



Course Syllabus

One: Basic Information

Faculty	
Name of the Faculty	Faculty of Nursing
Department	Nursing
Semester	2 nd
Year	2020/2021
Course	
Course Title	Nursing Administration 1 - Clinical
Course No.	0801704
Credit Hours	2 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	Thursday (8:00am - 2:00pm)

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

Two: Course Description

This course provides students with the opportunity to analyze the nurse manager role in management and leadership within today's health care systems. The clinical experience was designed to integrate the knowledge gained from theory with real context of the nurse manager role at all management positions. Emphasis is placed on the development and application of skills used in assessing the needs of population in a variety health care settings as a foundation to create a high quality and safe environment.



Three: Course Objectives

Aims of the course:

1. Apply the management and leadership theories to nursing practice.
2. Investigate nurse manager activities regarding time management.
3. Analyze the nurse manager role in delegation, and supervision in the workplace.
4. Formulate a plan for action for improving the weaknesses.
5. Investigate the nurse manager role in management and leadership.
6. Describe specific situations in which need to apply the learned knowledge.
7. Examine the skills and competences of the nurse manager.
8. Participate effectively in the evaluation and improvement of patient care.

Four: Intended Learning Outcomes

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

A-Knowledge and understanding:

- 1- Discuss the delegation process.
- 2- Explain how the nurse managers can manage their time.
- 3- Discuss the components of ward management.
- 4- Explain the types of supervision.
- 5- Explain the system approach model.

B-Intellectual skills:

- 1- Categorize the types of time wasters for the nurse manager in the work setting
- 2- Critique the different patient care delivery systems used in the nursing unit.
- 3- Compare between different methods of supervision

C-Professional skills:

- 1- Evaluate the nursing delegation process that the nurse manager was used in nursing unit.
- 2- Conduct an administrative round for a nursing unit and presenting a report including positive and negative points, and recommendation for improvement.
- 3- Analyze the nurse manager time utilization in accordance to time consumer and waster, present a report including how can manage their time.
- 4- Select a problem in clinical area and apply the system model.
- 5- Make an assessment of the nurse manager role in ward management, and present a report.

D-Transferable skills:

- 1-Apply communication skills effectively.
- 2- Work at health care facility with team spirit.
- 3.-Manage time effectively.

**Five: Course Calendar**

Day	Credit Hour	Intended Learning Outcomes	Topic(s)	Teaching Procedure	Learning Activities	Learning Platform
25 Feb	2		Orientation and introduction to the course, resources and materials.	<ul style="list-style-type: none"> • Group discussion • Lecturing 	<ul style="list-style-type: none"> • Interactive discussion 	MS Teams
4 Mar	2	A 1,B 3,C 1,2,D 1,3	<u>Organizational Concepts and Structures:</u> Define the organizational structure for the agency where you work. Identify the advantages and disadvantages of the structure.	Observation Job analysis	Clinical supervision notes.	Clinical Training and MS Teams
11 Mar	2	A 1,B 3,C 1,2,D 1,3	<u>Organizational Concepts and Structures:</u> Define the organizational structure for the agency where you work. Identify the advantages and disadvantages of the structure.	Observation Job analysis	Clinical supervision notes.	Clinical Training and MS Teams
18 Mar	2	A 1-11 B 1-11 C1-7 D 1-4	Task Presentation	Conference	Oral presentation. Written report Practicum log.	Clinical Training and MS Teams
25 Mar	2	A 5,B 5,C3,D1,2,3	<u>Power and Politics:</u> Identify your managers' sources of power and explain how they use their power.	Round Critical analysis	Clinical supervision notes.	Clinical Training and MS Teams
1 Apr	2	A 5,B 5,C3,D1,2,3	<u>Power and Politics:</u> Identify your managers' sources of power and explain how they use their power.	Round Critical analysis	Clinical supervision notes.	Clinical Training and MS Teams
8 Apr	2	A 1-9 B 1-10 C1-5 D 1-3	Task Presentation	Conference	Oral presentation. Written report Practicum log.	Clinical Training and MS Teams



15 Apr	2	A 2,B 2,C 4,D1,2,3	<u>Budgeting and Managing Fiscal Resources:</u> Explain the variance in budgeting at your organization.	Clinical round. Critical analysis of the issue.	Clinical supervision notes.	Clinical Training and MS Teams
22 Apr	2	A 2,B 2,C 4,D1,2,3	<u>Budgeting and Managing Fiscal Resources:</u> Explain the variance in budgeting at your organization.	Clinical round. Critical analysis of the issue.	Clinical supervision notes.	Clinical Training and MS Teams
29 Apr	2	A 2,B 2,C 4,D1,2,3	<u>Budgeting and Managing Fiscal Resources:</u> Explain the variance in budgeting at your organization.	Clinical round. Critical analysis of the issue.	Clinical supervision notes.	Clinical Training and MS Teams
6 May	2	A 1-10 B 1-11 C1-5 D 1-4	Task Presentation	Conference	Oral presentation. Written report Practicum log.	Clinical Training and MS Teams
13 May	2	A 3,B 1,C 5,D 1,2,3	<u>Staffing and Scheduling:</u> Evaluating the scheduling pattern in your organization.	Observation. Critical analysis of the issue.	Clinical supervision notes.	Clinical Training and MS Teams
20 May	2	A 3,B 1,C 5,D 1,2,3	<u>Staffing and Scheduling:</u> Evaluating the scheduling pattern in your organization.	Observation. Critical analysis of the issue.	Clinical supervision notes.	Clinical Training and MS Teams
27 May	2	A 1-11 B 1-9 C1-5 D 1-3	Task Presentation	Conference	Oral presentation. Written report Practicum log.	Clinical Training and MS Teams

Six: Evaluation Methods and Mark Distribution

Methods	Grade	Date	Platform
Organizational Concepts and Structures	20%	Week 4	MS Teams
Power and Politics	20%	Week 7	MS Teams
Budgeting and Managing Fiscal Resources	20%	Week 11	MS Teams
Staffing and Scheduling	20%	Week 14	MS Teams
Presentations and Punctuality	20%	As per scheduled	MS Teams

**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 Rayan	20/2/2021	Dr. Ahmad Rayan
Dean	Dr. Ahmad Rayan	20/2/2021	Dr. Ahmad Rayan

