

Course Specification

I. Course Identification and General Information:					
1	Course Title:	Management and Leadership in Nursing			
2	Course Code & Number:	MNSG02			
3	Credit hours: 2	C.H			TOTAL
		Th.	Seminar	Pr	
		2	-	-	-
4	Study level/ semester at which this course is offered:	First year/ second semester			
5	Pre –requisite:	-			
6	Co –requisite :	-			
7	Program (s) in which the course is offered:	Maternal and Neonatal Health Nursing			
8	Language of teaching the course:	English			
9	Location of teaching the course:	Faculty of Nursing			
10	Prepared By:	Dr, Nageeb Askehder			
11	Date of Approval	2022			

II. Course Description:

This course is an introduction to the theory and practices of Management and Leadership in Nursing. This course prepares students scientifically and practically to participate effectively in hospital administration and to utilize new practice method. The emphasis in the course centers on understands the critical responsibilities of managers and the development of leadership skills.

III. Intended learning outcomes of the course (ILCOs) and their alignment to Program Intended learning outcomes (PILOs)

ILCOs	PILOs
1. Explains the principles, functions, elements, process, leadership styles and the role of the manager as a controller, supervisor and director of administration.	A3
2. Formulate principles of recording, reporting, writing job description and strategies for time management.	B3
3. Shows responsibility as a manager in budgeting, staffing and organizational structure.	D1
4. Act as active member of the health care delivery team.	D3
5. Demonstrates the legal and ethical issues in managerial role	D4

(A) Alignment Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
a1.Explains the principles, functions, elements, process, leadership styles and the role of the manager as a controller, supervisor and director of administration.	Lecture Discussion Explain using organization chart	Essay type Short answers

(B) Alignment Course Intended Learning Outcomes of Intellectual Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
b1. Formulate principles of recording, reporting, writing job description and strategies for time management.	Lecture Discussion Simulated Exercises	Essay type Short answers

C. Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
Not applicable	-	-

(D) Alignment Course Intended Learning Outcomes of General and Transferable Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching strategies	Assessment Strategies
d1.Shows responsibility as a nurse manager in budgeting, staffing and organizational structure.	Lecture Discussion Simulated Exercises	Essay type Short answers
d2. Act as an active member of the health care delivery team.	Lecture Discussion Simulated Exercises	Essay type Short answers

d3. Demonstrates the legal and ethical issues in managerial role	Lecture discussion Demonstration	Essay type Short answers
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III. Course Content:

A – Theoretical Aspect:

Order	Units/Topics List	Sub Topics List	No. of Weeks	Contact hours	Learning Outcomes
1	Introduction to Management	<ul style="list-style-type: none"> • Introduction to management • Define management • Functions of management • The health care system historically and today. • Professional service delivery. • Managerial systems. 	1	2	a1
2	Planning	<ul style="list-style-type: none"> ▪ Definition of planning ▪ Nature of planning ▪ Importance of planning ▪ Principles of planning ▪ Characteristics of planning ▪ Advantages and disadvantages of planning ▪ Components of planning ▪ Steps of planning ▪ Types of planning ▪ Planning process 	1	2	a1,b1,d1,d2,d3
3	Organizing	<ul style="list-style-type: none"> ▪ Definition of organization ▪ Nature of organization ▪ Importance of organization ▪ Unit of organization ▪ Theories organization ▪ Principles of organization ▪ Steps of organization ▪ Organizational structure ▪ Organizational characteristics 	2	4	a1,b1,d1,d2,d3

		<ul style="list-style-type: none"> ▪ Roles and functions of manager in organizational structure ▪ Job description and analysis 			
4	Budget	<ul style="list-style-type: none"> ▪ Concept of budget ▪ Budget: integration role and function ▪ Purposes of budgeting ▪ Features of budgeting ▪ Importance of budgeting ▪ Principles of budgeting ▪ Classification of budgeting ▪ Budgeting process 	2	4	a1,b1,d1, d2,d3
5	Staffing	<ul style="list-style-type: none"> ▪ King of staff ▪ Meaning of staffing ▪ Roles and functions of manager in staffing ▪ Philosophy of staffing ▪ Objectives of staffing ▪ Recruitment 	1	2	a1,b1,d1, d2,d3
6	Midterm exam		1	2	a1,b1,d1, d2,d3
7	Leading or directing	<ul style="list-style-type: none"> ▪ Nature of direction ▪ Motivation ▪ Leadership <ul style="list-style-type: none"> ○ Define leadership ○ Leadership styles: theories ○ Leadership skills ○ Leadership activities ○ Motivation ○ Basic assumptions about motivation ○ Theory of motivation ○ Contemporary views of motivation ▪ Communication: <ul style="list-style-type: none"> ○ Level of communication ○ Types of communication 	3	6	a1,b1,d1, d2,d3

		<ul style="list-style-type: none"> ○ Making assignment & factors influence of communication ▪ Supervision ▪ Time management ▪ Conflict management ▪ Human relations 			
8	Decision making and Problem solving	<ul style="list-style-type: none"> ▪ Decision making ▪ Problem solving ▪ Decision making and communication ▪ Basic steps in decision making process 	1	2	a1,b1,d1, d2,d3
9	Controlling	<ul style="list-style-type: none"> ▪ Definition ▪ Types of management control ▪ Four steps in control process ▪ Principles of controlling ▪ Making nursing standard ▪ Evaluating quality in health care 	1	2	a1,b1,d1, d2,d3
10	Recording and reporting	<ul style="list-style-type: none"> ▪ Introduction ▪ Records ▪ Reports 	1	2	a1,b1,d1, d2,d3
11	Legal and ethical issues in managerial role	<ul style="list-style-type: none"> ▪ Accountability ▪ Negligence & Malpractice ▪ Risk management ▪ Nursing Legislation ▪ Personnel issues 	1	2	a1,b1,d1, d2,d3
12	Final exam		1	2	a1,b1,d1, d2,d3
Number of Weeks /and Units Per Semester			16	32	

B– Practical/clinical Aspect:				
Order	Tasks/ Experiments	Number of Weeks	Contact hours	Learning Outcomes
	Not applicable	-	-	-
Number of Weeks /and Units Per Semester		-	-	-

IV. Teaching strategies of the course:
1. Lecture - Discussion 2. Demonstration 3. Student assignment 4. Brainstorming

V. Assignments:				
No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	Writes diet, staff duty and order supplies.	a1,b1	4-15	20

VI. Schedule of Assessment Tasks for Students during the Semester:					
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assignment	4 th -15 th week	20	20 %	a1,b1,d1,d2,d3
2	Presentation	4 st -14 th week	10	10 %	a1,b1,d1,d2,d3
3	Mid-term exam	7 th or 8 th week	20	20%	a1,b1,d1,d2,d3
4	Final exam	16 th -17 th week	50	50 %	a1,b1,d1,d2,d3
Total			100	100%	

Clinical part					
Assessment	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
	Not applicable	-	-	-	-

VIII. Learning Resources:	
1- Required Textbook(s) (maximum two).	
	<ol style="list-style-type: none"> 1. Basavanthappa BT(2009). Nursing Administration. 1st, Published by Jaypee Brothers Medical Publishers Ltd, India. 2. Fallon L.F., Zgodzinski E. J., (2012). (3rd ed), Essentials of Public Health Management, Sudbury, Jones and Barlett Publishers.
2- Essential References.	
	<ol style="list-style-type: none"> 1. Huber (2008). Nursing Management & Leadership , Elsevier 2. Marriner(2008). Guide to Nursing management , Elsevier 3. Powell (2009). Case Management, LWW
3- Electronic Materials and Web Sites etc.	
	<ol style="list-style-type: none"> 1. www. Goggle.com 2. www.medscape.com

IX. Course Policies:	
1.	Class Attendance: At least 75 % of the course hours should be attended by the student. Otherwise, he/she will not be allowed to attend the final exam
2.	Tardy: any student who is late for more than 15 minutes from starting the lecture will not be allowed to attend the lecture and will be considered absent.
3.	Exam Attendance/Punctuality: Any student who is late for more than 30 minutes from starting the exam will not be allowed to attend the exam and will be considered absent.
4.	Assignments & Projects: Assignments and projects will be assessed individually unless the teacher request for group work
5	Cheating: Cheating by any means will cause the student failure and he/she must re-study the course
6	Plagiarism: Plagiarism by any means will cause the student failure in the course. Other disciplinary procedures will be according to the college rules.

Course Plan (Syllabus)

I. Information about Faculty Member Responsible for the Course:						
Name of Faculty Member	Dr. Nageeb Askander		Office Hours			
Location&Telephone No.			SAT	SUN	MON	TUE
E-mail						X

II. Course Identification and General Information:						
1	Course Title:	Management and Leadership in Nursing				
2	Course Number & Code:	MNSG02				
3	Credit hours: 2	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		2	-	-	-	2
4	Study level/year at which this course is offered:	First year/Second semester				
5	Pre –requisite:	--				
6	Co –requisite :	--				
7	Program (s) in which the course is offered	Maternal and Neonatal Health Nursing				
8	Language of teaching the course:	English				
9	System of Study:	Semester system				
11	Mode of delivery:	Full time				
12	Location of teaching the course:	Faculty of Nursing				

III. Course Description:	
<p>This course is an introduction to the theory and practices of Management and Leadership in Nursing. This course prepares students scientifically and practically to participate effectively in hospital administration and to utilize new practice method. The emphasis in the course centers on understands the critical responsibilities of managers and the development of leadership skills.</p>	

IV. Intended learning outcomes (ILOs) of the course:

- Summary of the skill the course is intended to develop:
 1. Explains the principles, functions, elements, process, leadership styles and the role of the manager as a controller, supervisor and director of administration.
 2. Formulate principles of recording, reporting, writing job description and strategies for time management.
 3. Shows responsibility as a manager in budgeting, staffing and organizational structure.
 4. Act as active member of the health care delivery team.
 5. Demonstrates the legal and ethical issues in managerial role

V. Course Content:

Distribution of Semester Weekly Plan of Course Topics/Items and Activities.

A – Theoretical Aspect:

Order	Topics List	Week Due	Contact Hours
1	Introduction to management	1	2
2	Planning	2	2
3	Organizing	3-4	4
4	Budget	5-6	4
5	Staffing	7	2
6	Midterm exam	8	2
7	Leading or Directing	9-11	6
8	Decision making and Problem solving	12	2
9	Controlling	13	2
10	Recording and reporting	14	2
11	Legal and ethical issues in managerial role	15	2
12	Final exam	16	2
Number of Weeks /and Units Per Semester		16	32

B– Practical Aspect:

Order	Topics List	Week Due	Contact Hours
	Not applicable	-	-
Number of Weeks /and Units Per Semester		-	-

V. Teaching strategies of the course:

1. Lecture - Discussion
2. Demonstration
3. Student assignments
4. Brainstorming

VII. Assignments:

No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1	Writes diet, staff duty and order supplies.	b3	4-6	10

VIII. Schedule of Assessment Tasks for Students during the Semester:**Theoretical part**

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assignment	5 th -12 th week	10	10 %	a1,b1,d1,d2,d3
2	Presentation	4 st -14 th week	20	20 %	a1,b1,d1,d2,d3
3	Mid-term exam	7 th or 8 th week	20	20%	a1,b1,d1,d2,d3
4	Final exam	16 th -17 th week	50	50 %	a1,b1,d1,d2,d3
Total			100	100%	

Clinical part

Assessment	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
	Not applicable	-	-	-	-

IX. Learning Resources:	
1- Required Textbook(s) (maximum two).	
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