

نموذج رقم ( ١٢ )

جامعة: Mansoura

كلية: Nursing

قسم: Nursing Administration

توصيف مقرر دراسي

١- بيانات المقرر		
3 <sup>rd</sup> level 5 <sup>th</sup> semester	الفرقة/المستوى:	Nursing Administration(1) إدارة تمريض (١)
2 credit hours 2 credit hours	عدد الساعات الدراسية: نظري عملي	Nsc.502 الرمز الكودي: B.Sc. in Nursing credit hour system التخصص:

This course aims to provide students with knowledge and skills of basic administrative concepts and approaches that are required for application in nursing administration.	٢- هدف المقرر:
٣- المستهدف من تدريس المقرر :	
<p>A1. Identify concepts of management and administration.</p> <p>A2. Outline management levels in hospitals.</p> <p>A3. Discuss elements of management process</p> <p>A4. Describe types of formal organizational structure</p> <p>A5. Lists principles of writing up effective job description</p> <p>A6. Recognize principles of assembling both human and Material resources.</p> <p>A7. Discuss role of the head nurse regarding material resources.</p> <p>A8. Explain characteristics of effective controls</p>	أ- المعلومات والمفاهيم:
<p>B1. Differentiate between polices, rules and regulation.</p> <p>B2. Evaluate the qualifications and competency of nursing personnel</p> <p>B3. Analyze the role of managers as a controller in improving quality of services and prevention of problems.</p> <p>B4. Discriminate between basic elements of formal organizing.</p>	ب- المهارات الذهنية الخاصة بالمقرر:

<p>B5. Evaluates process of managing material resources.</p> <p>B6. Assess the adequacy of available resources in different hospital units.</p> <p>B7. Differentiates between different types of budget in the hospital.</p> <p>B8. Compares between job analysis and job description</p> <p>B9. Select the appropriate tool for managing time correctly.</p> <p>B10. Synthesize role of supervisor with various kinds of workers.</p> <p>B11. Finding out responsibility of supervisors regarding their subordinates.</p>	
<p>C1. Assesses the application of management process in hospitals</p> <p>C2. Draw different types of organizational chart for different hospital units</p> <p>C3. Carry out tools of controlling in different hospital units.</p> <p>C4. Implement job analysis and job description for different staff categories.</p> <p>C5. Utilize kardex in the clinical area as a tool of managing nurses' time.</p> <p>C6. Use different methods to calculate staffing pattern and plan.</p> <p>C7. Carry out process of supervision with various kinds of workers</p> <p>C8. Document health care information considering confidentiality and accuracy.</p> <p>C9. Implement different types of records and reports accurately and completely.</p> <p>C10. Utilize material resources effectively and efficiently</p>	<p>ج- المهارات المهنية الخاصة بالمقرر:</p>
<p>D1. Manages time effectively</p> <p>D2. Implement time log and schedule grid considering priorities of actions in different hospital units.</p> <p>D3. Evaluate the adequacy of available resources in different hospital units.</p> <p>D4. Implement different methods of staff supplementation to overcome nurses shortage.</p>	<p>د- المهارات العامة:</p>

<p>D5. Develops plan for managing human and material resources. D6. Manage material resources effectively and efficiently. D7. Designs job description of different nursing categories</p>	
<p>E1. Establishes tools of effective time management. E2. Establish principles of privacy and information confidentiality of recording and reporting</p>	
<p><b>Unit I: Management and administration concepts</b> <b>Unit II: Planning</b></p> <ul style="list-style-type: none"> <li>• Policies, rules and regulation</li> <li>• Budget</li> </ul> <p><b>Unit III: Organizing</b></p> <ul style="list-style-type: none"> <li>• Organization structure</li> <li>• Job analysis and job description</li> <li>• Employment procedures</li> </ul> <p><b>Unit IV: - Assembling resources</b></p> <ul style="list-style-type: none"> <li>• Material resources</li> <li>• Staffing</li> <li>• Time management</li> </ul> <p><b>Unit V: Directing</b></p> <ul style="list-style-type: none"> <li>• Supervision</li> </ul> <p><b>Unit V1 : Controlling</b></p>	<p>٤ - محتوى المقرر:</p>
<p>1-Interactive Lectures: 2- Project Based Learning (PBL) 3- Small group work: 4- Clinical training at clinical placement</p>	<p>٥ - أساليب التعليم والتعلم :</p>
<p>Not applicable</p>	<p>٦ - أساليب التعليم والتعلم للطلاب ذوي القدرات المحدودة :</p>

٧- تقويم الطلاب:

<p><b>1- Semester summative evaluation that include:</b></p> <p>a- Project report</p> <p>b- Clinical practice evaluation</p> <p>c- Semester written examination</p> <p><b>2- Summative final evaluation that include:</b></p> <p>a- Practical examination (OSCE)</p> <p>b- Project based oral exam</p> <p>c- Final written examination</p>	<p>أ- الأساليب المستخدمة:</p>																		
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b- Project based Oral exam	20 marks (5%)	
c- Written examination	160 marks (40%)	
<b>Total</b>	<b>400 (100%)</b>	
<b>٨- قائمة الكتب الدراسية والمراجع :</b>		
_____		أ- مذكرات
_____		ب- كتب ملزمة:
<ul style="list-style-type: none"> <li>• Marquis, B., &amp; Huston, C., (2009): Leadership roles &amp; management functions in nursing, Theory and application, 6th ed., Wotters Kluwer, Lippincott Williams &amp;Wilkins, New Delhi.</li> <li>• Vsprao, (2011): Human resource Management text and cases, 3rd ed., New Delhi.</li> <li>• Ann Marriner Tomy , nursing management and leader ship 2009 8th ed, Canada.</li> <li>• Wise P. (2007): Leading and managing in nursing, 4th ed., Canada: Mosby Co.</li> <li>• Marquis B., and Huston C. (2004): Leadership Roles and Management Function in Nursing. 2nd ed., New York: J.B. Lippincott Co.</li> <li>• Janice riderellis of celia love Hartly (2009) managing, coordinating nursing care 5th ed.</li> </ul>		ج- كتب مقترحه:
<ul style="list-style-type: none"> <li>• Journal of nursing administration (JONA)</li> <li>• www.ovid.com</li> <li>• www.ehow.com</li> </ul>		د- دوريات علمية أو نشرات .. الخ

أستاذ المادة:

Amira Hassanin

رئيس مجلس القسم العلمى: