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**College**

**of Nursing**

**KING SAUD UNIVERSITY**

**COURSE**

**SYLLABUS**

**NUR 428**

Bachelor of Nursing Science Degree Program

**2**

**nd**

**ster**

**Sem**

**H**

**1435**

**-**

 **G**

**2014**

Course Instructor

**:**

*Dr. Fatma M. Baddar*

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*Jawal #: 0551101672*

**Please use e-mail for communication and questions**

**King Saud University**

**College of Nursing**

**Nursing Administration & Education Dept.**

**Undergraduate Curriculum**

**Course Syllabus**

**1436H -2015 G**

**Course No.:** NURS 428

 **Course Title: Management and leadership In Nursing**

**Credit Hours:** 3 (3+0+0)

**Pre-requisite:** NURS 325

**Co-requisite:** None

**Level:** Eight

**Course Instructor**: Dr. Fatma M. Baddar

 Lecturer: Naderah Nouh – nnouh@ksu.edu.sa

**Course Description:**

This is an introductory course in management and leadership provides students with knowledge about management principles, theories and related managerial functions needed by the nurse in order to provide high quality care. Additionally, the course focuses on the development of management and leadership skills needed by nurse leader including; staffing ,scheduling, recruiting, motivating , appraising and development of Nursing staff .As well as Decision making , Communication skills, Delegation, Leadership, Time management ,Conflict management, Change management , Quality management and evaluation will be emphasized to facilitate student's growth as future nurse leader able to affect quality of care and introduce change when necessary. Management process is used as a framework in designing the course's contents .

**Course objectives:**

1. Differentiate between administration, management and leadership.
2. Discuss leadership and management principles and theories relevant to nursing management practice.
3. Identify roles and functions of the nurse Manager in planning, organizing, staffing, directing, and controlling.
4. Integrating leadership role and management functions in decision making processes in health care organizations.
5. Acquire effective time management skills needed by nurses
6. Be familiar with different nursing care delivery systems and discuss their relevance to scheduling and resources planning.
7. comprehend delegation process and its relevance to nursing and health care
8. Describe the nurse manager's role in managing & handling resistance to change
9. Discuss styles of leadership ,effective communication ,the importance of Motivation for organizations and individuals.
10. Handling conflicts in the clinical settings successfully.
11. Utilize predetermined Standards & criteria to assess the Quality of nursing services provided at all organizational levels in clinical settings.
12. State Purposes of performance appraisal different methods of appraising the performance of nursing personnel.
13. Examine the needs, for the objective and the scope of staff development program.
14. Explain steps involved in planning and implementation of inservice training program.
15. Integrate Leadership and management skills for Nursing's future.

**Contents outline**

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| **Course outline**  | **Hours**  |
| **Module (1): *Introductory module:***  | ***(6) hours***  |
|  Differences in Management and leadership.  |
|  Levels of Management, Management skills.  |
|  Historical development of Management theories  |
|  Historical development of leadership theories  |
|  Integrating Leadership and management skills  |
| ***Management functions and leadership skills :***  | ***(9) hours***  |
| **Module (2): Roles and functions in Planning:**  |
|  Nature of planning in nursing administration.  |
|  Planning Tools.  |
|  Budgeting and financial management  |
|  Decision making and problem solving  |
|  Time Management  |
|  Integrating leadership role and management functions in Decision making and time management  |
| **Module (3): Roles and functions in Organizing:**  | ***(9) hours***  |
|  Organizational elements.  |
|  Organizational structure.  |
|  Nursing care delivery systems.  |
|  Delegation  |
|  Change Management  |
|  Integrating leadership role and management functions in delivery of patient care, delegation &managing change  |
| **Module (4): Roles and functions in Staffing:**  | ***(6) hours***  |
|  Staffing Pattern, plan and scheduling  |
|  Employment procedure(from recruitment through orientation  |  |
|  Staff development  |  |
|  Integrating leadership role and management functions in preliminary staffing responsibilities  |  |
| **Module (5): Roles and functions in Directing:**  | ***(9) hours***  |
|  Leadership.  |
|  Communication  |
|  Motivation.  |
|  Conflict management  |
|  Integrating leadership role and management functions incommunication and managing conflict  |
| **Module (6): Roles and functions in Controlling:**  | ***(6) hours***  |
|  Controlling system  |
|  Evaluating quality of patient care.  |
|  Staff performance appraisal.  |
|  Staff development  |
|  Integrating leadership role and management functions in quality control, conducting performance appraisal  |

**References**

1. Marriner, A. (2009) Guide to Nursing Management and Leadership (8th Ed.) The C.V. Mosby Company. St. Louise.

1. Marquis B. & Huston, C (2009) Leadership Roles and Management

Functions in Nursing (6th Ed). Lippincott, philadelphia

1. Marquis B. & Huston, C (2006) Leadership Roles and Management Functions in Nursing: Theory and application (sthEd). Lippincott, philadelphia

1. Marquis B. & Huston, C (2000) Leadership Roles and Management

Functions in Nursing (3rdEd). Lippincott, philadelphia

1. Sullivan E.J. (2013) Effective leadership and management in Nursing (8thEd).Pearson , London

**Teaching Methods:**

* Interactive lectures
* Group Discussion, Group work assignments , exercises

**. Instructional Resources:**

* Library resources: textbooks, Journals,

**. Grading Policy**

|  |  |
| --- | --- |
| *Activity*  | *Weight*  |
| . Integrate Leadership and management skills for Nursing's future throughout management functions  | 15  |
| Quiz 1  | 10  |
| Midterm Exam  | 20  |
| Quiz 2  | 10  |
| Student Behaviors, Class attendance and participation  | 5  |
| Final exam  | 40  |

**Course Policies**

* + **Student Conduct Policy:**

**Students and faculty** in The College of Nursing each **have responsibility for maintaining an appropriate learning environment. Faculty** have the professional responsibility to **treat students with understanding, dignity and respect and to guide the teaching/learning process.** **Students** are expected **to refrain**(avoid doing) from **verbal and nonverbal behaviors in the classroom that may be distracting to other**s, such as, but not limited to: **arriving late or leaving early, side conversations, text messaging, note passing, and answering or surfing the cell phone**. **Students who persistently engage in behaviors that are disruptive to the teaching/learning process may be required to leave the setting and may become subject to disciplinary actions.**

* + **Progression in Course:**

Students are expected to use **their performance on the course evaluation methods** as an indication of progress in the course. Students whose performance is borderline or failing are encouraged and expected to seek assistance from the course instructor while there is still time to correct the problem.

* + **Punctuality:**

**Chronic tardiness (delay or lateness) is viewed as unprofessional behavior** and in the classroom setting is disruptive to other students as well as to the Faculty . In the event of an **unavoidable incidence** of tardiness, **please enter quietly and sit toward the back of the room,** causing as little disruption as possible.

* + **Class Attendance:**

Regular attendance at all class sessions is expected. **Faculty is responsible for implementing an attendance policy and must notify students of any special attendance requirements.** A **student who is absent from a class or examination for reasonable reason** may complete the work missed within a reasonable time after the absence, if proper notice has been given. **Notice must be given at least the next day of the classes scheduled on dates the student will be absent. The notice must be personally delivered to the faculty member who is responsible about course** . A student who fails to complete missed work within the time allowed will be subject to the normal academic penalties.

* + **Class Participation:**

Students are expected to complete the required readings PRIOR to class and **ACTIVELY Participate in a variety of interactive experiences during the class session.**

* + **Exam-Taking Policy:**

Turn all cell phones off. Students **will place all backpacks against the wall at the back of the room.** There will be no talking which starts when exams are being passed out. any questions regarding exam **wording or meaning** will be answered by the faculty during the exam.

* + ** Academic Integrity**

Academic integrity **forms a fundamental bond of trust between colleagues, peers, teachers, and students,** and it underlies all genuine learning. At this course, there is no tolerance for **plagiarism** or **academic dishonesty** in any form, including copying answers or papers, or passing off someone else’s work as one’s own.

 :**A break of ethics or act of dishonesty can result in:**

* failure of a paper or exam within a course
* academic suspension(delay) or expulsion from the college



  *College of Nursing*

 *Nursing Administration & Education Dept.*  **Time Table for Lectures and Exams**

 **Management and leadership In Nursing**

**NUR 428**

**1st Sem. 1435 - 1436 H**

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| --- | --- | --- |
| **Week**  | **Date**  | **Lecture/Exam**  |
|  **1** |  6/11/1435 31/8/2014 | - Introduction to the course, objectives and contents - Difference between Management and leadership. - Levels of Management, Management skills  |
|  **2** |  13/11/1435 7/9/2014 | * Historical development of Management theories
* Historical development of leadership theories
 |
|  **3** |  20/11/1435 14/9/2014 | * Cont. Historical development of leadership theories - Management process.
* Nature of planning in nursing administration

  |
|  **4** |  27/11/1435 21/9/2014  | * Planning Tools
* Budgeting and financial management
* Decision making and problem solving.
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|  **5** |  5/12/1435 28/9/2014 | - Eid vacation  |
|  **6** |  12/12/3435 5/10/2014 | - Eid vacation  |
|  **7** |  19/12/3435 12/10/2014 | * **QUIZ (1)**
* Time management**.**
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|  **8** |  26/12/1435 19/10/2014  | - Organization elements - Organizational structure.   |
|  **9** |  3/1/143626/10/2014 | * Delegation
* Job analysis& Job description, Nursing care delivery systems
 |
| **10** |  10/1/1436 2/11/2014 | * Cont. Nursing care delivery systems
* Change management
* **MIDTERM EXAM**
 |
| **11**  |  17/1/1436 | - Staffing (Staffing pattern, staffing plan), factor affecting staffing determination,  |
| **Week**  | 9/11/2014**Date**  | - Scheduling system - Employment procedure**.** **Lecture/Exam** |
| **12** |  24/1/1436 16/11/2014 | - Leadership, Communication  |
|  **13**  |  1/2/143623/11/2014 | - Motivation , conflict management  |
|  **14**  |  8/2/1436 30/11/2014 | - Evaluating quality of patient care.+ **QUIZ (2)**  |
| **15** |  15/2/1436   7/12/2014 | * Staff development
* Staff performance appraisal

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|  **16**  |  22/2/1436 14/12/2014 | - Review and sum-up  |