



## Course Plan (Syllabus)

<b>Faculty: Nursing</b>	
<b>Department: Community and Mental Health Nursing</b>	<b>Program: Master</b>
<b>Academic Year: 2024/2025</b>	<b>Semester: Second</b>

### First: Course Information

<b>Course No.: 0801707</b>	<b>Course Title: Nursing Administration 2 - Clinical</b>	
<b>Credit Hours: 2 hours</b>	<b>Theoretical: 0 hour</b>	<b>Practical: 2 hours</b>
<b>Prerequisite No.: 0801704</b>	<b>Prerequisite Title: Nursing Administration 1 -Theory</b>	
<b>Section No.:1</b>	<b>Lecture</b> <input type="checkbox"/> Sun <input type="checkbox"/> Tue <input type="checkbox"/> Thu <input type="checkbox"/> Fri <b>Day(s):</b> <input type="checkbox"/> Sat <input type="checkbox"/> Mon <input checked="" type="checkbox"/> Wed	<b>Lecture Time: (10:00-16:00)</b>
<b>Level in JNQF</b>	<b>Level 9</b>	<b>Virtual Hours JNQF 84</b>
<b>Type of Course</b>	<b>Obligatory Faculty</b>	
<b>Type of Learning</b>	<b>Face-to-Face Learning</b>	

### Second: Instructor's / Coordinator's Information

<b>Course Instructor</b>	<b>Name: Dr. Eman Ebrahim</b>				<b>Academic Rank: Associate Professor</b>		
	<b>Office No.:247D</b>		<b>Ext. No.: 1806</b>		<b>Email: eebrahim@zu.edu.jo</b>		
	<b>Office Hours</b>	<b>Sun</b> 10-11 11-12	<b>Mon</b> 10-11 11-12	<b>Tues</b> choose choose	<b>Wed</b> choose choose	<b>Thu</b> 2-3 3-4	<b>Sat</b> choose choose
<b>Course Coordinator</b>	<b>Name: Dr. Eman Ebrahim</b>				<b>Academic Rank: Associate Professor</b>		
	<b>Office No.:247D</b>		<b>Ext. No.: 1806</b>		<b>Email: eebrahim@zu.edu.jo</b>		

### Third: Course Description





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This course will provide post graduate students with an opportunity to develop the management and leadership skills needed for nurse managers in different health care settings. The practical experience was carried out to integrate between the knowledge, and skills gained from the theoretical course with the nursing practice. It focuses on the application of leadership and management skills regarding to nursing staff performance evaluation, job analysis and job description, management of change, and quality management. Moreover, this course will empower post graduate students to deal with healthcare managers at different levels especially the executive levels at their healthcare institutions.

By the end of the course, students will be able to:

1. Explain the importance and steps of job analysis and description in healthcare context.
2. Describe the legal issues in documentation in different healthcare organizations.
3. Explain the criteria of performance appraisal for all nursing staff inside healthcare organizations.
4. Recognize the types, components and uses of nursing audit in healthcare entities.
5. Identify how the nurse manager's role in change management.
6. Analyze the performance appraisal methods applied in clinical settings.
7. Compare between records and reports applied in the nursing units.
8. Apply communication skills effectively within healthcare institutions to enhance the quality of care and services.
9. Analyze the nursing staff job duties activities on daily basis within healthcare organizations.
10. Apply the change theory accordingly based on any selected managerial issue or problem in clinical area.

### Fifth: Learning Outcomes

Level descriptor according to (JNQF) *	CILOs Code	CILOs	Associated PILOs Code Choose one PILO for each CILO**	Assessment Methods	Scores out of 100
Knowledge	K1	Explain the importance and steps of job analysis and description.	P1	Quizzes, Midterm and Final Exam	8
	K2	Describe the legal issues in documentation.	P2	Quizzes, Midterm and Final Exam	8
	K3	Explain the criteria for staff performance appraisal.	P2	Quizzes, Midterm and Final Exam	9
Skills	S1	Analyze the performance appraisal methods applied in clinical placement.	P3	Quizzes, Midterm and Final Exam	9
	S2	Compare between records and reports applied in the Nursing units.	P3	Quizzes, Midterm and Final Exam	9
	S3	Apply communication skills effectively.	P4	Quizzes, Midterm and Final Exam	9



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	S4	Demonstrate team spirit work at healthcare facilities.	P4	Quizzes, Midterm and Final Exam	9
Competencies	C1	Analyze the nursing staff job duties activities.	P5	Quizzes, Midterm and Final Exam	9
	C2	Develop a job description for a nursing category.	P5	Quizzes, Midterm and Final Exam	10
	C3	Apply the change theories based on selected managerial issue or problem in clinical area.	P6	Quizzes, Midterm and Final Exam	10
	C4	Evaluate the legal risks in documentation of patient care in the clinical placement.	P6	Quizzes, Midterm and Final Exam	10

\* <https://jnqf.heac.org.jo/?v=5.20.10.28.2&url=ar/Manuals>; \*\* Program Outcome Competencies (Learning outcomes) Code (PILOS); CILOs: Course Intended Learning Outcomes; \*\*\* <https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf>

\*\*\*\* [https://jnc.gov.jo/ebv4.0/root\\_storage/en/eb\\_list\\_page/national\\_standards\\_and\\_core\\_competencies\\_for\\_registered\\_nurse\\_2016.pdf](https://jnc.gov.jo/ebv4.0/root_storage/en/eb_list_page/national_standards_and_core_competencies_for_registered_nurse_2016.pdf)

### Sixth: Learning Resources

**Main Reference** Marquis, L. B., & Huston, C. J. (2023). *Leadership roles and management functions in nursing: Theory and applications (13<sup>th</sup>ed.)*. Philadelphia: Lippincott

**Author:** Marquis, L. B., & Huston, C. J.

**Edition:** 13<sup>th</sup>

**Publication Year:** 2023

**Additional resources:** *Effective leadership and management in nursing (9th ed.)*. New Jersey: Pearson Education, Inc. American Hospitals Association (AHA). <https://www.aha.org/>. U.S. Department of Health and Human Services (HHS). <https://www.hhs.gov/>. Jordanian Ministry of Health (MoH). <https://moh.gov.jo/Default/Ar>.

**Teaching Context**

☒ Classroom ☐ Laboratory ☒ Workshop ☒ MS Teams ☒ Moodle

### Seventh: Course Structure

Lecture Date	Topics	CILOs Codes	Teaching Procedures	Teaching Methods	References
2025/03/05	Orientation and Introduction to the Course, Resources Materials and Requirements.	All (CILOs)	Face-to-Face	Group discussion and Lecturing	Course Syllabus
2025/03/12	Initiating and Managing Change	K:1-3 S: 1 & 2 C: 1-4	<b>Clinical Training</b> Independent Learning Activity (ILAs)	Observation, job analysis, and clinical supervision notes. Leadership and administrative clinical visit (one clinical day)	Marquis, L. B., & Huston (Ch. 5)
2025/03/19	Managing and Improving Quality	K:1-3 S: 1 & 2 C: 1-4	<b>Clinical Training</b>	Observation, job analysis, and	Marquis, L. B., & Huston (Ch. 6)





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			Independent Learning Activity (ILAs)	clinical supervision notes. Leadership and administrative clinical visit (one clinical day)	
2025/03/26	Thinking Critically, Making Decisions, Solving Problems. Handling Conflict	K:1-3 S: 1-4 C:1-4	<b>Clinical Training</b> Independent Learning Activity (ILAs)	Observation, job analysis, and clinical supervision notes. Leadership and administrative clinical visit (one clinical day)	Asynchronized Activity Plan (Ch. 8,9)
2025/04/02	<b>Holiday: Aid Al-Fitr</b>				
2025/04/09	<b>Submission and Presentation of the First Assignment</b>				
2025/04/16	Managing Time and Stress	K:1-3 S: 1-4 C:1-4	<b>Clinical Training</b> Independent Learning Activity (ILAs)	Observation, job analysis, and clinical supervision notes. Leadership and administrative clinical visit (one clinical day)	Marquis, L. B., & Huston (Ch. 13, 25)
2025/04/23	Motivating and Developing Staff	K:1-3 S: 1-4 C:1 & 3	<b>Clinical Training</b> Independent Learning Activity (ILAs)	Observation, job analysis, and clinical supervision notes. Leadership and administrative clinical visit (one clinical day)	Marquis, L. B., & Huston (Ch. 17)
2025/04/30	<b>Submission and Presentation of the Second Assignment</b>				
2025/05/07	Evaluating Staff Performance	K:1-3 S: 1-4 C:1-4	<b>Clinical Training</b> Independent Learning Activity (ILAs)	Observation, job analysis, and clinical supervision notes. Leadership and administrative clinical visit (one clinical day)	Marquis, L. B., & Huston (Ch.18)
2025/05/14	Coaching, Disciplining, and Terminating Staff	K:1-3 S: 1-4 C:1-4	<b>Clinical Training</b> Independent Learning Activity (ILAs)	Observation, job analysis, and clinical supervision notes. Leadership and administrative clinical visit (one clinical day)	Marquis, L. B., & Huston (Ch. 19)
2025/05/21	<b>Submission and Presentation of the Third Assignment</b>				
2025/05/28	Managing Absenteeism, Reducing Turnover, Retaining Staff	K: 1-3 S: 1-4 C:1-4	<b>Clinical Training</b> Independent Learning Activity (ILAs)	Observation, job analysis, and clinical supervision notes. Leadership and administrative	Marquis, L. B., & Huston (Ch. 20)



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				clinical visit (one clinical day)	
2025/06/04	Holiday: Eid Al-Adha				
2025/06/11	Revision				
Final Exams: 2025/06/15 to 2025/06/25					



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### Eighth: Assessment Methods

Assessment Method	Score Identified for each Assessment	Specific Course Output to be Assessed*										
		K1	K1	K1	S1	S2	S3	S4	C1	C2	C3	C4
Assignments	80%	7	7	7	7	7	7	7	7	8	8	8
Final Exam	20%	1	1	2	2	2	2	2	2	2	2	2
Total out of 100	100	8	8	9	9	9	9	9	9	10	10	10

\* Refer to document ([Guidelines-for-Nursing-Programs-Accreditation-at-Jordanian-Universities](#))

### Ninth: Course Policies

All course policies apply across **all teaching modes**, including **online, blended, and face-to-face learning**.

- **Punctuality:** Attend on time; late work may lose marks.
- **Participation:** Engage in discussions, group work, and assignments.
- **Attendance & Exams:** Mandatory attendance; valid excuse required for absences.
- **Academic Integrity:** No cheating, plagiarism, or unauthorized collaboration.
- **Ethical Conduct:** Respectful behavior is required online and offline.
- **Technology Use:** Follow platform rules; no misuse of digital tools.

Approval	Name	Date	Signature
Head of Department	Dr. Islam Al-Oweidat	2025/03/02	
Faculty Dean	Dr. Ahmed Rayan	2025/03/02	