam to assess knowledge
- 5.2- Oral exam to assess knowledge
- 5.3- Assignments to assess the ability to work in a group
- 5.4- OSCE to assess knowledge

Assessment schedule

- 1- written periodical assessment by Week 2, Week4 ,Week 6, Week 8
- 2- Midterm exam by Week 9
- 3- final practical exam (OSCE) by week 14
- 4- final oral exam at the end of semester
- 5- Final exam at the end of semester

Weighting of assessments 200 marks

Mid-term examination	10%
Final – term examination	40%
Oral examination	10%
Practical examination	12.5%
Semester work	22.5%
Other Types of assessment	-
Total	100%

6- List of references

6.1- Course notes

Complied course notes prepared by teaching staff

6.2- Essential books (text books)

Basvanthappa, B. T., (2014): Nursing Administration, Taypee Brothers. Medical publisher. Philadelphia, USA

6.3- Recommended books

Holland, K. & Roberts, D., (2013): Nursing: Decision-Making Skills for Practice, OXFORD University Press UK.

6.4- Periodicals, Web sites, ... etc.

Journal of Nursing Administration

WWW.NursingCenter.Com

Course Coordinator:

د. انیس جمال

۲۰۱۹/۱۲/۲۵

Head of Department:

د. م. / نادیہ محمد علی

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Date: / /

University: Sohag University
Faculty: Faculty of nursing
Department of: Nursing administration

Course name	Nursing Administration
Course code	nur401

Intended Learning outcomes of course

Topic	Number of weeks	Knowledge and understanding	Intellectual skills	Professional skills	General skills
1- Introduction to nursing service department	1 st	a1	b1	c1	d1 , d2
2- Head nurse role	2 nd	a2	b2	c2	d1,d2,d3,d4, d5,d6
3- Time management	3 rd	a3	b3	c3	d5
4- Documentation	4 th	a4	b4	c4	d4
5- Scheduling	5 th	a5	b5	c5	d1,d2,d3,d5, d6
6- Methods of organizing patient care	6 th	a6	b6	c6 , c8	d1,d2,d3,d4, d5,d6
7- Material resources of	7 th	a7	b7.	c7	d6
8- Leadership	8 th	a8	b8	c9	d1,d2,d3,d4, d5,d6
9- Communication	9 th	a9	b9	c10	d3,d6
10- Conflict	10 th	a10	b10	c11	d1,d3,d6
11- Decision making	11 th	a11	b11	c12	d2,d3,d6
12- Change	11 th	a12	b12 , b13	c13	d1,d2,d3,d6
13- Staffing and scheduling	12 th	a13	b14	c14	d1,d2,d3,d6
14- Staffing development program	13 th	a14	b15	c15	d1,d2,d3,d6
15- Performance appraisal	14 th	a15	b16	c16	d1, d4
16- Quality of care	15 th	a16	b17	c17 , c18	d6

Course Coordinator:

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Head of Department:

ا.م.د. نادية محمد علي
ورقة

Date: / /

04/07/2022

التاريخ : 2022/7/19

إصدار / تعديل (0/1) -

نموذج رقم SP00QFL10001