

work plan for Nursing Administration 1
1st term, 2020/2021

Staff teacher Name	Course topics online	Week /day	Day of clinical assignment demonstration/ theory rape		Group/ time	Clinical assignment
Dr/ Asmaa Moustafa	<ul style="list-style-type: none"> ▪ Introduction about course ▪ Management and administration concepts 	1 st week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	Management and administration concepts
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	
Dr/ Ibrahim abdullatif	<ul style="list-style-type: none"> ▪ Planning 	2 nd week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	Prepare Mission & Vision for health Care Institution
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	
Dr/ Amera abdulemiam	<ul style="list-style-type: none"> ▪ Policies, rules and regulation ▪ Budget 	3 rd week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	form of clinical policies, rules
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	
Dr/ Asmaa Moustafa	<ul style="list-style-type: none"> ▪ Time Schedule 	4 th week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	Practical Time Schedule
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	

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Dr/ Asmaa Moustafa	▪ Organizing	5 th week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	Daily delegation record
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	
Dr/ Ibrahim abdullatif	▪ Organization structure	6 th week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	Develop an Organizational Chart: Nursing Unit
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	
	Midterm + quiz	7th week				
Dr/ Ibrahim abdullatif	▪ Job analysis and job description	8 th week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	Develop Job analysis, job description and job specification
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	
Dr/ Amera abdulemiam	▪ Employment procedures	9 th week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	-----
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	

Staff teacher Name	Course topics online	Week/day	Day/date on life		Group/ time	Clinical assignment
Dr/ Amera abdulemiam	<ul style="list-style-type: none"> ▪ Material resources management ▪ Staffing 	10 th week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	Prepare inventory List of Equipment & Supplies for Specialty Unit
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	
Dr/ Asmaa Moustafa	<ul style="list-style-type: none"> ▪ Time management 	11 th week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	Time Log, Weekly Scheduling Grid
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	
Dr/ Amera abdulemiam	<ul style="list-style-type: none"> ▪ Directing / Supervision 	12 th week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	-----
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	
Dr/ Ibrahim abdullatif	<ul style="list-style-type: none"> ▪ Controlling 	13 th week Sunday	Dr/ Amera abdulemiam	Sunday	GA (8-12 am.)	-----
			Dr/ Amera abdulemiam	Sunday	GB (1-5 pm.)	
			Dr/ Asmaa Moustafa	Monday	GC (8-12 am.)	
			Dr/ Asmaa Moustafa	Tuesday	GD (8-12 am.)	
			Dr/ Ibrahim abdullatif	Wednesday	GE (1-5 pm.)	

Head of the Department

Dr. Hala Gabr Mahmoud

Signature of course teacher

**Nursing administration (2) plan, second semester
for academic year 2020-2021**

Staff teacher Name	Course topics online	Week/day	Clinical assignment and/ method of teaching
Dr/ eltahra elsayed	<ul style="list-style-type: none"> ▪ Role of head nurse 	1 st week	(Case Scenario)
Dr/ maysa fekry	<ul style="list-style-type: none"> ▪ Patient care assignment 	2 nd week	Case method, Functional method and team method(Case Scenario)
Dr/ hanan elsayed	<ul style="list-style-type: none"> ▪ Records and reports 	3 rd week	Statistical report, medication record, shift report Incident report form,Nursing Progress Notes form& Kardex (Case Scenario)
Dr/ faten ahmed	<ul style="list-style-type: none"> ▪ Staff performance appraisal 	4 th week	Ranking method ,Paired comparison, Graphic rating scale, Check List, Forced choice and Critical incident diary (Case Scenario)

Staff teacher Name	Course topics online	Week/day	Clinical assignment and/ method of teaching	
Dr/ eltahra elsayed	Staff development	5 th week	Develop staff development (Case Scenario)	
Dr/ maysa fekry	Evaluation of patient care	6nd week	Develop method of evaluation of patient care(self-directed learning)	
	Midterm + quiz	7rd week	difference between leadership style (self-directed learning)	
Dr/ hanan elsayed	Leadership	8th week	difference between leadership style (self-directed learning)	
Dr/ faten ahmed	Communication	9th week	
Dr/ eltahra elsayed	Motivation	10th week	
Dr/ maysa fekry	Team building	11th week	Determining the effective teams (self-directed learning)	
Dr/ hanan elsayed	Change management	12th week	Development change management(self-directed learning)	
Clinical evaluation		13th week	

