Course Specifications

Course Title:	Nursing Leadership and Management
Course Code:	NUR 482
Program:	B. Sc. In Nursing
Department:	Dept. of Nursing
College:	College of Applied Medical Sciences in AL- Dawadmi
Institution:	Shaqra University

Table of Contents

A. Course Identification

1. Credit hours: 3 hours	
2. Course type	
a. University ☐ College ☐ Department ☑ Others ☐	
b. Required ☑ Elective ☐	
3. Level/year at which this course is offered: Level 8	
4. Pre-requisites for this course (if any)**:** NUR 471 + NUR 473	
5. Co-requisites for this course (if any)**:** NUR 483	

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	3×15 = 45	100%
2	**Blended**	-	-
3	**E-learning**	-	-
4	**Distance learning**	-	-
5	**Other**	-	-

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	38 hours
2	**Laboratory/Studio**	0
3	**Tutorial**	0
4	**Others** (Discussions)	7 hours
	Total	45 hours

B. Course Objectives and Learning Outcomes

1. Course Description
This theoretical course focuses on the basic concepts of leadership and management. It also emphasizes the role of the nurses as changing agent in forming health care for the future. The concepts and theories of organization, management and leadership, change, decision making are explored. Socio-cultural, economical, and historical factors that influence health care system are all also emphasized.

2. Course Main Objective

At the end of this course, the student will be able to Integrate Leadership and management skills for Nursing's future and demonstrate competencies in areas such as safe and quality nursing care, communication, collaboration and teamwork, personal and professional development, quality improvement and record management.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge and Understanding**	
1.1	Recognize the essential nursing leadership and management functions that contribute to professional nursing care and practice.	K1& K4
1.2	Recognize nursing leadership and management process and related theories	K2
1.3	Identify leadership styles, characteristics, principles and power types	K2
2	**Skills :**	
2.1	Apply the principles and theories of leadership and management in different nursing situations.	S2
2.2	Demonstrate emotional intelligence, integrity, critical thinking, communication skills, respect and professionalism.	S3 & S6
3	**Values:**	
3.1	Demonstrate self-confidence and ability to trust and empower others.	C1
3.2	Demonstrate responsibility, accountability and behaviors that consistent with international professional standards.	C3
3.3	Demonstrate positivity, motivation and ability to effectively communicate, listen and facilitate conflicts.	C1 & C3

C. Course Content

No	List of Topics	Contact Hours
1	**Introduction to the course:** 1. Objectives 2. Contents 3. Teaching methods 4. Evaluation system 5. Assignments	1 hour
2	**Introduction to leadership and management** 1. Definition of leadership, management and administration 2. Difference between leadership, management and administration 3. Principles of leadership 4. Types of power 5. Types of leadership styles 6. Leadership and management skills **7.** Leadership and management theories	6 hours
3	**Nursing Management Process** **A. Roles and functions in planning**	6 hours

		1. Definition of Planning 2. Principles of planning 3. Purpose of planning 4. Types of planning 5. Elements of Planning 6. Process of planning 7. Barriers to planning 8. Planned change 9. Budgeting	
4	**B. Roles and functions in Organizing** 1. Major concepts and definition 2. Purpose of organizing 3. Principles of organizing 4. Organizational structure 5. Time management 6. Job Analysis, job analysis, and job specification	6 hours
5	**C. Roles and functions in Staffing** 1. Definitions 2. Purpose of staffing 3. Factors affecting Staffing 4. Staffing principles 5. Staffing process 6. Patient classification system 7. Types of nursing care delivery system 8. Scheduling 9. Staff development	6 hours

6	**D. Roles and functions in Directing**
	
	1. Motivation
	  a. Definition
	  b. Purpose of motivation
	  c. Types of motivation
	  d. Motivation theories
	
	2. Communication
	  a. Definition
	  b. Communication process
	  c. Principles of communication
	  d. Types and channels of communication
	
	3. Delegation
	  a. Definition of delegation
	  b. Process of delegation
	  c. Principles of delegation
	  d. Five rights of delegation
		6 hours

7	**4. Decision making**
	  a. Types/level of decision
	  b. Steps of decision making process
	  c. Factors affecting decision making
	  d. Methods of improving decision making
		6 hours

	e. Techniques of decision making
	f. Tools of decision making
	
	5. Conflict Management
	    a. Definition of conflict
	    b. Causes of conflict
	    c. Characteristics of conflicts
	    d. Types of conflict
	    e. Categories of conflict
	    f. Managing conflict		

8	**E. Roles and functions in Controlling**
	    1. Definition of controlling
	    2. Controlling process
	    3. Types of control
	    4. Measuring actual performance
	    5. Disciplining and Terminating Staff
	    6. Managing Absenteeism, Reducing Turnover, Retaining Staff
	
	Total quality management
	    1. Definition of total quality management
	    2. Dimensions of quality
	    3. Characteristics of TQM
	    4. Process of TQM
	    5. Methods of monitoring quality of care
	    6. Risk management
		8 hours	

Total		45 hours	

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge and Understanding**		
1.1	Recognize the essential nursing leadership and management functions that contribute to professional nursing care and practice.	Lecture-discussion Role playing	Oral and written exams
1.2	Recognize nursing leadership and management process and related theories.	Lecture-discussion Videos Assignment of task	Oral and written exams Evaluation of students assignment
1.3	Identify leadership styles, characteristics, principles and power types.	Lecture using power point presentation Interactive discussions Assignment of task	Oral and written exams Evaluation of students assignment
2.0	**Skills**		
2.1	Apply the principles and theories of leadership and management in	Lecture-discussion Videos	Oral and written exams

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	different nursing situations	Assignment of task	Evaluation of students assignment
2.2	Demonstrate emotional intelligence, integrity, critical thinking, communication skills, respect and professionalism	Assignment of task	Evaluation of students assignment
3.0	**Values**		
3.1	Demonstrate self-confidence and ability to trust and empower others.	Case studies Group presentation Assignment	The students will be evaluated by the panel during case presentation
3.2	Demonstrate responsibility, accountability and behaviors that consistent with international professional standards	Assignment of task	Evaluation of students assignment
3.3	Demonstrate positivity, motivation and ability to effectively communicate, listen and facilitate conflicts.	Case studies Group presentation Assignment	The students will be evaluated by the panel during case presentation

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Class Participation	weekly	5%
2	Research work or Assignment	weekly	5%
3	Quizzes	4th &9th	10%
4	First Midterm Exam	6th	15%
5	Second Midterm Exam	12th	15%
6	Final Exam	17th	50%

Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

Six hours per week has been scheduled for student academic counselling and support. This is flexible and could be increased according to the student's needs.
Monday2-4pm Tuesday2-4pm

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	1. Sullivan E. (2017) Effective Leadership and Management in Nursing (9th ed.). Pearson: Indianapolis. 2. Marquis, B. L., & Huston, C. J. (2017). Leadership Roles and Management Functions in Nursing: Theory and Application. Philadelphia: Wolters Kluwer Health/Lippincott Williams & Wilkins.

Essential References Materials	1. Kelly. P. (2012) Nursing Leadership and Management (3rd ed.). Delmar Cengage Learning. Roussel, L., Swansburg, R & Swansburg, R. (2006); Management and Leadership for Nurse Administrator, 4th edition.Jones and Bartlett Publishers, Inc. 2. Basavanthappa, Nursing Administration (2002); 2nd edition; Jaypee Brothers Medical Publisher 3. Jones, R.A.P. (2007). Nursing Leadership and Management. Theories, process and practice. FA Davis.
Electronic Materials	http://www.journals.elsevier.com/nurse-leader/ Journal for Nurses in Professional Development Journal of Nursing Management https://www.elsevier.com/journals/nurse-leader/1541- 4612?generatepdf= journals.lww.com/nursingmanagement/pages/informationforauthors.a spx www.journals.elsevier.com › Journal
Other Learning Materials	CD Computer based documentation

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	• Classroom to accommodate at least 40 students. Computer and internet access.
Technology Resources (AV, data show, Smart Board, software, etc.)	• Projector • Computer
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Strategies for Obtaining Student Feedback on Effectiveness of Teaching	Students	• Teacher focus group discussion, • Open forum • Checklist or survey
Other Strategies for Evaluation of Teaching	The Instructor/ the Department	• Observation and discussion • Analysis of student's knowledge progress through analysis of written exams
Processes for Verifying Standards of Student Achievement	An independent body who will assess and evaluate the papers prepared for the student such as examination questionnaire, the tools used to evaluate the students and the requirement prepared and submitted by the student	• Check marking by an independent member teaching staff of a sample of student work, periodic exchange and remarking of tests or a sample of assignments

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	
Reference No.	
Date	