

نموذج رقم ( ١٢ )

جامعة: Mansoura

كلية: Nursing

قسم: Nursing Administration

توصيف مقرر دراسي

١- بيانات المقرر		
3 <sup>rd</sup> Level (6 <sup>th</sup> Semester)	الفرقة/المستوى:	Nursing Administration 2 إدارة تمريض (٢)
2 credit hours 3 credit hours	اسم المقرر: نظري عدد الساعات الدراسية: عملي	NSc.602 الرمز الكودي: B.Sc. in Nursing credit hour system التخصص:

This course aims to provide students with knowledge and skills of administrative concepts and principles as well as nursing administration skills and its applications, by identification and application of the role of head nurse in different health organizations.

٢- هدف المقرر:

٣- المستهدف من تدريس المقرر :

**A-Knowledge and Understanding:**

- A.1- Review different managerial skills
- A.2- List attributes for effective leaders.
- A.3- Discusses the scope and role of the head nurse
- A.4- Outline principles of patient care assignment and time schedule.
- A.5- Discuss process of quality assurance program.
- A.6- List types of nursing audit for evaluating patient care
- A.7- Identify mechanism for evaluation of patient care
- A.8- List methods of patient care assignment
- A.9- Describe the various styles of leadership
- A 10. Debates team building process.
- A 11. Explains different strategies for conflict resolution
- A.12- Mention channels of communication in hospital.
- A13- List guidelines for documentation of records and reports.

أ- المعلومات  
والمفاهيم:

**B-Intellectual Skills:**

- B1-Select appropriate leadership style according to situation
- B2-Select suitable method of patient assignment to overcome staff workload.
- B3-Employ principles of time schedule to overcome workload obstacles.
- B4-Utilize objectivity in judging staff nurses performance.
- B5-Organize educational program for nurses according to their learning

ب- المهارات الذهنية  
الخاصة بالمقرر:

<p>needs.</p> <p>B6- Employ critical thinking approaches and problem solving abilities in managing conflict in nursing.</p> <p>B7- Analyzes strategies critically to manage conflict effectively.</p> <p>B.8- Differentiates between types of time schedule of nursing personnel</p> <p>B.9- Analyzes the nursing tasks both direct and indirect.</p> <p>B.10- Evaluates the qualifications and competency of nursing personnel</p> <p>B.11- Discriminates between tools of performance appraisal</p> <p>B.12- Synthesize the appropriate method of patient care assignment.</p> <p>B.13- Differentiates between different types of nursing audit</p>	
<p><b>C. Professional and Practical skills</b></p> <p>C1. Work as a team</p> <p>C 2.Utilizes suitable decision making to solve conflict in nursing.</p> <p>C.3-Document health care information considering confidentiality and accuracy.</p> <p>C.4-Implement different types of records and reports accurately and completely.</p> <p>C5-Apply various types of records used in both hospital units and nursing office.</p> <p>C.6- Assigns the staff nurses to provide nursing care.</p> <p>C.7- Uses different methods of assignment</p> <p>C.8- Assesses the learning needs of nursing staff development.</p> <p>C.9- Fills in the staff development program sheet according to their learning needs.</p> <p>C.10- Appraises staff nurses performance objectively.</p> <p>C.11- Plans time schedule for staff nurses according to hospital policy.</p> <p>C.12- Applies different strategies to motivate nurses to work</p> <p>C.13- Compares between different leadership styles in different situations</p>	<p>ج- المهارات المهنية الخاصة بالمقرر:</p>
<p><b>D-General and Transferable:</b></p> <p>D 1. Participate in teamwork</p> <p>D 2. Act as a good evaluator within healthcare team</p> <p>D3- Collaborate with team members considering team spirit.</p> <p>D4- Implement appropriate conflict management strategies to manage both social and cultural conflicts raised between nurses.</p> <p>D.5- Works towards achievement of head nurses roles.</p> <p>D.6- Applies principles of recording and reporting.</p> <p>D7-Document different types of records and reports accurately and completely.</p> <p>D8- Hand over records and reports from shift to shift in both electronically and oral forms.</p> <p>D.9- Develops effective communication skills</p> <p>D10- Communicate health care information and ideas with health team members effectively.</p>	<p>د- المهارات العامة:</p>

<p>D11- Carry out educational program for nurses considering priority of their needs.</p> <p>D.12- Implement mechanism of motivating nurses effectively.</p>	
<p><b>E. Attitude:</b></p> <p>E1- Establish principles of privacy and information confidentiality of recording and reporting.</p> <p>E.2- Establish strategies for effective managerial skills.</p> <p>E3- Establish measures for motivating staff nurses</p>	
<p><b>4- Course Content:</b></p> <p><b>Unit I:</b> Role of Head nurse:</p> <ul style="list-style-type: none"> <li>• Head nurse' role</li> <li>• Patient care assignment</li> <li>• Records and reports</li> <li>• Time schedule</li> <li>• Evaluation of patient care</li> <li>• Staff performance appraisal</li> <li>• Staff development</li> </ul> <p><b>Unit II:</b> Managerial skills:</p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Communication</li> <li>• Motivation</li> <li>• Team building</li> <li>• Conflict management</li> </ul>	<p>٤- محتوى المقرر:</p>
<p><b>1-Interactive Lectures:</b></p> <p><b>2- Project Based Learning (PBL)-:</b></p> <p><b>3- Small group work:</b></p>	<p>٥- أساليب التعليم والتعلم :</p>
<p>Not applicable</p>	<p>٦- أساليب التعليم والتعلم للطلاب ذوي القدرات المحدودة :</p>
	<p>٧- تقويم الطلاب:</p>
<p><b>A- Evaluation Methods</b></p> <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>

<b>1- Semester summative evaluation</b>		ب - التوقيت:
a- Semester written exam1	5 <sup>th</sup> week	
b- Clinical practice evaluation 1	6 <sup>th</sup> week	
c- Semester written exam 2	10 <sup>th</sup> week	
d- Participation of PBL	3 <sup>rd</sup> up to 9 <sup>th</sup> week	
e- Clinical practice evaluation 2	13 <sup>th</sup> week	
<b>2- Final summative evaluation</b>		ج - توزيع الدرجات:
a- OSCE	14 <sup>th</sup> week	
b- Project based Oral exam	15 <sup>th</sup> week	
c- Written examination	16 <sup>th</sup> week	
<b>Degree</b>		
<b>1-Semester summative evaluation</b>		
<b>A- Semester activities</b>	<b>150 marks (30%)</b>	
a- Participation of PBL	30 marks (6%)	
b- Clinical practice evaluation 1	60 marks (12%)	
c- Clinical practice evaluation 2	60 marks(12%)	
<b>B- Semester written examination</b>	<b>50 marks (10%)</b>	
a- Semester written exam1	25 marks (5%)	
d- Semester written exam 2	25 marks (5%)	
<b>2- Final summative evaluation</b>	<b>300 marks (60%)</b>	
a- OSCE	75marks (15%)	
b- Project based Oral exam	25 marks (5%)	
c- Written examination	200 marks (40%)	
<b>Total</b>	<b>500 (100%)</b>	
٨- قائمة الكتب الدراسية والمراجع :		
•		أ- مذكرات
•		ب- كتب ملزمة:
<b>1- Recommended Books</b>		ج- كتب مقترحة:
-Walshe, K., &Smith, J., (2011): Health care management , 2nd ed. , Bell & Bain Ltd, Glasgow Co., India.		
-Webb L., ,(2011): Nursing communication skills in practice, 1st ed., Oxford University Press INC, New York.		
-Marquis, B., & Huston, C., (2009): Leadership roles & management functions in nursing, Theory and application, 6th ed., Wotters Kluwer, Lippincott Williams &Wilkins, New Delhi.		
-Vsprao, (2011): Human resource Management text and cases, 3rd ed., New Delhi.		
-Ann Marriner Tomy (2009): Nursing management and leadership 8th ed , Canada.		
-Wise P. (2007): Leading and managing in nursing, 4th ed., Canada: Mosby		

<p>Co.          -Marquis B., and Huston C. (2004): Leadership Roles and Management Function in Nursing. 2nd ed., New York: J.B. Lippincott Co.          -Janice riderellis of celia love Hartly (2009) managing, coordinating nursing care 5th ed.</p>	
<p><b>2- Periodicals, Web Sites</b>          Journal of nursing administration (JONA)          www.ovid.com          www.ehow.com</p>	<p>د- دوريات علمية أو          نشرات .. الخ</p>

أستاذ المادة:

Amira Hassanin

رئيس مجلس القسم العلمي: