Course Specification

— (Bachelor)

Course Title: **Nursing leadership and management**	
Course Code: **NUR26445**	
Program: **Bachelor of Nursing Science**	
Department: **Nursing**	
College: **Applied Medical Sciences**	
Institution: **University of Bisha**	
Version: **6**	
Last Revision Date: **20-8-2023**	

Table of Contents

A. General information about the course:

1. Course Identification

1. Credit hours: (3+2)

2. Course type

A.	☐ University	☐ College	☒ Department	☐ Track	☐ Others
B.	☒ Required			☐ Elective	

3. Level/year at which this course is offered: (Level 8 - 4th year)

4. Course general Description:

This course is provide the student with the concepts related to leading and managing in complex, rapidly changing health care environment. It emphasizes the practical application of nursing management and leadership concepts and skills in relation to contemporary nursing issues. Use of research findings related to management and leadership and application of theoretical formulations to solve real professional problems are an integral part of the course.

5. Pre-requirements for this course (if any):

NA

6. Pre-requirements for this course (if any):

NA

7. Course Main Objective(s):

To provide undergraduate nursing students with knowledge and skills regarding nursing leadership & management, through familiarize the students with the administration functions related to nursing care which includes planning, organizing, staffing, and directing (leading).Identifying the basics of quality assurance, nursing standards to improve quality of nursing care, and the cost-effectiveness in patient care, apply nursing management concept in nursing services organizations, integrate horizontally and vertically with other basic and clinical departments.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	37.5	35.7%
2	E-learning	7.5	7.1%
3	Hybrid ● Traditional classroom ● E-learning		
4	Distance learning		
5	Practical learning	60	57.2%

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	**Lectures**	37.5
2.	**Laboratory/Studio**	50
3.	**Field**	40
4.	**ELearning**	7.5
5.	**Self- directed learning**	127.5
Total		262.5 hours

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	**Knowledge and understanding**			
1.1	Discuss Leadership and management concepts	K3	Interactive lectures, Case studies, Pre lecture assignments Group discussion	Written test Oral test Electronic quiz
1.2	Explain planning, organizing, and employment procedure.	K3	Interactive lectures, Case studies Group discussion	Written test Oral test Electronic quiz
…	Describe Standards & criteria used to assess accreditation and quality of nursing services provided in clinical settings.	K1	Interactive lectures, Case studies Group discussion	Written test Oral test Electronic quiz
2.0	**Skills**			
2.1	Demonstrate motivational & time management strategies in different situations through critical thinking and decision making skills.	S1	Case studiess Clinical training, Group discussion	Written test Field work Oral test

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Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			NCLEX questions	Practical exams(OSCE) Case report
2.2	Demonstrate management skills and role of managers in planning, organizing, staffing, directing, and controlling.	S2	Case studies Clinical training Group discussion NCLEX questions	Written test Field work Oral test Practical exams (OSCE,OSPE, and OSVE)
…	Design staff assignment and staffing plan.	S2	Case studiess Clinical training, Group discussion NCLEX questions	Written test Field work Oral test Practical exams(OSCE) Case report
3.0	**Values, autonomy, and responsibility**			
3.1	Acquire the skill of self-learning	V1	Team based learning Role paly	Assignment Field work
3.2	Committed to promote health management and quality of care	V2	Team based learning Role paly	Assignment Field work
…	Engage in effective teamwork, inter-agency and collaborative working with respect of legal and ethical issues.	V3	Team based learning Role paly	Assignment Field work

C. Course Content

No	List of Topics	Contact Hours
1.	**Management concepts.** ● Definition of management and administration ● Management level ● Management process. **Planning:** ● Definition of planning /Importance purposes of planning	4.5

	● Planning hierarchy/foundation of planning ● Classification of plans ● Planning process ● Characteristics of effective planning ● Application of planning in nursing administration	
2	**Policies, rules and regulation**. ● Definition ● Purposes types of policies ● Policy analysis process rules and regulation.	4.5
	Budget ● Definition, characteristics of good budget ● Types of budgets ● Steps of budgeting process ● Nursing service budget ● Advantage of budget	
3	**Employment procedures.** ● Recruitment methods ● Effective recruitment ● Selection ● Selection process ● Placement, transfer, promotion, retirement, and termination	4.5
	Job analysis and job description. ● Definitions of job analysis, job description, and job specification uses of job analysis and job description. ● Steps of job analysis ● Methods of job analysis ● Elements of job description ● principles of writing up effective job description ● ways to develop job specification ● Definition of job evaluation	

	● Purpose of job evaluation	
4	**Organizing.** ● Definition ● Importance of organizing ● Basic elements of formal organizations ● Centralization and decentralization ● Delegation of authority and responsibility ● Span of control and supervision ● Division of work ● Departmentation **Organization structure.** ● Definitions of organization structure ● Purposes of organizational structure ● Forms of organizational structure ● Type of formal organizational structure ● Organizational chart types ● Functions of organizational charts	4.5
5	**Assembling resources (Material resources).** ● Material and staffing ● Management of equipment and supplies. ● Responsibility of the head nurses regarding material resources ● Inventory ● Exchange system. **Directing.** ● Definition ● Elements of direction Supervision purposes, principles, process, methods and responsibility. **Controlling.** ● Definition	4.5 4.5

6	• Process • Types • Tool • Characteristics • Role of manager	
7	**Accreditation** • Definition • Purposes of accreditation • Elements of accreditation process • Channels of accreditation in organization • Kinds of accreditation • Types of accreditations • Blocks / barriers to accreditation • Strategies of accreditation	
8	**Staff development.** • Definition • Purpose • Forms • Components, • Basic elements for designing and implementing	4.5
9	**Leadership** • Definitions of leadership • Styles of leadership (A) **Traditional style** • Autocratic style • Democratic style • Laissez-faire style (B) **Advanced styles** • Transactional leader style • Transformational leadership style • Factors affecting leadership style.	4.5

	(C) Attributes for effective leader ● Awareness ● Assertiveness ● Accountability ● Advocacy	
10	**Motivation.** ● Definition of motivation ● Importance of motivation ● The mechanism of motivation process ● Theories of motivation ● How nurse managers can motivate	
	Time management. ● Definition ● Principles of time management ● Nurses' time wasters ● Strategies to control time wasters caused by nurse her self ● Tips for saving time. **Tools for time management.** ● Nurse Kardex system ● Time log ● A weekly schedule ● Scheduling grid ● To do list	4.5
Total		**45**

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Continuous assessment	All through	30
1.1	Field work -	12th	10
1.2	Electronic Quiz	3rd	10
1.4	E Assignment (individual)	5th	5
1.5	Oral exam	13th	5
2	Midterm exam -Theory	7th-	10
	Midterm exam -Practical		10
3	Final exam -Theory	16th	30
	Final exam -Practical		20
	Total		100

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	1. Huber, D. (2021): Leadership and Nursing Care Management, 7th ed. London: Saunders Company. 2. Marquis, B. L. Huston, C. (2021) Leadership Roles and Management Functions in Nursing: Theory and Application, 10th ed. London: Wolters Kluwer. 3. Sullivan, E. (2017): Effective Leadership and Management in Nursing, 9th ed. New York: Pearson.
Supportive References	Gopee, N, Galloway, J. (2017): Leadership and Management in Healthcare: 3rd ed Amazon comp. UK
Electronic Materials	Black board and digital library
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities	- Size of class rooms are appropriate - Number of lecturer room are large enough with good ventilation - E- learning lab - Clinical training in hospital is suitable for student
Technology equipment	- Data show - Blackboard - Laptop lab - Computer based simulator - Project system
Other equipment	- E- books electronic - Online Library

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Program Leaders Peer Reviewer Students Faculty Academic performance follows up committee. Students GPA	Direct / indirect Direct
Effectiveness of Students assessment	Program Leaders Peer Reviewer Students Faculty Academic performance follows up committee. Examination committee	Direct / indirect
Quality of learning resources	Program Leaders Peer Reviewer Students Faculty PLOs assessment committee	

Assessment Areas/Issues	Assessor	Assessment Methods
The extent to which CLOs have been achieved	Program Leaders Peer Reviewer Students Faculty Academic performance follows up committee. Examination committee Students Results	Direct / Indirect
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	1/44/45
DATE	21-8-2023