



College of Nursing  
Advanced Nursing Service Administration.

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**Credit Hours: 3**

**Prerequisites:** NUR 560, 561, 562.

**Classroom:** G13/ G12

**Days and hours of class meetings:** Sunday from 2 PM to 5 PM

**Instructor contact information:** Dr. Fatma M. Baddar & Dr. Olfat A. Salem

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**Office Hours:** By appointment

**Course Description:** This course focuses on the integration of nursing and management theories for application in nursing service settings. In-depth study of key issues included in the development of integrated nursing management control system. Emphasis is placed on human resource management, functions in the pre-selection, selection, and post-selection phases of the employment cycle. The pre-selection phase consists of HRM planning and job analysis. The selection phase consists of recruitment and selection. The post-selection phase consists of Management of Human Resource Problems, performance appraisal, training, and staff development. Institutional finance, quality management, measuring quality of patient care will be emphasized.

**Instructional Methods:**

Lecture, Discussion, Question and Answer and Problem Solving

**Required Texts:**

Finkelman, *Leadership and Management for Nurses: Core Competencies for Quality Care*, 3<sup>rd</sup> edition. 2016 by Pearson Education, Inc

**Required Articles:**

On class

**Recommended Resources:**

Safian, *Fundamentals of Health Care Administration*. 2014 by Pearson Education, Inc

**Course Goals:** The goals of this course are to provide the student an understanding the integration of nursing management and leadership principals for application in nursing services setting.

### **Goals for Student Learning:**

Upon completion of this course, the student will be able to:

1. Identify the responsibilities of a health care administrator.
2. Describe the various aspects of healthcare utilization
3. Critique the keys to successful strategic and operational planning.
4. Recount the benefits of creating and implementing a strategic plan.
5. Identify the components of a strategic plan.
6. Understand how to evaluate and modify the plan, as needed.
7. Distinguish between strategic and project planning.
8. Examine the impact of staff education on quality health care.
9. Describe how staff development services might be organized and used within a healthcare organization.
10. Examine meaningful use and its relationship to health informatics
11. Understand the use of administrative and clinical technology to enhance health care operations
12. Explain why creating a compliance plan is important.

### **Course Requirements:**

#### **1. Home Exam: (10%)**

home exams emphasize understanding, rather than recall or memorization. Take home exams test your ability to quickly find relevant information, understand and analyses concepts, apply knowledge, and think critically. To ensure that you allocate the time necessary to complete your take home exam, it is a good idea to develop a schedule. When developing your schedule, be sure to break your task into smaller, manageable pieces. These pieces could include analyzing the topic, developing a plan, reading through resources, and drafting an introduction.

#### Format and Contents:

The front-page of the exam should state the title of your exam, along with your name and ID number. Most answer of the exam will then include a short introductory section, a main section that goes through your answer, observations or findings, and a concluding section that states the specific insights you have gained from your work. The answer of your exam is expected to be no shorter than 5 pages (front-page not included, 1.5 spaced, font-size 12), with a maximum page limit of 15 pages. This page limit includes any references, tables, or figures. Note: If you decide to present a business plan, it should include financial information for the first three years of operation.

Assessment Criteria: The exam will be evaluated based on two main criteria:

- (1) Coverage of the relevant theoretical or empirical material (note that the literature you use may not be confined to scientific publications but could equally well draw upon the business press or similar publications).
- (2) The scope and quality of your answer and insights.

#### Formal Requirements

Although you may collaborate with others in the process of finding information and material for the exam, the take-home exam is an individual assignment. you should be sent electronically to osalem@ksu.edu.sa / or fbadar@ksu.edu.sa (Word or PDF format). Please note that you are required

to keep both an electronic and hard-paper copy of the exam, in case the transfer for some reason should fail or the file turns out to be unreadable.

## **2. Midterm Exams (= 20%):**

Examinations will be given at scheduled class times during the semester. Exam content will be based upon material addressed in the assigned text, assigned readings, class assignments and in-class content. There are no make-up exams; any exception should be discussed with the instructors at least 48 hours in advance of the exam.

## **3. Seminar Presentation (20%)**

It should cover the following points:

Introduction to topic: Clearly state your topic at the beginning of the presentation. The topic should be clearly defined and explained in detail. (15%)

Objectives: You should clearly state the objectives of the presentation and its importance. (5%)

Order of presentation: You should follow a logical sequence in making your presentation. (10%)

Effectiveness of visuals: Visual aids should support the presentation. (Related to the presented topic) (10%)

Speaker voice quality and style: You should treat this engagement as professional assignment. You will be judged on how well you present the material, your voice quality, eye contact, and response to questions. (10%)

Quality of visual aids: The power point should be carefully prepared, (10%)

Integration of research findings related to the topic. (10%)

Question and answer session: You should generate several questions for participation and be prepared to answer questions given by your instructor or classmates. (20%)

Summary and conclusions: A strong summary is essential for any presentation. State your conclusions clearly and concisely. (10%)

## **Assignment (10%)**

There will be one analysis assignments to be completed during the semester. The assignments will be completed independently and submitted by the required due date. There will not be any make-up assignments. If you do not submit the assignment by the required due date, a grade of zero will be recorded.

**Attendance:** Students are expected to attend every class. Students are responsible for all announcements and any content covered in each class.

**Classroom behavior:** This class will be conducted in an atmosphere of mutual respect. It is expected that cell phones will be muted during class. No student will be permitted to respond to text messages during class. Students who show disrespect to the professor or their classmates will be told to leave the room for the remainder of that class period.

Other Policies or Expectations:

**Class Schedule:**

<b>Date</b>	<b>Topic</b>	<b>Readings</b>
30/4/1440 6/1/2019	Course introduction and Registration	Course Syllabus
7/5/1440 13/1/2019	Syllabus discussion	Course Syllabus
14/5/1440 20/1/2019	The Balance of Good Administration	Chapter 1 (Safian)
21/5/1440 27/1/2019	Operational and Strategic Planning: Change, Innovation	Chapter 3 (Finkelman) Chapter 9(Safian)
28/5/1440 3/2/2019	Operational and Strategic Planning: Decision Making	Chapter 3 (Finkelman) (chapter 9(Safian)
5/6/1440 10/2/2019	Staff Education to Meet Health Professions Core Competencies and Improve Care	Chapter 20 (Finkelman)
12/6/1440 17/2/2019	Health Care Informatics and Technology Health care Technology	Chapter 19 (Finkelman) Chapter6 (Safian)
19/6/1440 24/2/2019	<b>Midterm Exam</b>	
26/6/1440 3/3/2019	Diversity and Disparities in Health Care	Chapter 9 (Finkelman)
3/7/1440 10/3/2019	Retention: Meeting Staffing Requirements	Chapter 8 (Finkelman)
10/7/1440 17/3/2019	Compliance Plans	Chapter 8 (Safian)
17/7/1440 24/3/2019	Developing Interprofessional and Interprofessional Teams	Chapter 12 (Finkelman)
24/7/1440 31/3/2019	Submission and discussion the assignment	Students Assignments
2/8/1440 7/4/2019	<b>Revision</b>	
9/8/1440 14/4/2019	<b>Final Exam</b>	

## **General rules**

- Students are expected to follow their program dress codes and comply with the professional appearance.
- Students are required to be present and punctual every day. As per KSU rules and regulations, you are required to attend at least 75 % of the classrooms in order to enter the final exam. Attendance will be calculated from the first week of the semester regardless of the day of enrollment in the course.
- As per KSU rules and regulations, sick leaves (out of KSU facilities) will not be accepted unless being authenticated by KSU.
- Students are responsible for any missed class, in term of class content, homework, assignments, and exams.
- Missed deadlines for homework and projects will affect your grade with no credit.
- Missed quizzes will not be taken.
- Missed midterms or final exams, however, may be taken in accordance with KSU policy.
- Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.
- Courses that have practical part, students will not enter the final practical unless they pass 85 % of the required clinical competencies for this course.
- Cell phones should be on silent mode in class.