

### Course Specification

Programme (s) on which the course is given: Baccalaureate degree in nursing science	Major / minor:
Department offering the programme: Introduction to Nursing administration department	Department offering the course: Nursing administration department
Academic Year/Level: 3 <sup>rd</sup> year and 2 <sup>nd</sup> semester	Date of Specification approval / /2022

#### A- Basic Information

Title: Introduction to Nursing Administration	Code: : nur-308
Credit Hours:( - )	Lecture: 3 hrs / w
Tutorial:( - )	

#### B- Professional Information

##### 1- Course Objective:

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

- acquire knowledge about basic principles of nursing management.

##### 2- Intended Learning outcomes of course (ILOs)

###### a-Knowledge and understanding:

- a1- Define administration
- a2. Define management
- a3. List elements of management functions
- a4. Define mission, vision, philosophy, and objectives.
- a5. List purposes of nursing care standard.
- a6. List characteristics of good budget.
- a7. Define planning
- a8. Enumerate characteristics of good planning.
- a9. Define organizing.
- a10. Explain the basic elements of organizing.
- a-11. Illustrate types of span of control
- a-12. Define staffing.
- a-13. Identify component of staffing
- a-14. Define directing.
- a-15. List elements of directing
- a-16. Explain steps for successful delegation
- a-17. Define controlling
- a-18. Illustrate the controlling system model.

**b-Intellectual skills:**

- b1-.Recognize the inter relation among management functions.
- b2. Differentiate between administration and management
- b3. Compare between types of plan.
- b4. Develop an effective plan of work activities.
- b-5. Differentiate between authority and responsibility.
- b-6. Differentiate between centralization and decentralization.
- b-7. Evaluate critical variables affecting staffing in different work Settings.
- b-8. Determine the scheduling patterns of working hours
- b-9. Analyze the impact of controlling on organization and their different techniques.

**c-Professional and Practical skills:**

- c1- Act as an active member of the health care delivery team.
- c2.Utilize appropriate channels of communication.
- c3. Design organizational chart
- c4.Analyze different methods of assignment

**d- General and Transferable skills:**

- d1- Communicate in professional manner orally and in writing.
- d-2. Utilize information confidentially
- d-3.Self learning, problem solving ,find information independently

**3-Course Content:**

Topic	No. of Hours	Lecture	Tutorial
1- Introduction to administration and management.	3	3	-
2- Planning	3	3	-
3- Planning tools	3	3	-
4- Nursing standard	3	3	-
5- Budget	3	3	-
6- Organizing	3	3	-
7- Assembling resources	3	3	-
8- Directing	3	3	-
9- controlling	3	3	-

**4-Teaching and Learning methods**

- 4.1- Lecture
- 4.2- Group Discussion
- 4.3- Brain storming.

### 5- Student assessment methods

5.1- Final written exam Written exam to assess knowledge

5.2- Oral exam to assess knowledge

5.3- Midterm exam to assess knowledge

#### Assessment schedule

1- Midterm exam by Week 12

2- final oral exam at the end of semester

3- Final exam at the end of semester

#### Weighting of assessments 100 marks

Mid-term examination	20%
Final – term examination	60%
Oral examination	20%
Practical examination	0%
Semester work	0%
Other Types of assessment	0%
Total	100%

### 6- List of references

6.1- Course notes

Compiled course notes prepared by teaching staff

6.2- Essential books (text books)

6.3- Recommended books

Wise, P (2012): Leading and Managing in Nursing, Mosbey Year Book New York.

6.4- Periodicals, Web sites,.. etc.

Journal of Nursing Administration

Course Coordinator:

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۰۰۰۱۹۱۶۷

Head of Department:

ا.د. نالیه محمد علی  
رنگ

Date: / /



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

Course name	Introduction to Nursing Administration
Course code	nur-308

### Intended Learning outcomes of course

Topic	Number of weeks	Knowledge and understanding	Intellectual skills	Professional skills	General skills
1- Introduction to administration & management	1 <sup>st</sup>	a1,a2,a3,a4	b1, b2	c1, c2	d1 ,d2 ,d3
2- Planning	2 <sup>nd</sup>	a7	b3	c1	d1 ,d2 ,d3
3- Planning tools	3 <sup>rd</sup>	a8	b4	c1	d1 ,d2 ,d3
4- Nursing standard	4 <sup>th</sup>	a5	-	c1	d1 ,d2 ,d3
5- Budget	5 <sup>th</sup>	a6	b4	c1	d1 ,d2 ,d3
6- Organizing	6 <sup>th</sup>	a9 ,a10 ,a11	b5, b6	c1,c3	d1 ,d2 ,d3
7- Assembling resources	7 <sup>th</sup>	a12, a13	b7	c1, c4	d1 ,d2 ,d3
8- Directing	8 <sup>th</sup>	a14, a15, a16	b8	c1	d1 ,d2 ,d3
9- controlling	9 <sup>th</sup>	a17, a18	b9	c1	d1 ,d2 ,d3

Course Coordinator:

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Head of Department:

ا.م.د/ناديه محمد على

Date: / /

التاريخ: 2022/7/19

إعداد / تعديل (0/1) -

نموذج رقم SP00QF110001