

## T6. Course Specification (CS)

Institution Najran University	Date 4/7\1439H
College/Department Nursing	

### A. Course Identification and General Information :

1. Course title and code : Nursing Administration - 453 ADM – 4			
2. Credit hours : 4 hours ( 2 theory + 2 practical)			
3. Program(s) in which the course is offered. (If general elective available in many programs indicate this rather than list programs) Nursing Program			
4. Name of faculty member responsible for the course: Dr: Wafaa Taha Ibrahim Elgzar			
5. Level/year at which this course is offered : 8th level / 4th year			
6. Pre-requisites for this course (if any) NUR 317			
7. Co-requisites for this course (if any) : None			
8. Location if not on main campus: Najran university new campus (medical sciences campus for girls).			
9. Mode of Instruction (mark all that apply)			
a. Traditional classroom	<input checked="" type="checkbox"/>	What percentage?	<input type="text" value="90%"/>
b. Blended (traditional and online)	<input type="checkbox"/>	What percentage?	<input type="text"/>
c. e-learning	<input type="checkbox"/>	What percentage?	<input type="text"/>
d. Correspondence	<input type="checkbox"/>	What percentage ?	<input type="text"/>
f. Other	<input checked="" type="checkbox"/>	What percentage ?	<input type="text" value="10%"/>
Comments : Self-learning, the practical part is learned in the hospital during the clinical rotations.			

## B. Objectives

1. What is the main purpose for this course ?
<ul style="list-style-type: none"> <li>Define the basic concepts of nursing administration</li> <li>Be familiar with management process and functions</li> <li>Apply duties and responsibilities of first line nurse manager in different units in the selected hospitals</li> </ul>
2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)
<ul style="list-style-type: none"> <li>Providing update books &amp; periodic journals.</li> <li>Encourage students to communicate actively through e-mail with lecturer.</li> <li>Encourage students to be active learner</li> <li>Use different teaching strategies</li> </ul>

## C. Course Description (Note: General description in the form used in the Bulletin or handbook should be attached)

<p><b>وصف المقرر</b> :          Course Description          This course is one of the basic nursing courses that help students to acquire the basic nursing administration knowledge and skills. This course deals with the basic nursing theories, the basic concept in nursing management process (planning, organizing, staffing, directing and controlling). The practical part help the students theoretical background about different managerial levels and functions with its application. The student also learn how to make the different formats of recording and reporting.</p>
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1. Topics to be Covered:		
List of Topics:	No of weeks	No of hours
<b><u>A-Theoretical part: ( 30 hours)</u></b>	2	4
-Introduction to administration process		
-Differences between management and administration		
-Administration theories.		

<b><u>Planning :</u></b> Introduction to planning concept - Policies and procedures- -Decision making -Budget.	3	6
<b><u>Organizing :</u></b> Principles of organizing and management levels Organizational structure Job description Delegation.	3	6
<b><u>Staffing :</u></b> Patient care delivery system Scheduling system Process of selection, interview and orientation of personnel ,staff development activities.	2	4
<b><u>Directing:</u></b> Communication Leadership Motivation	3	6
<b><u>Controlling:</u></b> Total quality management Performance appraisal	2	4
<b><u>B-Practical part : ( 90 hours)</u></b> - Theoretical back ground about different managerial levels and functions with its application - Discussion of different formats of recording and reporting	3	18

<b>Staff nurses activities :</b> <ul style="list-style-type: none"> <li>- Nursing care plan</li> <li>- Nursing notes</li> <li>- Kardex</li> </ul> <b>First line nurse manager roles:</b> <ul style="list-style-type: none"> <li>- Assignment sheet</li> <li>- Shift report</li> </ul> <b>Top level management roles:</b> <ul style="list-style-type: none"> <li>- Nursing director report</li> <li>- Nursing supervisor report</li> <li>- Infection control nurse report</li> <li>- Job description report</li> <li>- Discussion with head nurse about scheduling principles</li> </ul>	12	72
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1.Course components (total contact hours and credits per semester):						
	Lecture	Tutorial	Laboratory or studio	Practical	Other:	Total
Contact Hours	30	-----		90		120
Credit	2			2		4

3-Additional private study/learning hours expected for students per week	2 h
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4. Course Learning Outcomes in NQF Domains of Learning and Alignment with Assessment Methods and Teaching Strategy.

**On the table below are the five NQF Learning Domains, numbered in the left column.**

Code	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
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Code	NQF Learning Domains And Course Learning Outcomes	Course Teaching Strategies	Course Assessment Methods
<b>1.0</b>	<b>Knowledge</b>		
1.1	Define all concepts related to nursing management & leadership	<ul style="list-style-type: none"> <li>Lectures</li> <li>Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>Written exam</li> <li>Student evaluation of their achievement of ILO</li> </ul>
1.2	Enumerate different theories of motivation and leadership	<ul style="list-style-type: none"> <li>Lectures</li> <li>Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>Written exam</li> <li>Student evaluation of their achievement of ILO</li> </ul>
<b>2.0</b>	<b>Cognitive Skills</b>		
2.1	Discuss the different roles and duties of nurse manager according to hospital settings	<ul style="list-style-type: none"> <li>Lectures</li> <li>Group discussion</li> <li>Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>Written exam</li> <li>Student evaluation of their achievement of ILO</li> </ul>
2.2	Differentiate & compare between different management skills in different situations	<ul style="list-style-type: none"> <li>Lectures</li> <li>Group discussion</li> <li>Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>Written exam</li> <li>Student evaluation of their achievement of ILO</li> </ul>
<b>3.0</b>	<b>Interpersonal Skills &amp; Responsibility</b>		
3.1	Participate actively in discussion related to nursing management concepts	<ul style="list-style-type: none"> <li>Discussions.</li> <li>Observational checklist</li> </ul>	<ul style="list-style-type: none"> <li>Class participation check list</li> <li>Student evaluation of their achievement of ILO</li> </ul>
<b>4.0</b>	<b>Communication, Information Technology, Numerical</b>		
4.1	Communicate professionally with the health team members, patients and family members.	<ul style="list-style-type: none"> <li>Presentations.</li> <li>Group discussion.</li> <li>Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>Presentation check list</li> <li>Student evaluation of their achievement of ILO</li> </ul>
4.2	Accurately document patient data using specific recording format according to hospital policy	<ul style="list-style-type: none"> <li>Presentations.</li> <li>Group discussion.</li> <li>Problem solving</li> </ul>	<ul style="list-style-type: none"> <li>Rubric for nurses note, nursing care plan, patient assignment, nurses schedule, shift report.</li> <li>Student evaluation of their achievement of ILO</li> </ul>
<b>5.0</b>	<b>Psychomotor</b>		
5.1	None		

#### 5. Schedule of Assessment Tasks for Students During the Semester

	Assessment task (e.g. essay, test, Quizzes, group project,	Week Due	Proportion of
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	examination, speech, oral presentation, etc.)		Total Assessment
1	Quiz	5 <sup>th</sup> week	5%
2	Midterm theoretical exam	9 <sup>th</sup> week	12%
3	Midterm practical exam	11 <sup>th</sup> week	10%
4	Class participation	Continuous	2%
5	Presentation	Continuous	5%
6	Student file	Continuous	6%
7	Final Practical exam	16 <sup>th</sup> week	25%
8	Final written l exam	18 <sup>th</sup> week	35%

#### D. Student Academic Counseling and Support

1. Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice. (include amount of time teaching staff are expected to be available each week)

- Office hours arranged into the timetable.
- Student encourage communicating via e-mail or at office.

#### E. Learning Resources

1. List Required Textbooks :

- Rowland ,S. and Rowland , I( 2008): Nursing administration handbook.4th edition,Mosby com.

2. List Essential References Materials (Journals, Reports, etc.)

- Marqis ,B. and Huston,C.(2006): Leadership roles and management functions in nursing .Theory and application .4th edition .
- Rowland ,S. and Rowland , I( 2008): Nursing administration handbook.4th edition . Mosby com

3. List Electronic Materials Web Sites, Facebook, Twitter, etc.

- JONA
- Journal of advanced nursing
- Nursing research
- Sullivan and Decker (2002) : Effective management ,2<sup>nd</sup> ed,mosby com.,

4. Other learning material such as computer-based programs/CD, professional standards or regulations and software.

- [www.google.com](http://www.google.com)

#### F. Facilities Required المرافق اللازمة

Indicate requirements for the course including size of classrooms and laboratories (i.e. number of seats in classrooms and laboratories, extent of computer access etc.)

1. Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)

- Prepared lecture room with data show device with good ventilation and light

2. Computing resources (AV, data show, Smart Board, software, etc.)

<ul style="list-style-type: none"> <li>Computer lab suitable for 15-20 students.</li> </ul>
<p>3. Other resources (specify, e.g. if specific laboratory equipment is required, list requirements or attach list)</p> <ul style="list-style-type: none"> <li>library references and students' services</li> <li>Availability of computer systems and internet for student</li> </ul>

#### G. Course Evaluation and Improvement Processes :

<p>1. Strategies for Obtaining Student Feedback on Effectiveness of Teaching</p> <ul style="list-style-type: none"> <li>Electronic University questionnaire for evaluation of the course</li> <li>Course evaluation by student.</li> <li>Students- faculty meetings</li> </ul>
<p>2. Other Strategies for Evaluation of Teaching by the Instructor or by the department.</p> <ul style="list-style-type: none"> <li>Peer observing teaching</li> <li>Evaluation by program coordinator.</li> <li>Teacher portfolio</li> </ul>
<p>3. Processes for Improvement of Teaching :</p> <ul style="list-style-type: none"> <li>Integrating the remarks of the peer observer in the process of teaching</li> <li>Conducting workshops given by experts on the teaching and learning methodologies</li> </ul>
<p>4. Processes for Verifying Standards of Student Achievement (e.g. check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments with staff at another institution)</p> <ul style="list-style-type: none"> <li>Exam papers and evaluation process are reviewed by the Exams' evaluation committee; reports are discussed in the program committee to take corrective action.</li> </ul>
<p>5. Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement :</p> <ul style="list-style-type: none"> <li>By the end of each semester course report is summated to the department and the results of study and questionnaire are involved ,improvement plan is designed and monitored by the head of the department.</li> <li>Review of annual course report which include students, peer, program coordinator evaluation, and students achievement</li> <li>Obtaining the improvement plan.</li> <li>Implementation of the improvement plan</li> <li>Monitoring of the plan by program coordinator</li> </ul>



<b>Name of instructor</b> اسم: استاذ المقرر	Dr.Wafaa Taha Al Gazar	<b>Signature</b> التوقيع:		<b>Date specification</b> تاريخ Completed 2-7-1439h إكمال التوصيف
<b>Name of field experience</b> اسم أعضاء teaching staff هيئة تدريس الخبرة الميدانية	Mrs: Samia Mohamed	<b>Signature</b> التوقيع:		<b>Date specification</b> تاريخ Completed 2-7-1439h إكمال التوصيف
<b>Department</b> منسق القسم Coordinator	Dr.Wafaa Taha Al Gazar	<b>Signature</b> التوقيع		<b>Date received</b> تاريخ 2-7-1439h الاستلام
<b>Program coordinator</b> منسق البرنامج:	Dr: Nahid Kalil	<b>Signature</b> التوقيع		<b>Date received</b> تاريخ 2-7-1439h الاستلام
<b>Dean of the University</b> عميد الكلية:	<b>Dr. Awad Al</b> <b>Qahtani</b>	<b>Signature</b> التوقيع		<b>Date received</b> تاريخ 2-7-1439h الاستلام

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