



Distribution of Nursing Administration Lectures – 4th year (2017 – 2018)

Date	Topics	No. of hours	Practical hours	Lecturer Name
19-9-2017	<ul style="list-style-type: none"> ➤ Orientation to Faculty mission, vision, and objectives. ➤ Introduction to objectives of Nursing service administration and its contents. 	2 hrs	-	Prof. Dr. Neamat Mohamed
PART I : ROLE OF THE HEAD NURSE				
19-9-2017	➤ Role of the head nurse	2 hrs	30 hrs	Assist. Prof. Dr. Neveen Hassan
PART II : HUMAN RESOURCES MANAGEMENT				
26-9-2017	➤ Models of patient care delivery system	4 hrs	18 hrs	Prof. Dr. Neamat Mohamed
	➤ Documentation	4 hrs	18 hrs	Dr. Mervat Abd Elmonem
28-9-2017	➤ Staffing	4 hrs	10 hrs	Dr. Ghada Samir
	➤ Scheduling	2 hrs	6 hrs	Dr. Ghada Samir
2-10-2017	➤ Staff performance appraisal	4 hrs	12 hrs	Dr. Wafaa Hassan
9-10-2017	➤ Quality of patient care	4 hrs	12 hrs	Dr. Mervat Abd Elmonem
16-10-2017	➤ Staff development	4 hrs	18 hrs	Assist. Prof. Dr. Reem Mabrouk
PART IV : MANAGEMENT SKILLS				
23-10-2017	➤ Leadership	4 hrs	-	Dr. Mervat Abd Elmonem
30-10-2017	➤ Decision making & problem solving	2 hrs	-	Dr. Wafaa Hassan
6-11-2017	➤ Risk management	2 hrs	-	Dr. Mervat Abd Elmonem
13-11-2017	➤ Change management	2 hrs	-	Dr. Ghada Samir
20-11-2017	➤ Power & empowerment	2 hrs	-	Dr. Wafaa Hassan
27-11-2017	➤ Team building & Group dynamics	3 hrs	-	Dr. Wafaa Hassan
	➤ REVISION ON THEORETICAL CONTENTS	1 hour	-	All Staff