



King Saud University
MASTER OF SCIENCE IN NURSING
AY 2016-2017 (1437-1438) 1st semester
Master of Science in Nursing
COURSE SYLLABUS

<u>COURSE CODE</u>	:	NUR 570
<u>COURSE TITLE</u>	:	Practicum in Administration
<u>CREDIT UNIT</u>	:	3 UNITS CLINICAL (6 hours/day)
<u>CO-REQUISITE</u>	:	NUR 567
<u>STUDENT'S LEVEL</u>	:	3rd level
<u>FACULTY</u>	:	Dr. Hazel N. Villagracia hvillagracia@ksu.edu.sa

COURSE DESCRIPTION: This course , Practicum in Administration focuses on guided experience in planning, organizing and managing a division of nursing service in the student's clinical specialty. Includes opportunities to observe and participate in the supervisory program, designing strategies for effective change and for evaluating supervisor outcomes.

LEARNING OUTCOMES :

At the end of this course, the graduate student will be able to :

1. Adopt the KSU CON Vision Mission as evidenced by a *core valued individual*.
2. Integrate theory into practice the different roles of a Nurse Manager by *assuming managerial level /nursing administration roles* as a , Charge Nurse, a Head Nurse , and a Nursing Supervisor/ Associate Nursing Director.
3. Familiarize oneself to the organizational structure and policies of the affiliated hospital and unit/s assigned as evidenced by a *good communication* with all concerned.
4. Manifest a philosophy of clinical care emphasizing *quality, safety, interdisciplinary collaboration, continuity of care, and leadership/ professional accountability* in assigned unit/s.
5. Empower nurses' participation in *clinical decision-making and organization of clinical care systems* during unit meetings.
6. Keep abreast of the new trends in Nursing Administration through the *utilization of technological advances* in clinical care and information systems.
7. Able to *design individually*, strategies through guided experience in planning, organizing and managing a division of nursing service in the student's clinical specialty for effective change and outcomes.

COURSE CONTENT: CLINICAL TEACHING PLAN for the schedule(please refer to another sheet)

- I- General Orientation of the KSU CON Vision Mission and the course syllabus.
- II- Planning, Organization and Management
 - 1. Planning
 - 1.1. Types of planning
 - 1. 2.Principles of Planning
 - 1.3. Policies
 - 2. Organization
 - 2.1. Principles of Organizing
 - 2.2. Organizational Structure
 - 2.3. Job Description
 - 2.4. Methods of delivering patient care
 - 3. Management
 - 3.1. Principles of Management; Management theories
 - 3.2. Interdisciplinary Collaboration
 - 3.3. Continuity of Care
 - 3.4. Professional Accountability
- III- Empowerment, Caring Leadership, Decision Making
- IV- Roles and Functions of Nurse Managers (Charge Nurse to Supervisor/Associate Director)
- V- New Trends in Nursing Administration and Clinical Care with applied Technology
- VI- Change Management Strategies in planning, organizing and managing a division of nursing service in different clinical specialties

COURSE REQUIREMENTS:

- 1) The graduate students are tasked to participate in all activities in the hospital setting ; submit the requirements on the set schedule and passing the examinations.
- 2) Assess nurse managers' change management skills or role performance by using a standard evaluation.
- 3) Use effective change strategies to change an organizational practice or resolve an organizational issue, illustrating different techniques in managing change.
- 4) Prepare a project through a seminar presentation involving caring leadership and strategic planning on change management.
- 5) Write a reflective paper (1-2 pages) in which student analyzes the practicum experience. These assignments are submitted at regular intervals throughout the term as they complete their practicum hours.

COURSE METHODOLOGY: Students will be exposed in the clinical area, properly communicated with the Nursing Director, and Head Nurse of the Nursing Division and Education Department for their field based learning experience. They will be given specific areas where they fulfill their roles in administration.

COURSE EVALUATION:

	Weight
Formative (Course Work)	
<i>Practicum Requirements:</i>	- 40
1)Punctuality/Weekly Reflective Journal /Evaluation of Preceptor	(15)
2)Projects #3 - Application	(20)
2.1.Project 1- Seminar on Caring Leadership Among Nurse Managers (mid-exposure)	- 7.5
2.2.Project2-Seminar Presentation of Change Management Strategies (post exposure)	- 7.5
2.3.Report on New Trends in Nursing Administration/Clinical Care (mid exposure)	-5
3)Class Participation - Assigned Topic (Units I-VI)	(5)
4) Midterm Examination (Units 1-3 wks. 1-3; project discussions wks. 4-7)	-20
Summative	- 40
5) Final Examination (all units and all discussions in clinical area)	(40)
Sub-Total	- 60
Total	- 100

REFERENCES:

Required Textbooks: (Classroom discussion and during Post Conferencing/Progress Check)
Marriner, A. 2004. Guide to Nursing Management and Leadership. 7th edition. Mosby.
Yoder-Wise P. 2011. Leading and Managing in Nursing. 5th Ed. Elsevier Mosby, Texas.

Essential References:

Ellis J.R & Hartley C.L. (2004). Nursing in Today's World; Trends ,Issues and Management. 8thed.
A Woltres
Hamric, A. , Hanson, C., Tracy, M., O'Grady , E. 2014. Advanced Practice Nursing :An
Integrative approach. 5th edition. St. Louis : Saunders Elsevier.
Robbins,S.,Agarwal,M.2009.Fundamentals of Management: Essential Concepts and
Applications.6th Ed. Pearson Education.
Sullivan E.J. & Decker P.J. 2005. Effective Leadership & Management in Nursing. 6th
edition. Pearson Prentice Hall.

Electronic Sources:

- 1) journals.lww.com/dccjournal/Citation/1986/09000/Creative_Nursing_Administration_Participative.5.aspx
- 2) <http://www.sciencedirect.com/science/article/pii/S8755722396800834>
- 3) http://journals.lww.com/jonajournal/Abstract/1999/01000/Organizational_Factors,_Nurses__Job_Satisfaction,.6.aspx
- 4) http://journals.lww.com/cinjjournal/Abstract/1997/11000/Criteria_for_Nursing_Information_Systems_as_a.22.aspx
- 5) <http://medicalcity.ksu.edu.sa/en/page/king-khalid-university-hospital>

- 6) <http://onlinelibrary.wiley.com/doi/10.1111/j.1365-2648.2005.03376.x/abstract?deniedAccessCustomisedMessage=&userIsAuthenticated=false>
- 7) <http://medicalcity.ksu.edu.sa/en/page/king-khalid-university-hospital>
- 8) <http://www.kfshrc.edu.sa/en/home/aboutus/organizationstructure>
- 9) <https://www.kfmc.med.sa/#Hospitals>
- 10) <http://ngha.med.sa/English/Pages/default.aspx>

Prepared by:

Dr. Hazel N. Villagracia

Date Revised: September 18, 2016.



King Saud University College of Nursing
CLINICAL TEACHING PLAN : PRACTICUM IN ADMINISTRATION
1437-1438H (2016-2017 G) 1st semester

Course Title : **PRACTICUM IN ADMINISTRATION**
Course Code : **NUR 570**
Degree/Level : **Master of Science in Nursing / 2nd level**
Duration/No. of weeks: **12 weeks (once a week every Wednesday = 6 hours a day; 8-2pm)**
Number of students : **5**
Starting date/time : **Wednesday , October 12, 2016; 8:00-2:00pm**
Ending date/time : **Wednesday, December 14 , 2016 ; 8:00-2:00pm**
Hospital/ Department: **King Fahad Medical City / Nursing Education Department/Clinical Units**
Faculty (college) : **Dr. Hazel N. Villagracia hvillagracia@ksu.edu.sa mobile : 0506391808**
Preceptor (hospital) : **c/o King Fahad Medical City - Nursing Education Department**
Clinical Placement : **Head, Clinical Departments to function as a Nurse Manager (Charge Nurse / Head Nurse, Nursing Supervisor or its equivalent)**

Rationale of the Clinical Practicum Experience:

This course, Practicum in Administration focuses on guided experience in planning, organizing and managing a division of nursing service in the student's clinical specialty. Includes opportunities to observe and participate in the supervisory program, designing strategies for effective change and for evaluating supervisor outcomes.

The graduate student enters the practicum experience with a varied amount of past experience and technical competence, providing practicum learning opportunities that support the student's individual learning needs may be challenging. The faculty will collaborate with the preceptor in the supervised practicum allowing the graduate student to apply knowledge/theory in Nursing Service Administration gained in the didactic portion (Nur 567 – Administration in Nursing) in the last semester.

The graduate student has the opportunity to function in the **Clinical Departments (to function as a Charge Nurse, Head Nurse , a Nursing Supervisor or its equivalent in the affiliated hospital)** . Practicum experiences provide the graduate student with the opportunity to observe and actively participate in the delivery of nursing administration.

Field Learning Experience (Practicum)

LEARNING OUTCOMES :

At the end of this course, the graduate student will be able to :

1. Adopt the KSU CON Vision Mission as evidenced by a *core valued individual*.
2. Integrate theory into practice the different roles of a Nurse Manager by *assuming managerial level /nursing administration roles* as a , Charge Nurse, a Head Nurse , and a Nursing Supervisor/ Associate Nursing Director.
3. Familiarize oneself to the organizational structure and policies of the affiliated hospital and unit/s assigned as evidenced by a *good communication* with all concerned.
4. Manifest a philosophy of clinical care emphasizing *quality, safety, interdisciplinary collaboration, continuity of care, and leadership/ professional accountability* in assigned unit/s.
5. Empower nurses' participation in *clinical decision-making and organization of clinical care systems* during unit meetings.
6. Keep abreast of the new trends in Nursing Administration through the *utilization of technological advances* in clinical care and information systems.
7. Able to *design individually*, strategies through guided experience in planning, organizing and managing a division of nursing service in the student's clinical specialty for effective change and outcomes.

Schedule of Activities: Nur 570 Practicum in Administration

Inclusive Dates of Exposure	Placement	Activities	Person/s Responsible
<p>Week 1 September 21, 2016</p> <p>Weeks 2,3 September 28, 2016 October 5, 2016</p>	<p>College Classroom (F8)</p>	<p>Orientation of the Course and Discussion of the Importance of Administration in Nursing</p> <p>General Orientation on the Course- Clinical (1 day)</p> <p>-Discussion of the KSU CON Vision Mission -Clarifications / Instructions</p> <p>Discussion of Topics in the syllabus prior to actual clinical exposure (Units 1-3)</p> <p>Planning for the Seminar 1- Caring Leadership (2 days)</p>	<p>Dr. Hazel and assigned students</p>
<p>Week 4 October 12, 2016</p>	<p>Nursing training and Education Department 8:00-2:00pm</p>	<p>General Orientation (1 day)</p> <p>KFMC Mission Vision</p> <p>A. Objectives: Schedule, Guidelines, Evaluation B. Facility: Hospital organizational structure, mission, philosophy, goals, policies and procedures C. Specific Departments: Training and Education Department and Clinical Units D. Tour of the Facility</p> <p>Guide: LOs # 1, 3, 6</p> <p>Task: Write a reflective paper (1-2 pages) in which student analyzes the practicum experience.</p>	<p>Dr. Hazel KFMC Nursing Education Coordinator</p>
<p>Weeks 5 and 6 October 19, 2016 October 26, 2016</p>	<p>Clinical Unit Assigned 8:00-2:00pm</p>	<p>Charge Nurse -Nursing Role (2days)</p> <p>- Under administrative direction, plans, directs, develops policies, and creates quality improvement functions; administratively responsible for multiple clinical areas and operations.</p> <p>Guide: LOs # 1-7</p> <p>Task: Write a reflective paper (1-2 pages) in which student analyzes the practicum experience</p>	<p>KFMC Charge Nurse of the Unit; Nursing Education Coordinator</p>
<p>October 26, 2016</p>	<p>Classroom Assigned in KFMC 8-10:30am 10:30-2:00pm</p>	<p>Progress Check and Conference with the students Back to Clinical Units Assigned</p>	<p>Dr. Hazel Students</p>

Inclusive Dates of Exposure	Placement	Activities	Person/s Responsible
Weeks 7 and 8 November 2, 2016 November 9, 2016	Clinical Unit Assigned 8:00-2:00pm	Head Nursing Role (2 days) - Under administrative direction, plans, directs, develops policies, and creates quality improvement functions; administratively responsible for multiple clinical areas and operations. Guide: LOs # 1-7 Task: Write a reflective paper (1-2 pages) in which student analyzes the practicum experience	KFMC Head Nurse of the Unit; Nursing Education Coordinator
November 9, 2016	Classroom Assigned in KFMC / College 8-10:30am 10:30-2:00pm	Progress Check and Conference with the students Back to Clinical Units Assigned	Hazel Students
Weeks 9, 10 November 16, 2016 November 23, 2016	Clinical Unit Assigned 8:00-2:00pm	Supervisory Role / its equivalent (2 days) -Under general direction, provides nursing care of patients; plans and oversees departmental staff nursing activities, ensuring customer satisfaction and adherence to policies, procedures, standards, and regulations. Guide: LOs # 1-7 Task: Write a reflective paper (1-2 pages) in which student analyzes the practicum experience	KFMC Supervisor of the Unit; Nursing Education Coordinator
November 23, 2016	Classroom Assigned in KFMC / College 8-10:30am 10:30-2:00pm	Progress Check and Conference with the students Back to Clinical Units Assigned	
Week 11 November 30, 2016	Classroom Assigned in KFMC / College 8-10:30am 10:30-2:00pm	MIDTERM EXAMINATION (1 day) Preparation for Mid- exposure project Seminar on Caring Leadership	Dr. Hazel Students

Inclusive Dates of Exposure	Placement	Activities	Person/s Responsible
December 7, 2016	Classroom Assigned in KFMC / College 8:00-2:00pm	<i>Presentation of Seminar on Caring Leadership in King Fahad Medical City Nursing Department (1 day)</i>	Dr. Hazel Students Nursing Education Coordinator
Week 12 December 14, 2016	Classroom Assigned in KFMC / College 8:00-2:00pm	<i>Writing of Individual Report on New Trends in Nursing Administration/Clinical Care (1 day)</i> <i>Post Clinical Evaluation with KFMC Nursing Education Coordinator/ Designate</i>	Students
Week 13 December 21, 2016	Classroom Assigned in KFMC / College 8:00-2:00pm	<i>Presentation of Seminar on Change Management Strategies</i> <i>(Use effective change strategies to change an organizational practice or resolve an organizational issue illustrating different techniques in managing change)</i>	Dr. Hazel Students Invited Nurse Managers
Weeks 13,14 December 28, 2016 January 4	College	<i>Post Clinical Evaluation</i> <i>Submission of Documentation for the Projects</i> <i>Submission of Reflective Journals</i>	Dr. Hazel Students
Week 15 - FINAL EXAMINATION- schedule c/o Examination Committee			

Note: The faculty will conduct progress check and conference with the students as scheduled every 2nd week of exposure. The faculty will arrange also random check on the students in the hospital as communicated with the Nursing Education Department.

Prepared by :

Dr. Hazel N. Villagracia

(Faculty) Nursing Administration and Education Department

