



Mutah University
Academic Development & Quality Assurance Center

COURSE PLAN SPECIFICATION FORM

Course: Nursing Management and Leadership

Faculty: Nursing

Department: Adult Health Nursing

Academic Year: 2021-2022

A. Course Specification & General Information:

• University: Mutah	• Course Title: Nursing Management and Leadership
• Faculty: Nursing	• Code: 1401470
• Department: Adult Health Nursing	• Credit Hours: 3 credit hours theoretical
• Semester & Academic Year <i>Second 2021-2022</i>	• Instructor: Dr. Ahmad H. Al-Nawafleh
• Office Hours: online 15:30-16:00pm Sunday Office: 12:30:13:00 Mon & Tue	Gr1: 12.00-15:00 pm Sunday

Course Description

This course is designed to provide the theoretical knowledge that will facilitate student development of management skills and enhances their own professional practice. Those with baccalaureate degrees in nursing will be prepared to participate in shared governance and autonomous work teams that may include members from other professions or occupations. They also are prepared to act as leaders in both resolution of organizational issues, including assessment of financial and clinical factors, and activities to advance the nursing profession. Their professional accountability goes beyond the individual patients and families to whom they provide nursing services. In order to fulfill these responsibilities they need education in elements of the administrative management of nursing service delivery and financial processes.

B. Objectives and Expected Learning Outcomes

Learning outcomes:

Nursing competencies

Systems-Based Practice:

Knowledge (K3c) Understands the relationship between the outcomes of one's own nursing care and work unit resources

Skills (S3b) Practices cost effective care and resource allocation that does not compromise quality of care

Skills (S3c) Collaborates with members of the health care team to prioritize resources, including one's own work time and activities delegated to others, for the purposes of achieving quality patient outcomes

Skills (S3d) Evaluates the outcomes of one's own nursing care

Attitudes/Behaviors (A3c) Values the management of one's own time as a critical work unit resource in delivering patient care

Objective:

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

1. Know the common management terminology and theories.
2. Know the different organizational design for structuring nursing service, and the impact of each on the delivery of nursing care.
3. Understand the different theories and styles of leadership, and act as an effective leader in the improvement of nursing services.
4. Assess the care delivery system such as staffing and patient classification system, and budgetary issues including cost effectiveness and quality improvement.
5. Increase awareness of the principles, methods and techniques involved in nursing organization, utilization, and development and appraisal process.

C. Course Plan Distribution & Learning Resources

Week No.	Topics to be Covered	Learning Resources
1.	Discussion of syllabus, course requirement Introduction to nursing management	Ahmad Al-Nawafleh (2020) Nursing Management and Leadership. Course Handout, 4 th collection. Singh 2018
2.	Continue ...Introduction to management and leadership in Nursing Philosophy, purpose, elements, principles, and scope of administration. Health care delivery system in Jordan: national, governorate and local. Organisation and functions of nursing services and education at national, governorate and	Ahmad Al-Nawafleh (2020) Nursing Management and Leadership. Course Handout, 4 th collection.

	institution level: hospital and community setting.	
3.	Planning process: national health care plans, national health reports, national health policies and plans.	Singh 2018
4.	Management Management concepts, theories. Management functions: introduction. Nursing Management Concepts, types, levels, Student PPT: Quality Improvement(Singh 2018, p 59-84)	Ahmad Al-Nawafleh (2020) Nursing Management and Leadership. Course Handout, 4 th collection.
5.	Organising in Nursing Management Concept, principles, objectives, Types and theories, Minimum requirements for organization, Developing an organizational Structure, levels, organizational Effectiveness and organizational, Climate, Application to nursing service and education Advantages and disadvantages, primary nursing care, Planning and Organizing: hospital, unit, and ancillary services (specifically central sterile supply department, laundry, kitchen, laboratory services, emergency etc) Disaster management: plan, resources, drill ...etc. Organizing nursing services and patient care: Methods of patient assignment Student PPT: Quality Improvement ... (Singh 2018, p 59-84)	Singh 2018
6.	Continue Organising in Nursing Management	Ahmad Al-Nawafleh (2020) Nursing Management and Leadership. Course Handout, 4 th collection.
7.	Staffing in Nursing Management Staffing Philosophy Norms: Staff inspection unit (SIU), Staffing Committee, High power committee, Jordanian nursing council (JNC) Estimation of nursing staff requirement- activity analysis Various research studies Recruitment: credentialing, selection, placement, promotion	Singh 2018

	<p>Retention Personnel policies Termination</p> <p>Staff development program Duties and responsibilities of various category of nursing personnel Applications to nursing service and education Student PPT: Quality Improvement ... (Singh 2018, p 59-84)</p>	
8.	<p>Directing and leading in Nursing Management</p> <p>Roles and functions Motivation: Intrinsic, extrinsic, Creating motivating climate, Motivational theories</p> <p>Communication: strategies, Interpersonal communication, channels, barriers, problems, Confidentiality, Public relations Delegation; common delegation errors Managing conflict: management, negotiation, consensus Collective bargaining: health care labor laws, unions, professional citations, role of nurse manager Occupational health and safety Application to nursing service and education (Mid exam time TBC)</p>	Ahmad Al-Nawafleh (2020) Nursing Management and Leadership. Course Handout, 4 th collection.
9.	Directing and leading in Nursing Management	Singh 2018
10.	<p>Leadership theories Concepts, Types, Theories Styles Manager behavior Leader behavior Effective leader: Characteristics, skills Group dynamics Power and politics lobbying Critical thinking and decision making Stress management</p>	Ahmad Al-Nawafleh (2020) Nursing Management and Leadership. Course Handout, 4 th collection.
11.	<p>Controlling in Nursing Management Quality Continuous Quality Improvement Standards Models</p>	Singh 2018

	<p>Nursing audit</p> <p>Performance appraisal: Tools, confidential reports, formats,</p> <p>Management, interviews</p> <p>Supervision and management: concepts and principles</p> <p>Discipline: service rules, self-discipline, constructive versus destructive discipline, problem employ disciplinary proceedings enquiry...etc.</p> <p>Self-evaluation or peer evaluation, patient satisfaction, utilization review</p> <p>Student PPT: Time Management.... (Singh 2018, p.27-38)</p> <p>Student PPT: Conflict Management (Singh 2018, p 39-50)</p> <p>Student PPT: Quality Improvement (Singh 2018, p 59-84)</p> <p>Student PPT: Patient Satisfaction (Singh 2018, p 85-98)</p>	
12.	Continue Controlling in Nursing Management	Ahmad Al-Nawafleh (2020) Nursing Management and Leadership. Course Handout, 4 th collection.
13.	<p>Financial management in Nursing</p> <p>Fiscal planning Steps</p> <p>Plan and non-plan, zero budgeting, mid-term appraisal, capital and revenue</p> <p>Budget estimate, revised estimate, performance budget. Audit</p> <p>Cost effectiveness, Cost accounting</p> <p>Critical pathways</p> <p>Health care reforms</p> <p>Health economics</p> <p>Health insurance</p> <p>Budgeting for various units and levels</p> <p>Application to nursing service and education</p>	Singh 2018
14.	Conflict management and managing difficult people during care	Ahmad Al-Nawafleh (2020) Nursing Management and Leadership. Course Handout, 4 th collection.
15.	Course general review	
16.	Final Exam	

D. Teaching strategies to be used to develop that knowledge

No	Teaching strategies
1	Decision making
2	Critical reflection
3	Interprofessional team communication and working
4	Management skills
5	Skills of leadership and delegation

E. Methods of assessment

No.	Assessment task	Proportion of Final Assessment
1.	Midterm Exam	30%
2.	Student presentation	20%
3.	Final exam	50%
	Total	(100%)

F. General Instructions:

No	Additional Notes, office hours, attendance policy, etc....
1	The Semester takes place over 16 weeks. This time is comprised of two sessions on one day each is 1 hour and 15 minutes and 15 minutes breaktime.
2	The course will be delivered alternatively face to face and online interactively, and students will prepare and do presentations too.
3	Online office hours beside what is noticed can be arranged by Teams messages