Course Syllabus

One: Basic Information

Faculty	
Name of the Faculty	Faculty of Nursing
Department	Nursing
Semester	2nd
Year	2020/2021
Course	
Course Title	Nursing Administration 1 -Theory
Course No.	0801703
Credit Hours	3 hours
Prerequisite	NA
Instructor	
Name	Dr. Huthaifah Khrais
Office No.	272D
Extension	1772
Email	hkhrais@zu.edu.jo
Office Hours*	Sunday, Wednesday (10:00am – 12:00 pm)
Class Time	Saturday (9:00am - 12:00pm)

*All office hours are held virtually via (MS Teams).

Two: Course Description

This course is designed to provide post graduate students with the basic principles of nursing administration, in order to develop their management and leadership skills needed for managing nursing care services in the different health care systems today. The course will provide comprehensive analysis of concepts and theories needed for effective performance. It focuses on the management functions and strategies, administrative behaviors, ward management, nursing care delivery systems, and its interventions in management and leadership. It emphasizes on delivering high quality and cost effective care within the financial constraints.

Three: Course Objectives

Upon completion of this course learners should be able to:

1. Recognize an overview about leadership and management concepts.

2. Discuss the development of management thought.

3. Recognize the interrelation between the elements of management functions.

4. Identify the function of delegation, supervision, and leadership in direction.

5. Investigate the relationship of power and empowerment.

6. Analyze the various patient care delivery systems describing situations in which each would be employed most appropriate.

7. Describe the integration between staffing and patient care delivery systems.

8. Apply the leadership theories to nursing leadership and management activities.

9. Demonstrate the professional growth in the area of nursing management and leadership.

Four: Intended Learning Outcomes

At the end of this course, the student will be able to:

A. Knowledge and understanding:
1- Explain the nurse manager role in the management functions.
2- Recognize the planning process and the characteristics of good plan.
3- Describe the principles of organizing.
4- Explain the, importance, process, stages and five rights for delegation.
5- Identify the main contributors of management thought.
6- Explain how the nurse manager can manage the different types of conflict that arise in workplace.
7- Describe how the nurse manager can use the different forms of power effectively.
8- Identify the relation between organizational structure and chart.
9- Discuss the importance and components of ward management.
10- Discuss the principles followed by the nurse manager when making nursing personnel assignment.
11- Illustrate the positive and negative effect of controlling
12- Explain the system approach model.
13- Recognize the relationship between planning and controlling.
14- Explain the principles, and consequences of poor time management.

B. Intellectual skills:
1- Compare between leadership and management.
2- Differentiate between traditional and contemporary leadership styles.
3- Analyze conflict resolution styles and strategies and its suitable uses.
4- Examine the causes and effect of conflict on the employees and organization.

5- Investigate the different patient care delivery systems to choose the best suitable in accordance to patient needs, nursing staff and resources in the nursing unit.

6- Compare between different methods of supervision.

7- Differentiate between different types of planning.

8- Compare between staffing plan and pattern.

9- Analyze the difference between responsibility, authority and accountability.

10- Examine the effect of improper staffing on the quality of care.

11- Analyze the integration between power, empowerment and leadership.

12- Compare between classical, neoclassical and modern management theories.

13- Differentiate between internal and external time waster.

C. Professional skills:

1- Present a supervisory plan for a nursing unit.

2- Make patient care assignment using the suitable methods.

3- Present an example of system approach model.

4- Studying different conflict situations and asked how can manage them.

5- Make situation analysis of different leadership styles.

6- Apply time management strategies.

D. Transferable skills:

1-Apply effective communication skills.

2- Work at health care facility with team spirit.

3-Participate actively in group assignment and discussion.

Five: Course Calendar

Day	Credit Hour	Intended Learning Outcomes	Topic(s)	Teaching Procedure	Learning Activities	Learning Platform
20 Feb	3		**Orientation and introduction to the course, resources and materials.**	• Group discussion • Lecturing	• Interactive discussion • Presentations • Term papers • Exams	MS Teams and ZU E-learning System
27 Feb	3	A 1-11 B 1-11 C1-7 D 1-4	**Introducing Nursing Management:** 1. *CHANGES IN HEALTH CARE* 2. *PAYING FOR HEALTH CARE* 3. *DEMAND FOR QUALITY* 4. *EVOLVING TECHNOLOGY* 5. *CHANGES IN NURSING'S FUTURE*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System
6 Mar	3	A 1-9 B 1-11 C1-6	**Designing Organizations:** 1. *TRADITIONAL*	• Self-study activities • Group	• Weekly assigned readings	MS Teams and ZU E-learning System

		D 1-3	*ORGANIZATIONAL THEORIES* 2. *TRADITIONAL ORGANIZATIONAL STRUCTURES* 3. *SERVICE-LINE STRUCTURES* 4. *SHARED GOVERNANCE* 5. *HEALTH CARE SETTINGS* 6. *COMPLEX HEALTH CARE ARRANGEMENTS* 7. *ORGANIZATIONAL ENVIRONMENT AND CULTURE*	discussion • Lecturing • Critical analysis of learning material	• Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	
13 Mar	3	A 1-11 B 1-11 C1-7 D 1-4	**Delivering Nursing Care:** 1. *TRADITIONAL MODELS OF CARE* 2. *INTEGRATED MODELS OF CARE* 3. *EVOLVING MODELS OF CARE*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System
20 Mar	3	A 1-11 B 1-9 C1-5 D 1-3	**Leading, Managing, Following:** 1. *LEADERS AND MANAGERS* 2. *TRADITIONAL LEADERSHIP THEORIES* 3. *CONTEMPORARY THEORIES* 4. *MANAGEMENT FUNCTIONS* 5. *NURSE MANAGERS IN PRACTICE* 6. *FOLLOWERSHIP* 7. *WHAT MAKES A SUCCESSFUL LEADER?*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System
27 Mar	3	A 1-11 B 1-9 C1-5 D 1-3	**Understanding Power and Politics:** 1. *POWER DEFINED* 2. *POWER AND LEADERSHIP* 3. *POWER: HOW*	• Self-study activities • Group discussion • Lecturing	• Weekly assigned readings • Interactive discussion • Case studies	MS Teams and ZU E-learning System

			MANAGERS AND LEADERS GET THINGS DONE 4. *USING POWER* 5. *SHARED VISIONING AS A POWER TOOL* 6. *POWER, POLITICS, AND POLICY* 7. *USING POWER AND POLITICS FOR NURSING'S FUTURE*	• Critical analysis of learning material	• Presentations • Assignments • Term papers • Exams	
3 Apr	3	A 1-9 B 1-10 C1-5 D 1-3	**Delegating successfully:** 1. *DELEGATION* 2. *BENEFITS OF DELEGATION* 3. *THE FIVE RIGHTS OF DELEGATION* 4. *ACCEPTING DELEGATION* 5. *INEFFECTIVE DELEGATION*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System
10 Apr	3	A 1-11 B 1-9 C1-5 D 1-3	**Foundation for Effective Leadership and Management Ethics, Law, and Advocacy** 1. *Chapter 4 from "Marquis & Huston : Leadership Roles and Management Functions in Nursing: Theory and Application"*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System
17 Apr	3	A 1-11 B 1-9 C1-5 D 1-3	**Building and Managing Teams:** 1. *GROUPS AND TEAMS* 2. *GROUP AND TEAM PROCESSES* 3. *BUILDING TEAMS* 4. *MANAGING TEAMS* 5. *THE NURSE MANAGER AS TEAM LEADER* 6. *LEADING COMMITTEES AND TASK*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System

			FORCES 7. *PATIENT CARE CONFERENCES*			
24 Apr	3	A 1-11 B 1-9 C1-5 D 1-3	**Budgeting and Managing Fiscal Resources:** 1. *THE BUDGETING PROCESS 185* 2. *APPROACHES TO BUDGETING* 3. *THE OPERATING BUDGET* 4. *DETERMINING THE SALARY (PERSONNEL) BUDGET* 5. *MANAGING THE SUPPLY AND NONSALARY EXPENSE BUDGET* 6. *THE CAPITAL BUDGET* 7. *TIMETABLE FOR THE BUDGETING PROCESS* 8. *MONITORING BUDGETARY PERFORMANCE DURING THE YEAR*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System
1 May	3	A 1-10 B 1-11 C1-5 D 1-4	**Recruiting and Selecting Staff:** 1. *THE RECRUITMENT AND SELECTION PROCESS* 2. *RECRUITING APPLICANTS* 3. *SELECTING CANDIDATES* 4. *INTERVIEWING CANDIDATES* 5. *MAKING A HIRE DECISION*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System
8 May	3	A 1-11 B 1-9 C1-5 D 1-3	**Staffing and Scheduling:** 1. *Staffing* 2. *Scheduling*	• Self-study activities • Group discussion • Lecturing • Critical	• Weekly assigned readings • Interactive discussion • Case studies	MS Teams and ZU E-learning System

					• Presentations • Assignments • Term papers • Exams	
15 May	3	A 1-11 B 1-9 C1-5 D 1-3	**Preventing Workplace Violence:** 1. *VIOLENCE IN HEALTH CARE* 2. *PREVENTING VIOLENCE* 3. *DEALING WITH VIOLENCE*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System
22 May	3	A 1-11 B 1-9 C1-5 D 1-3	**Advancing your Career:** 1. *APPLYING FOR THE POSITION* 2. *THE INTERVIEW* 3. *ACCEPTING THE POSITION* 4. *DECLINING THE POSITION* 5. *FINDING YOUR NEXT POSITION* 6. *TAKING THE WRONG JOB* 7. *ADAPTING TO CHANGE*	• Self-study activities • Group discussion • Lecturing • Critical analysis of learning material	• Weekly assigned readings • Interactive discussion • Case studies • Presentations • Assignments • Term papers • Exams	MS Teams and ZU E-learning System
29 May	3	**Final Exam**				

Six: Evaluation Methods and Mark Distribution

Methods	Grade	Date	Platform
Oral presenttion	25 %	As assigned	MS Teams
Participation	5 %	Every lecture	MS Teams
Midterm Exam	30%	As per university's schedule	ZU Online Exam System
Final Exam	40%	As per university's schedule	ZU Online Exam System

Seven: Texts, Readings, Materials

Textbook: Sullivan, E. (2018): Effective Leadership and Management in Nursing. (9th ed.). Pearson Practice Hall
Supplementary Textbook/ Material(s): Marquis, B & Huston, C. (2017): Leadership Roles and Management Functions in Nursing: Theory and Application. (8th ed.). Lippincott Williams & Wilkins.
Equipment: Internet Connection, Laptops, and Webcams

Eight: Course Policy and Responsibilities

- All the interactive sessions are held on MS Teams.
- All assignments and exams are held on the Moodle.
- The student shall abide by the time assigned to any assignment on the Moodle.
- The student is held responsible to attend the class on time.
- The student is responsible to look presentable during the virtual meetings.
- The student is entitled to interact and actively participate during the virtual class.
- All the University regulations are applicable in terms of class attendance, absence, and exams.
- The student should maintain a high level of academic integrity; plagiarism and cheating in exams are punishable in accordance with the University's laws and regulation.

Approval	Name	Date	Signature
Department Head	Dr. Ahmad rayah	20/2/2021	Dr. Ahmad rayan
Dean	Dr. Ahmad rayah	20/2/2021	Dr. Ahmad rayan