



Prof. Dr. Fawzia Al-Sayed Abu Saad

Head of Pediatric Nursing Department

After Greetings.....,

You are kindly requested to approve and approve the theoretical teaching plan and practical training for the third level practical pediatric nursing course, credit hours for the bachelor's stage for the second semester of the academic year 2021-2022

Attached to you is a copy of the theoretical teaching plan and the practical training plan for the Pediatric Nursing course





# **Course Teaching Plan**

## Academic year: 2021-2022

Semester: second

**Department:** pediatric nursing

Course name: pediatric nursing

Course code: PNSs 501

**Course credit hours No.: Theoretical (3 ) Practical (4)** 

Acade mic Staff Membe rs	Lectures	Date Day/Week	Place	Teaching Method	The Target Group	Evaluation Methods
Dr:	- Course Syllabus			Interactive	Third level	Written Mid
Hoda	- Introduction and	21-2-2022		lectures	Students	-term and
Nafee	prospective of	1 <sup>st</sup> week	online			final
	Pediatric Nursing	1 WCCK				electronic
						exam
Dr:	- Growth and			Interactive	Third level	Written Mid
Hoda	development from	28-2-2022		lectures	Students	-term and
Nafee	birth to toddler age	2 <sup>nd</sup> week	online			final
	children.					electronic
	-					exam
Assis.	- Growth and			Interactive	Third level	Written Mid
pro:	development	7-3-2022		lectures	Students	-term and
Fatma	from preschool	3rd week	online			final
Fathy	age children to					electronic
	adolescent					exam





LOAA UHIESIS			-			
Assiss. pro: Fatma Fathy Assiss. pro: Fatma Fathy	Normal newborns Assessment and management of high-risk neonates	14-3-2022 4th Week 21-3-2022 5 <sup>th</sup> Week	online	Interactive lectures Interactive lectures	Third level Students Third level Students	Written Mid -term and final electronic exam Written Mid -term and final electronic exam
Dr: Hoda Nafea	Feeding and weaning of infants and children	28-3-2022 6 <sup>th</sup> week	online	Interactive lectures	Third level Students	Written Mid -term and final electronic exam
7 <sup>th</sup> week	2-4- to 7-4- 2022	Mid-term exam		P	All Staff	
Dr: Hoda Nafee	Nutritional Disorders	11-4-2022 8th week	online	Interactive lectures	Third level Students	Written Mid -term and final electronic exam
Assiss. pro:	- Respiratory disorders	18-4-2022 <sup>9th</sup> week	online	Interactive lectures	Third level Students	Written Mid -term and





dette Bricker						NURSING OU
Fatma	_					final
Fathy	Urinary disorders					electronic
						exam
Dr:		0.5.0000		Interactive	Third level	Written Mid
Mai	Cardiavasaular	9-5-2022		lectures	Students	-term and
Adel	Cardiovascular	10 <sup>th</sup> week	online			final
Eltoha	Disorders					electronic
my						exam
Dr:	Hematologica			Interactive	Third level	Written Mid
Mai	l disorders			lectures	Students	-term and
Adel	-	16-5-2022				final
Eltoha	Congenital	11 <sup>th</sup> week	online			electronic
my	anomalies					exam
	- Gastrointestinal			Interactive	Third level	Written Mid
	Disorders	22 5 2022		lectures	Students	-term and
	Central nerves	23-5-2022 12 <sup>th</sup> week	online			final
	system disorders	12 week				electronic
						exam
Assiss.	- Endocrine				Third level	Written Mid
pro:	Disorders		Online		Students	-term and
Fatma	- psychosocial	20 5 2022	Online			final
Fathy	aspects of	30-5-2022 13 <sup>th</sup>	India	Indirect		electronic
&	hospitalization		Indire	learning&		exam
Dr:	Nursing	week	ct Ioarni	critical		
Hoda	Management of		learni			
Nafee	Children with		ng			
	<u>į                                    </u>			l		

						REALTY OF NUMBING
COMA UNIVERSE	Communicable					
	Diseases in Egypt					
All	4-6-2022	Final			<u> </u>	
teachi		written				
ng		exam				
staaff		14 <sup>th</sup> week				
Teachi	ng staff	Course coo	ordinator	н	lead of the de	partment
Teachi	ng staff	Course coo	ordinator	H	lead of the de	partment
		Course coo Dr: Mai Ade			lead of the de . Fawzia Ab	
	o: Fatma Fathy					
Assiss.pro Dr: Hoda	o: Fatma Fathy					
Assiss.pro Dr: Hoda	o: Fatma Fathy Nafe					
Assiss.pro Dr: Hoda	o: Fatma Fathy Nafe					
Assiss.pro Dr: Hoda	o: Fatma Fathy Nafe					
Assiss.pro Dr: Hoda	o: Fatma Fathy Nafe					
Assiss.pro Dr: Hoda	o: Fatma Fathy Nafe					
Assiss.pro Dr: Hoda	o: Fatma Fathy Nafe					
Assiss.pro Dr: Hoda	o: Fatma Fathy Nafe					





#### Second: The detailed plan for the practical training of the Pediatric Nursing course

#### For the academic year 2021-2022 second term

First, the precautionary measures to be followed during practical training in the hospital and college to prevent corona virus:

- Ensuring that the work uniform is worn when entering the hospital and lab
- Make sure to wear masks and use hand sanitizer for both students and those in charge of training when entering the hospital and lab
- Observing social distancing during practical training in the hospital and laboratory
- General precautions:
- o Avoid touching the eyes and nose before washing hands
- o Regularly washing or sanitizing hands
- o Cover your nose and mouth when coughing or sneezing
- o Staying at home when sick and reporting

Due to the current conditions of the Corona virus and the increase in the number of students with the limited time allowed for each group, and each group is limited to only two hours in 5 groups per day, which results in the impossibility of entering all these students and hinders from benefiting from the required purpose of achieving the required educational goals and increases the risk These sick children were exposed to the risks of infection under the current circumstances. Accordingly, practical training for students in these departments (intensive care unit - dialysis unit - neonatal unit - children's unit at the oncology center) will be canceled. The training of students is limited to the following sections (endocrine unit - cardiac unit - outpatient clinics - surgery department - Department of Neurology) and students will be compensated for the training places that have been canceled as follows:

With explanations and practical videos in the college labs, and also uploading them on

the electronic platform for students





• Conducting interactive sessions for students online to focus on the places of practical training that have been canceled

• An open lab has been activated on Tuesday and Wednesday of every week, where a member of the supporting body is present in the lab to answer any inquiries for students or re-explain the topics of practical training from 3 to 5 pm

• The Egyptian Knowledge Bank also supports students with scientifically rich videos that compensate students for practical training in the places that have been canceled.

Attached to you is the distribution of members to the places of practical training in the hospital and laboratories in the college, the distribution of student groups in the Department of Pediatric Nursing to the places of practical training in the hospital, the distribution of interactive sessions online to students and the grades of the practical course, and its distribution by members of the supporting body on open lab





The part of practical training in the college labs and electronic training through interactive sessions ((online meeting .)

Students are trained face-to-face in the college labs and stands, as well as interactive electronic sessions are conducted through an online meeting using the Microsoft teams program on Saturday in exchange with the Department of Obstetrics and Gynecology. Attached to you is the schedule of practical training in the college labs and e-training (interactive sessions):

NB :-

Three interactive sessions were held for all third-level students of the Practical Pediatric Nursing course on Saturdays, Sundays and Mondays on (19 & 20 & 221) in order to work orientation for clinical areas at hospital, where each member of the supporting staff explained the content, objectives and requirements of each Aria, as The students were informed of the course content, as well as the distribution of grades and certificates for the incision academy, and the immunization lecture was explained

Also, two other interactive sessions were held via an online meeting using Microsoft Team on Sundays and Mondays (27 and /228) to complete the qualification area, as it contains many important topics, which are among the basics that all students must be familiar with before going to the training places. In the hospital, as explained by Aria Oncology





Distribution of the members of the supporting body on electronic interactive sessions (online meeting for the second term of the collective year 2021-2022

Date	Day	Session	Торіс	Name of supervisor
	Saturday	First	Orientation	All divine helper
19/2/2022		Second	Immunization	Dr nesma elesbabby
5/3/2022	Saturday	First	Revision on ICU topic	Dr. Amal Al-Mansi
19/3/2022	Saturday	First	-scale coma Glasgow -Caring of child with seizure	Dr Azza Muhammad
9/4/2022	Saturday	second	Revision on medical area topics	Dr. Mahmoud Abdel Basset
23/4/2022	Saturday	First	Revision on high risk area	Dr. doaa kamal
7/5/2022	Saturday	First	Revision on dialysis topics	Dr Asmaa Sabry
21/5/2022	Saturday	First	Revision on colostomy care	Dr Sarah Hamza

An online interactive session will be held via Microsoft Team on Sunday 1-5-2022 to complete the explanation of the high risk area, due to the importance of this area and the large number of its topics and importance

Distribution of the members of the supporting body in the stands and laboratories of the college for the second term of the academic year 2021-2022

Third level students Pediatric Nursing Approximately 420 credit hours divided into (4 groups

A, B, C, D) each group contains 105 students in groups A & B & C & D and a number where





they are distributed to 5 groups The group has approximately 21 students, all students are

distributed to Departments of Children's University Hospital in the following departments:-

OP- Med 1-Med 2- Surgery- Neurology

They are also distributed in college coefficients and stands as follows

The number of 190 students is distributed among 5 laboratories so that each laboratory contains a number of 38 students, 115 students in class (C) 115 students in class (B).

Date	Notes	target	Executi	topic/lecture	Name of
		group	on		supervisor
			locatio		
			ns		
זא 1/2/2022	سوف يمتد شرح Qualification and	Third level students	معامل الكلية	<ul> <li>Qualification</li> <li>Physical examination</li> </ul>	Dr.amal mansy
	Oncology Areas الي يومي الاحد ۲۷/2/2022		+ مدر ج (ج)	<ul> <li>Growth measurements</li> <li>Vital signs</li> <li>Hand washing</li> </ul>	Dr.Mahmoud Abdel Basset M. Azza Muhammad



والالتين	Т	Uncology	IVI.IVI. Sarah	
۲۸/2/2022	مدرج	<ul> <li>Chemotherapy</li> </ul>	Hamza	
نظرا لكثره	ن=رب (ب)	<ul> <li>Chemotherapeutic</li> </ul>	Mr. Doaa	
الموضوعات	(-)	drug safe administration	Kamaم. أسماء	
العلميه واهميته		in the event of	صبر ي	
كما سوف يتم		electronic uploading on	م. نسمة الصباحي	
شرح نفس		the executed platform,	م. شيماء أحمد	
المحتوى العلمي		which is responsible for the QIZ	م ياسمين عبد	
بجميع معامل		M. Shaima Ahmed	الهادى	
الكليه في ان		Wi. Shanna Annicu	م نور هان نز ار	
واحد من قبل				
اعضاء الهيئه				
المعاونه المنفذه				
واعضاء هيئه				
التدريس ان لزم				
الامر				

			REAL AURSING DEPARTMENT
۱۲/3/2022	college	Medical	Dr.amal
	coeffici ent	<ul><li>Drug administration</li><li>Insulin therapy</li></ul>	mansy
	ent + Include (d (C + amphit heater (b(	<ul><li>Insulin therapy</li><li>In the event of</li></ul>	Dr.Mahm oud Abdel Basset M. Azza Muhamm ad M.M. Sarah Hamza Mr. Doaa Kamal Mr. Doaa Kamal Mr. Doaa Sabry M. Asmaa Sabry M. morning breeze M.
			Ahmed
			M. Vocania o
			Yasmine
			Abdel
	۲۱		Hadi
			M.
			Nourhan

			REALTY OF NURSING
Y \screws       Third         level       students	<pre>college coeffici ent + Include (d (C + amphit heater ( )""</pre>	ICU • Ventilator care • Suctioning • ABG interpretation • CPR in the event of electronic uploading on the executed platform, which is responsible for the QIZ M. Mona Refaat	Dr.amal mansy Dr.Mahm oud Abdel Basset M. Azza Muhamm ad M.M. Sarah Hamza Mr. Doaa Kamal Mr. Doaa Kamal Mr. Doaa Kamal M. Asmaa Sabry M. Sabry M. Sabry M. Sabry M. Shaima breeze M. Shaima Ahmed M.

				REAL PROPERTY OF NURSING DEPARTMENT
2/4/2022			midterm	
17/4/2022	Third	معامل	Surgery	Dr.amal
	level	الكلية	<ul> <li>Surgical care:</li> </ul>	mansy
	students	+	<ul> <li>Colostomy care</li> <li>Common surgical diagnoses</li> </ul>	Dr.Mahmoud
		مدرج	- Preoperative	Abdel Basset
		(5)	orientation في حال الرفع الالكتروني علي	M. Azza
		+	المنصبه المنفذ والمسؤل عن	Muhammad
			الكويز	M.M. Sarah
		مدرج	م. امل المنسي	Hamza
		(ب)		Mr. Doaa
				Kamal
				M. Asmaa
				Sabry
				M. morning
				breeze
				M. Shaima
				Ahmed
				M. Yasmine
				Abdel Hadi
				.M

			REALTY OF NURSING
<b>Υ</b> •/4/2022 <b>Τ</b>	hird معامل	High Risk	Dr.amal
le	hird معامل evel الكلية dents + (ج) + مدرج (ب)	High Risk  Routine neonatal care Baby bath Bottle feeding & gavage feeding Gestational age assessment In the event of electronic uploading on the executed platform, which is responsible for the QIZ Dr.doaa. Kamal	Dr.amal mansy Dr.Mahmoud Abdel Basset M. Azza Muhammad M.Azza Muhammad M. Azrah Hamza Mr. Doaa Kamal M. Asmaa Sabry M. morning breeze M. Shaima Ahmed M. Yasmine Abdel Hadi .M
			¥71.

١٤/5/2022       Third       معامل       معامل       الكلية       Dialysis       Dr.amal ב         level       الكلية       العلية       • hemodialysis care:       mansy         - before       - during       - after       Dr.Mahmoud         - c       -       after       Dr.Mahmoud         - c       -       after       Dr.Mahmoud         - c       -       uploading on       M.Azza         - during       -       -       Muhammad         - c       -       uploading on       M.Azza         - during       -       -       -       Muhammad         - c       -       -       -       -         - during       -       -       -       -       -       - </th <th></th> <th></th> <th></th> <th></th> <th>REALTY OF NURSING</th>					REALTY OF NURSING
students + - before - during - after Dr.Mahmoud - before - during - after Dr.Mahmoud Abdel Basset M. Azza Muhammad M.M. Sarah - before - during - after Dr.Mahmoud M.M.Zza Muhammad M.M. Sarah - before - after - before - during - after - before - before - before - before - after - before -	١٤/5/2022	Third	معامل	Dialysis	د Dr.amal د
(ح)(ح)الا the event ofM. Azza(ح)uploading onMuhammad(-)the executedHamza(-)platform, whichMr. Doaais responsibleKamalfor the QIZM. AsmaaM. Asmaa SabriSabryM. morningbreezeM. ShaimaAhmedM. Yasmine				<ul><li>before</li><li>during</li></ul>	
.M			(ج) + مدر ج	In the event of electronic uploading on the executed platform, which is responsible for the QIZ	Abdel Basset M. Azza Muhammad M.M. Sarah Hamza Mr. Doaa Kamal M. Asmaa Sabry M. morning breeze M. Shaima Ahmed M. Yasmine Abdel Hadi

				REALTY OF NURSING
۲۸/5/2022	Third	معامل	Neurology	Dr.amal
	level	الكلية	• Caring for a child	mansy
	students	+	<ul><li>with seizure</li><li>Glasgow coma scale.</li></ul>	Dr.Mahmoud
		مدرج	In the event of	Abdel Basset
		(5)	electronic	M. Azza
		+	uploading to the	Muhammad
		مدرج	port platform	M.M. Sarah Hamza
		(ب)	Dr Azza	Mr. Doaa
			Muhammad	Kamal
				M. Asmaa
	Third		Out patient	Sabry
	level students		<ul> <li>Immunization</li> </ul>	M. morning
	students		<ul><li>Oxygen therapy</li><li>Rehydration</li></ul>	breeze
			In the event of	M. Shaima
			electronic	Ahmed
			uploading on	M. Yasmine
			the executed	Abdel Hadi .M
			platform, which	.1v1
			is responsible	
			for the QIZ	
			millimeter.	
			Mahmoud	
			Abdel Baset	
			1 IOUCI DUSCI	





Revision	
Distinct and non-	
distinct students	

The distribution of the members to the places of practical training in the hospital and the laboratories of the college

The second term of the academic year 2012-2022

## Distribution of staff on the clinical areas and lab (second Term 2021-2022)

Staff Name	Clinical Area	Staff Name	Lab	Signature
Dr. Mona	Out pt. clinic	Dr amal el	Included	
Refaat	1	mansy	(B)	
Dr: Sarah	Neurology	Dr. Nourhan	Children	
Hamza		Nizar		
Dr Azza			adults 1	
Muhammad		Dr Sarah	2 adults	
Dr:		Hamza		
Yasmine		Dr	listed	
Abdel Hadi	Medical 2	Yasmine	(C)	
Dr:		Abdel Hadi		
Mahmoud				
Abdel				
Basset				





M. Shaima		Dr.	Osk	``
Ahmed	Surgery	Mahmoud		
	Surgery	Abdel		
		Basset		
مAsmaa Sabry		Dr	community	
Nourhan Nazar	Medical 1	morning	health	
		breeze		

Each member is responsible for recording the grades and the absence of the students who are with him at the place of practical training, whether in the hospital or the lab, first-hand and at the end of each training directly, and also handing over paper copies to the practical coordinator so that absences, .warnings, and stumbling plans can be made for students

- The apology of the member responsible for the practical training, whether • in the hospital or the lab, is a prior apology at least a day in advance, and not on the practical day in the morning, and it is in cases of extreme necessity, and it is an excuse accepted by the head of the department and the course .professors
- Each of the special places has a practical training of 31 degrees, as for the
   number of the endocrine unit and the heart unit, as each of these views is
   from 5. 31 the laboratory is 24 degrees the videos of the Egyptian
   Knowledge Bank are 30 dollars

رئيس القسم ا<u>د.</u> فوزية السيد ابو سعد

منسق العملي د.مي عادل محمد التهام





Distribution of student groups in the Pediatric Nursing Department to the practical training places in the hospital

## Clinical Rotation (second Term 2021/2022)

	Group (A)									
Date: S	Date: Sunday every week									
Time : 8 Am -10 Am (at the Mansoura university children hospital (MUCH) Number of students: () divided into students / group ( 5 groups)										
Date	6/3 13/3	20/3 27/3	2 /4 7/4	10/4 17/4	24/4 8/5	<b>15/5</b> 22 <b>/5</b>	29/5			
A1	Med-1	Med-2	Mid-	Neuro	Surg	OP				
A2	OP	Med-1	term	Med-2	Neuro	Surg				
A3	Surg	OP	Exam	Med-1	Med-2	Neuro	troubled students			
A4	Neuro	Surg		OP	Med-1	Med-2				
A5	Med-2	Neuro		Surg	OP	Med-1				

#### Group (B)

Date: Sunday every week

Time : 10 Am -12 Am

(at the Mansoura university children hospital (MUCH)

Number of students: () divided into students / group ( 5 groups)

Date	6/3 13/3	20/3 27/3	2 /4 7/4	10/4 17/4	24/4 8/5	<b>15/5</b> 22/ <b>5</b>	29/5
B1	Med-1	Med-2	Mid-	Neuro	Surg	OP	
<i>B2</i>	OP	Med-1	term	Med-2	Neuro	Surg	troubled students
<i>B3</i>	Surg	OP	Exam	Med-1	Med-2	Neuro	





<b>B4</b>	Neuro	Surg	OP	Med-1	Med-2	
<b>B</b> 5	Med-2	Neuro	Surg	ОР	Med-1	

Distribution of student groups in the Pediatric Nursing Department to the practical training places in the hospital  $\varepsilon$ 

## Clinical Rotation (Second Term 2021/2022)

			6	Group (C)						
Date: N	Date: Monday every week									
	Time :8 Pm -10 Pm									
`	(at the Mansoura university children hospital (MUCH) Number of students: () divided into students / group ( 5 groups)									
Date	7/3 14/3	21/3 28/3	2 /4 7/4	11/4 18 /4	25/4 9 /5	16/5 23 /5	30/5			
<i>C1</i>	Med-1	Med-2	Mid-	Neuro	Surg	OP				
<i>C2</i>	OP	Med-1	term	Med-2	Neuro	Surg				
СЗ	Surg	OP	Exam	Med-1	Med-2	Neuro	troubled students			
<i>C4</i>	Neuro	Surg		OP	Med-1	Med-2				
<i>C5</i>	Med-2	Neuro		Surg	OP	Med-1				

#### Group (D)

Date: Monday every week

Time : 10 Pm -12 Pm

### (at the Mansoura university children hospital (MUCH)

Number of students: (95) divided into 19 students / group ( 5 groups)

Date	7/3 14/3	21/3 28/3	2 /4 7/4	11/4 18 /4	25/4 9 /5	16/5 23 /5	30/5
D1	Med-1	Med-2	Mid-	Neuro	Surg	OP	troubled





<b>D</b> 2	OP	Med-1	term	Med-2	Neuro	Surg	students
D3	Surg	OP	Exam	Med-1	Med-2	Neuro	
D4	Neuro	Surg		OP	Med-1	Med-2	
D5	Med-2	Neuro		Surg	OP	Med-1	

Execution method:

The assistant staff will be distributed, each entrusted with training in one of the departments of the University Children's Hospital, as well as in one of the laboratories on Saturday of each week in exchange with the Department of Obstetrics and Gynecology

All members of the supporting body will ensure that the aforementioned preventive measures are implemented

All members of the supporting body will record the attendance of students, whether in the hospital or the college labs

All members of the supporting body will explain the same weekly content

♣ Each member of the assisting body will have the electronic content of the procedures for each area, where he will display and browse, explain the important parts and do practical explanations, reviewing the tools and supplies for each procedure

All members of the supporting body will explain the points of implementing the electronic part of the same weekly content of training on the educational platform for students in the event of suspension of face-to-face studies, distance education and the use of the electronic platform

At the end of the training in the lab and hospital on Saturdays, Sundays and Mondays of every week, the member of the supporting body records the attendance and absence of the students and also delivers it to the practical coordinator and any other observations that may require reporting

. In the event of suspension of face-to-face studies, distance education and the use of the electronic platform, the

implementation will be as follows Familiarity with the electronic content assigned to it

□ Uploading the electronic content or following up the upload process with the practical coordinator, whichever is available

□ Electronic evaluation work in the form of fifteen multiple-choice questions matching the electronic content



□ Monitoring the electronic interaction of each student

□ Make a report on what has been accomplished from the area, attendance rates, interaction and evaluation, and submit it to the operation coordinator

Staff name	Day-2022	Time	Signature
Nesma el sabahy	1-3	3-5	
	2-3		
Shimaa ahmed	8-3	3-5	
	5-4		
	3-5		
Azaa mohamed	9-3	3-5	
	6-4		
	4-5		
Amal el mansy	15-3	3-5	
	12-4		
	10-5		
د. أسماء صبري	16-3	3-5	
	13-4		
	11-5		
د. دعاء کمال	22-3	3-5	
	19-4		
	17-5		
د <sub>.</sub> ساره حمزه	23-3	3-5	
	20-4		
	18-5		
د محمود عبد الباسط	29-3	3-5	
	26-4		
	24-5		
د: نور هان نز ار	30-3	3-5	
د:ياسمين عبد الهادي	27-4		
	25-5		

# Staff distribution on the open lab





#### Credit hours of clinical pediatric nursing course: 4 Credit Hours / week

## **Evaluation methods of Clinical Pediatric Nursing Course:**

	Total semester w	ork (210)	
Туре	Strategy	Score	Percent
Clinical evaluation for each area No. of clinical areas = 5	Evaluation sheet	156 (31 for each area) except M1&M2 from 31.5	74.28%
Lab demonstration & re demonstration	Check list	24	11.42%
Egyptian	On line Self-directed	Total modules	15 %
knowledgebank	learning	30 grades	
modules	Module I		
	Cardiopulmonary	10 grades	
	resuscitation of wet		
	newborn		
	Module II	10 grades	
	Subcutaneous injection		
	Module III	10 grades	
	Intravenous injection		
رجات العملي للمقرر كالتالي :	فة المصري بواقع 30 درجة من د	١٠ % لأنشطة بنك المعر	ملحوظة: تم خصم ٪
Mother cla	لإضافة الي خصم درجة ss 10	م درجة Project 20 با	خصي

اساتذة المقرر والمشرفين

رئيس القسم

ا د. فوزية السيد ابوسعد

ا<sub>.م.د.</sub>فاطمه فتحي د . هدی نافع د.مي عادل محمد التهامي (منسق العملي)