

نموذج رقم ( 12 )

جامعة: Mansoura

كلية: Nursing

قسم: Nursing Administration

توصيف مقرر دراسي

<b>1- بيانات المقرر</b>		
3 <sup>rd</sup> level 5 <sup>th</sup> semester <b>2018-2019</b>	الفرقة/المستوى: Nursing Administration(1) إدارة تمريض (1)	اسم المقرر: Nsc.502
2 credit hours 2 credit hours	نظري عملي عدد الساعات الدراسية:	التخصص: B.Sc. in Nursing credit hour system

This course aims to provide students with knowledge and skills of basic administrative concepts and approaches that are required for application in nursing administration.	<b>2- هدف المقرر:</b>
By the end of the course the candidate will be able to:	<b>3- المستهدف من تدريس المقرر</b>
A1. Identify concepts of management and administration. A2. Outline management levels in hospitals. A3. Identify elements of management process A4. State types of formal organizational structure A5. List principles of writing up effective job description A6. Recognize principles of assembling both human and Material resources. A7. Identify role of the head nurse regarding material resources. A8. Mention characteristics of effective controls	أ- المعلومات والمفاهيم:
B1. Differentiate between polices, rules and regulation. B2. Evaluate the qualifications and competency of nursing personnel B3. Analyze the role of managers as a controller in improving quality of Services and prevention of problems. B4. Discriminate between basic elements of formal organizing. B5. Evaluates process of managing material resources.	ب- المهارات الذهنية الخاصة بالمقرر:

<p>B6. Assess the adequacy of available resources in different hospital units.</p> <p>B7. Differentiate between different types of budget in the hospital.</p> <p>B8. Distinguish 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. Assess 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. Manage 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>D5. Develop plan for managing human and material resources.</p> <p>D6. Manage material resources effectively and efficiently.</p> <p>D7. Design job description of different nursing categories</p>	<p>د- المهارات العامة:</p>

<p>E1. Establish tools of effective time management.</p> <p>E2. Establish principles of privacy and information confidentiality of recording and reporting</p>	
<p><b>Unit I: Management and administration concepts</b></p> <p><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>4- محتوى المقرر:</p>
<p>1-Interactive Lectures:</p> <p>2- Project Based Learning (PBL)</p> <p>3- Small group work:</p> <p>4- Clinical training at clinical placement</p>	<p>5- أساليب التعليم والتعلم :</p>
<p>According to the faculty procedures to caring for defaulters students</p>	<p>6- أساليب التعليم والتعلم للطلاب ذوي القدرات المحدودة :</p>
	<p>7- تقويم الطلاب:</p>

<b>1- Semester summative evaluation that include:</b> a- Project report b- Clinical practice evaluation c- Semester written examination <b>2- Summative final evaluation that include:</b> a- Practical examination (OSCE) b- Project based oral exam c- Final written examination		أ- الأساليب المستخدمة:
<b>1- Semester summative evaluation</b>		ب- التوقيت:
a- Semester written exam1	5 <sup>th</sup> week	
b- Semester written exam 2	10 <sup>th</sup> week	
c- Project report	3 <sup>rd</sup> up to 9 <sup>th</sup> week	
d- Clinical practice evaluation	13 <sup>th</sup> week	
<b>2- Final summative evaluation</b>		
a- OSCE	14 <sup>th</sup> week	
b- Project based Oral exam	15 <sup>th</sup> week	
c- Final written examination	16 <sup>th</sup> week	
<b>1-Semester summative evaluation</b> <b>A- Semester activities</b>		ج- توزيع الدرجت:
a- Participation of PBL	120 marks (30%)	
b- Clinical practice evaluation	40 marks (10%)	
	80 marks (20%)	
<b>B- Semester written examination</b>		
a- Written quiz 1	40 marks (10%)	
d- Written quiz 2	20 marks (5%)	
	20 marks (5%)	
<b>2- Final summative evaluation</b>		
a- OSCE	240 marks (60%)	
b- Project based Oral exam	60 marks (15%)	
c- Written examination	20 marks (5%)	
	160 marks (40%)	

Total	400 (100%)	
8- قائمة الكتب الدراسية والمراجع :		
_____		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

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