A- Basic information
Title: Nursing Administration. Code: N. Adm.
Credit hours: -- Lecture: 2 hrs
Tutorial: 2 hrs Practical: 6 hrs Total: 8 hrs/ week Total: 224 hrs

B- Professional Information
1 - Overall Aims of Course
The students in third year will acquire concepts, principles and skills of nursing administration, and apply them to different nursing situations.
2 – Intended Learning Outcomes of Course (ILOs)

A- Knowledge and Understanding
A1- Identify concept of planning.
A2- Identify concept of organizing.
A3- Identify principle of assembling resources (Material resources & staffing)
A4- Identify concept of directing.
A5- Identify controlling process.
A6- Recognize head nurse's role.
A7- Identify different managerial skills

B-Intellectual Skills
B1- Analyze the planning process.
B2- Adopt employment procedures into nursing.
B3- Create about how to organize the work.
B4- Utilize the appropriate assembling resources needed in the unit.
B5- Adopt directing system in nursing.
B6- Recognize controlling methods for nurses.
B7- Select the appropriate method patient care assignment.
B8- Create the suitable time schedule of nursing personnel.
B9- Create evaluation of patient care as a method of providing quality care
B10- Solve the problems of performance appraisal.
B11- Explain the learning needs of the nurses.
B12- Determine problems of communication in nursing.
B13- Synthesize of leadership abilities of herself and of the nurses.
B14- Create motivation according to nurses needs.
B15- Select the appropriate strategies for implementing change.
C- Professional and Practical Skills
C1- Apply planning hierarchy
C2- Use job analysis and job description for different categories
C3- Use different methods to calculate staffing
C4- Apply tools to manage time.
C5- Carry out process of supervision
C6- Apply controlling process.
C7- apply different methods of patient assignment
C8- carried out different types of record and report
C9- Develop and use a kardex
C10- Evaluate patient care provided in different settings.
C11- Develop time schedule for nurses
C12- Appraisal staff performance
C13- Apply staff development program according to their needs
C14- Apply principles of communication skills during work.
C15- Apply different strategies to motivate nurses to work.
C16- Apply different leadership styles in different situations.
C17- Use phases of change effectively

D- General and Transferable Skills
D1- Use information technology that support nursing practice.
D2- Demonstrate on going commitment to personal and professional growth.
D3- Act as successful communicator in dealing with patients and health care team.
D4- Play active role as a change agent.

3 – Contents
Topic No. of hours Lecture hours Tutorial/Practical
1- Management concepts. 8 2 6
2- Planning. 8 2 6
3- Policies, rules and regulation. 8 2 6
4- Budget 8 2 6
5- Employment procedures. 8 2 6
6- Job analysis and job description. 8 2 6
7- Organizing. 8 2 6
8- Organization structure. 8 2 6
9- Assembling 8 2 6 resources.(Material resources)
10- Staffing plan. 8 2 6
11- Staff assignment. 10 4 6
12- Time schedule. 14 2 12
13- Directing. 8 2 6
14- Controlling. 8 2 6
15- Head nurse' role. 10 4 6
16- Records and reports. 16 4 12
17- Communication. 8 2 6
18- Evaluation of patient care. 16 4 12
19- Staff performance appraisal. 22 4 18
20- Staff development. 16 4 12
21- Leadership 8 2 6
22- Motivation. 8 2 6
Total 224 56 168

4 – Teaching and Learning Methods
4.1- Lectures using black and board and Data show.
4.2- Brain storming.
4.3- Group discussions.
4.4- Assignment.
4.5- Case study.

5 – Student Assessment Methods
5.1- Quiz to assess Knowledge
5.2- Observation to assess Attitude and practice
5.3- Practical test to assess Skills
5.4- Oral test to assess Knowledge and attitude
5.5- Written test to assess Knowledge

Assessment Schedule
Assessment 1 3rd, 7th, 13th, 17th, 20th week……………..
Assessment 2 Every Monday/week during practice hours.
Assessment 3 7th, 14th, 21st, 27th week……………..
Assessment 4 29th week……………..
Assessment 5 30th week

Weighing of Assessments
Mid-Term Examination 0 %
Final-Term Examination 50 %
Oral Examination 10 %
Practical Examination 10 %
Semester work 30 %
Other types of assessment 0 %

Total 100%
Any formative only assessments

6 – List of References
6.1- Course Notes
……Hand out prepared by nursing administration staff.
6.2- Essential Books (Text Books)
6.3- Recommended Books
6.4- Periodicals, Web Sites, …etc
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7 – Facilities Required for Teaching and Learning
Data show, Flip chart, Black Board.

Course Coordinator :
Dr. Wafaa Fathi Sleem
Dr. Ahlam El Shae

Head of Department :
Prof. Neamat Mohamed El-Sayed
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