

جامعة /أكاديمية : دمنهور
كلية : التمريض
قسم : إدارة التمريض

توصيف مقرر دراسي

بيانات المقرر

الفرقة / المستوى : الفرقة الرابعة	اسم المقرر : الإدارة في التمريض عدد الوحدات الدراسية:	الرمز الكودي : 1008 48
Theoretical: 4 hrs/wk/15 wks Practical: 12 hrs/wk/15 wks		التخصص : إدارة التمريض

The course is designed to prepare competent nurses who are able to meet the health care needs of the society within the international standards of nursing education by providing efficient, safe and competent nursing practice.	١ - هدف المقرر
٢ - المستهدف من تدريس المقرر :	
<ul style="list-style-type: none"> a.1. Define managerial levels a.2. Describe managerial responsibilities a.3. Recall scope of the head nurse role a.4. Identify the characteristics of good managers a.5. Identify different types of scheduling a.6. Identify different types of documentation a.7. Define assignment a.8. List principles of assignment a.9. Define different quality terms a.10. Describe needs for staff development a.11. Define staff appraisal performance a.12. List different tools for staff appraisal. a.13. Define staffing and scheduling. a.14. Define quality concepts a.15. Recognize different types of standards a.16. List different styles of leadership a.17. Define change and change management a.18. Describe characteristics of a good team a.19. State the sources and types of power a.20. List the importance of shared governance a.21. Define risk and risk management 	أ - المعلومات والمفاهيم Knowledge & understanding
<ul style="list-style-type: none"> b.1. Differentiate between managerial levels b.2. Demonstrate management roles b.3. Discuss methods of assignment b.4. Comments on methods of documentation b.5 Explain different principles of personnel assignment b.6. Interpret needs assessment for staff development b.7. Give examples of staff performance appraisal tools 	ب - المهارات الذهنية Intellectual skills

<ul style="list-style-type: none"> b.8. Restate the principles of scheduling. b.9. Explain the development of nursing audit b.10 Enumerate leadership characteristics b.11. Explains barriers to change b.12. Discuss importance of team work b.13. Distinguish between power and empowerment b.14. Explain the implementation of shared governance b.15. Discuss risk management process 	
<ul style="list-style-type: none"> c.1. Use different roles of nurse manager . c.2. Carry out the documentation procedures c.3. Apply different methods to calculate staffing requirements. c.4. Apply steps to develop staffing pattern c.5. Apply an accreditation process to an organization c.6. Apply different methods of assignment c 7. Develop staff development program c.8. Utilize various methods of performance appraisal in the work. c.9. Compare staffing in two different hospitals c.10. Structure a time plan c.11. Construct a quality assurance program . c.12. Role model different styles of leadership in different situations c.13. Utilize measures for manage change c.14. Practice team work c.15. Analyze different sources of power c.16. Develop a shared governance model. c.17. Develop a staff development program c.18. Prepare a risk management model 	<p>ج- المهارات المهنية الخاصة بالمقرر</p> <p>Professional &practical skills</p>
<ul style="list-style-type: none"> d.1. Think critically d.2. Solve problem d.3. Make right decision 	<p>د- المهارات العامة</p> <p>General &transferable skills</p>
<ul style="list-style-type: none"> 1. Introduction & Aim of administration 2. Head nurse's role 3. Documentation 4. Patient Assignment 5. Group and group dynamics 6. Staff development 7. Performance appraisal 8. Staffing & Scheduling 9. Quality of nursing care 10. Leadership 11. Change management 12. Teamwork 13. Power and Empowerment 	<p>٤-محتوى المقرر</p>

14. Shared governance 15. Accreditation 16. Risk management	
1. Lecture. 2. Textbook as lecture notes. 3. Discussion method. 4. Brain storming	٥-أساليب التعليم والتعلم
1. Small group discussion. 2. Encourage them to ask more questions.	٦-أساليب التعليم والتعلم للطلاب ذوى القدرات المحدودة
	٧- تقويم الطلاب :
Semester work. Written exam Oral exam	أ – الأساليب المستخدمة
Assessment 1 : Semester work week 8 Assessment 2 : Final oral exam week 15 Assessment 3 : Final clinical exam week 15 Assessment 4 : Final written exam week 16	ب-التوقيت
Mid-Term Examination and Semester Work 30 % marks (90 marks) Final Written Term Examination 50 % marks (150 marks) Oral Examination 10% marks (30 marks) Practical Examination 10% marks (30 marks)	ج- توزيع الدرجات
	100 % marks
٨- قائمة الكتب الدراسية والمراجع	
Course notes ; Introduction to nursing administration book	أ-مذكرات
1-Sullivan E, Decker P. Effective Leadership and Management in Nursing. 6 th ed. New Jersey: Pearson Prentice Hall, 2005 2 -Wise P. Leading and Managing in Nursing. 4 th ed. St. Louis: Mosby Year Book, 2003	ب – كتب ملزمة
Introduction leadership Roles and management function in nursing 2009.	ج – كتب مقترحة
1- Journal of nursing administration. 2- Journal of nursing management. www.NursingCenter.com	د – دوريات علمية أو نشرات إلخ

(أ) مصفوفة المعارف والمهارات المستهدفة من المقرر الدراسي

<u>مهارات عامة</u>	<u>مهارات مهنية</u>	<u>مهارات ذهنية</u>	<u>المعارف</u>	اسبوع الدراسة	المحتويات الرئيسية للمقرر
		b.1	a.1	1 st week	1.Introduction and aims of administration
d1	c.1	b.1	a.2, a3, a4, a5	2 nd week	2.Head nurse role
d1	c2	b2	a6	3 rd week	3.Documentation
d1	c3	b3	a7,a8	4 th week	4.Patient Assignment
d1	c4	b4	a9	5 th week	5.Staff development
d1	c5	b5	a10, a11	6 th week	6. Performance appraisal
d2	c5,c7	b6	a12	7 th week	7.Staffing & Scheduling
مهارات عامة	مهارات مهنية	مهارات ذهنية	المعارف	اسبوع الدراسة	المحتويات الرئيسية للمقرر

d1	c8	b7, b8	a13	9 th week	8. Quality of nursing care and accreditation
d3	c9	b9	a14	10 th week	9. Leadership
d2	c10	b10	a15	11 th week	10. Change management
d1,d3	c12	b11	a16	12 th week	11. Team work
d2	c13	b12	a17	13 th week	12. Empowerment
d1	b14	b13	a.18	14 th week	13. Shared governance
d1,d2	b.15	b.14	a.19	15 th week	14. Risk management