# Course Description 2025-2026

| **1.Course Name:** |
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| Administration and Leadership in Nursing |

| **2.Course Code:** |
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| WNR-41-03 |

| **3.Semester / Year:** |
| --- |
| Fourth Stage/Second Semester |

| **4.Description Preparation Date:** |
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| 30/1/2026 |

| **5.Available Attendance Forms:** |
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| In-person lectures and practical laboratories (attendance forms) |

| **6.Number of Credit Hours (Total) / Number of Units (Total)** |
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| Credit Hours 3   Course Calendar: Total ( 5 ) hours Weekly (Theory  (2) hrs. Clinical (3) hrs.). |

| **7.Course administrator's name (mention all, if more than one name)** |
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| **8.Course Objectives** | |
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| | • **Distinguish between the different roles of nursing managers.**<br><br>• **Understand the hospital's organizational structure and hierarchical relationships.**<br><br>• **Explain the main functions in the management process, including planning, organizing, staffing, directing, and controlling.**<br><br>• **Describe the stages and components of the staffing process.** |

| | • Understand the principles of team building, interprofessional collaboration, and effective interprofessional healthcare teams.

• Explain the concepts of delegation, prioritization, conflict, change, quality, safety, and time management in nursing management.

• Observe and accurately identify the leadership styles of selected nursing administrators.

• Complete a one-month staffing schedule for a theoretical unit.

• Observe and critically evaluate the nursing care provided to a group of patients.

• Resolve conflicts when relevant data is available.

• Effectively evaluate and make positive suggestions for improving nursing services in the assigned unit.

• Demonstrate the ability to delegate work to colleagues, complete administrative reports, prepare delivery reports, and calculate staffing needs.

• Apply technical, conceptual, and interpersonal skills in nursing management.

• Develop an appreciation for the diverse roles and responsibilities of nurse managers.

• Promote interprofessional collaboration and teamwork in healthcare settings.

• Develop a proactive approach to managing change and adapting to evolving healthcare challenges. |
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## 1.  Teaching and Learning Strategies

| Strategy | - Theoretical lectures.

- Discussions.

- Reports.

- Clinical training |
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## 2.  Course Structure

| Week | Hours | Required Learning Outcomes | Unit or subject name | Learning method | Evaluation method |
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| 1 | 3T+2L | Define the key concepts and principles of administration.<br><br>Understand the organizational structure and hierarchy of the hospital. | Introduction to Administrat | -Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation. |
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| 2 | 3T+2L | Explain the major functions of the management process (planning, organizing, staffing, directing, and controlling).<br>Differentiate between the levels of management and their respective roles. | Management Process Functions | - Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation. |
| 3 | 3T+2L | Define the concept of leadership.<br><br>Identify and describe the different leadership styles and their characteristics. | Leadership Styles | -Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation. |
| 4 | 3T+2L | Explain the eight steps of the staffi process, including human resource planning, recruitment, selection, orientation, development, performance appraisal, transfers, separations. | Staffing Process | -Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation. |
| 5 | **Mid-term exam. No 1** | | | | |
| 6 | 3T+2L | - Develop skills in being an effect team player.<br>- Understand the principles of building a working team and an interprofessional healthcare tear<br>- Identify the characteristics of an effective interprofessional healthcare team. | Team Building and Interprofessional Collaboration | -Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation. |
| 7 | 3T+2L | Define the concept of delegation, rights, criteria, and potential barriers. | Delegation of Client Care | -Lectures.<br>- seminars. | Quizzes, students' participation in the |

| | | | | - Clinical traini | lecture, &Practical evaluation. |
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| 8 | 3T+2L | Understand the concept of prioritization and its role in coordinating nursing assignments. | Prioritization | -Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation. |
| 9 | 3T+2L | Define the concept of conflict, its sources, and strategies for resolving problems. | Conflict Management | -Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation. |
| 10 | Mid-term exam. No 2 | | | | |
| 11 | 3T+2L | Explain why stress is necessary.<br>Describe the organizational, interpersonal, and individual factors that cause stress.<br>Explain the consequences that result from stress, including burnout and compassion fatigue. | Managing Stress | -Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation. |
| 12 | 3T+2L | Understand the principles and importance of quality improvement in nursing management. | Quality Improvement | -Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation. |
| 13 | 3T+2L | Explain the concepts of risk management, medical errors, physical environment, and | Safety and Risk Managem | -Lectures.<br>- seminars.<br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical |

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| | | burnout in nursing management. | | | evaluation. |
| 14 | 3T+2L | Define the concept of time management, its nature, and purpose.<br><br>Describe the process of effective time management. | Time Management | -Lectures.<br><br>- seminars.<br><br>- Clinical traini | Quizzes, students' participation in the lecture, &Practical evaluation . |

## 3. Course Evaluation

| Evaluation | | | | Score standard |
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| **Formative** | | **Summative** | | -Excellent (90-100)<br><br>-Very Good (80-less than 90)<br><br>-Good (70-less than 80)<br><br>-Fair (60-less than 70)<br><br>-Acceptable (50-less than 60) - Fail (less than 50) |
| **Scores** | **Evaluation methods** | **Scores** | **Evaluation methods** | |
| 4% | Daily Quizzes | 10% | First-Mid-term theoretical exam | |
| 2% | Seminars | 10% | Second-midterm exam | |
| 2% | Reports | 10% | Mid-term-practical evaluation | |
| 2% | Participation | 20% | Final practical exam | |
| | | 40% | Final theoretical exam | |
| 10% | | 90% | | |

## 4. Learning and Teaching Resources

| Required textbooks | "Leadership roles and management functions in nursing: theory and application" (9th Edition, 2017) by Marquis B. and Huston C., published by Wolters Kluwer Health \| Lippincott Williams & Wilkins.<br><br>"Essentials for Nursing Assistants" (4th Edition, 2017) by Carter P., published by Wolters Kluwer Health \| Lippincott Williams & Wilkins.<br><br>"Introduction to management and leadership: Concepts, Principles and Practices" by Darr K., published by Jones & Bartlett Learning, LLC.<br><br>"Nursing Leadership and Management" (2017) by Murray E., published by F. A. Davis Company. |
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| Electronic References, Websites | • American Nurse Association (ANA) website: "Nursing Administration Scope of Practice" (2nd Edition, 2016) URL: https://www.nursingworld.org/ (Accessed on May 23, 2023) • Centers for Disease Control and Prevention (CDC) website: "Nurse Manager Leadership Development Program" URL: https://www.cdc.gov/ (Accessed on May 23, 2023) • Joint Commission International (JCI) website: "Effective Leadership and Management in Nursing" URL: https://www.jointcommissioninternational.org/ (Accessed on May 23, 2023) |
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| End of program student learning outcomes (EPSLO) | Course Learning outcomes | the Link to EPSLO |
|---|---|---|
| **Knowledge** **EPSLO-1:** **Demonstrate the highest level of understanding and awareness of the scientific** related to the nursing profession **EPSLO-2:** Engage in **lifelong learning and self-development** to continuously improve nursing practice. **EPSLO-3:** | **• Distinguish between the different roles of nursing managers.** | **EPSLO-1:** |
| | **• Understand the hospital's organizational structure and hierarchical relationships.** | **EPSLO-5:** **EPSLO-6:** |
| | **• Explain the main functions in the management process, including planning, organizing, staffing, directing, and controlling.** | **EPSLO-3:** **EPSLO-7:** |

| | | |
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| Integrate pathophysiological and psychosocial knowledge to design advanced, individualized care plans for patients with complex and multi-system health needs."<br><br>**EPSLO-4**<br><br>**Utilize evidence-based research and advanced clinical judgment to improve patient care strategies and achieve the best clinical and psychosocial outcomes for individuals with complex health conditions.** | • **Describe the stages and components of the staffing process.** | **EPSLO-3:**<br><br>**EPSLO-4:** |
| | • **Understand the principles of team building, interprofessional collaboration, and effective interprofessional healthcare teams.** | **EPSLO-3:**<br><br>**EPSLO-7:** |
| | • **Apply technical, conceptual, and interpersonal skills in nursing management.** | **EPSLO-4:**<br><br>**EPSLO-10:** |
| **Skills** | | **EPSLO-3:**<br><br>**EPSLO-8:** |
| **EPSLO-5:**<br>Apply **evidence-based knowledge and technology** in the provision of safe and effective nursing care.<br><br>**EPSLO-6:**<br><br>Demonstrate **quantitative reasoning** and apply relevant scientific principles in the practice of nursing. | • **Demonstrate the ability to delegate work to colleagues, complete administrative reports, prepare delivery reports, and calculate staffing needs.** | **EPSLO-3:**<br><br>**EPSLO-7:** |
| | • **Promote interprofessional collaboration and teamwork in healthcare settings.** | **EPSLO-3:**<br><br>**EPSLO-5:** |
| EPSLO-7:<br>Demonstrate clinical competence in providing therapeutic nursing care across the lifespan.<br><br>**EPSLO-8:** | • **Develop an appreciation for the diverse roles and responsibilities of nurse managers.**<br><br>• **Promote interprofessional collaboration and teamwork in healthcare settings.** | **EPSLO-3:**<br><br>**EPSLO-9:** |

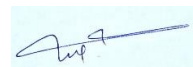| | | |
|---|---|---|
| **Perform nursing procedures and clinical interventions accurately and safely in accordance with established standards.** | | |
| **Values** | | |
| **EPSLO-8:**<br>Demonstrate respect for patient diversity, cultural values, and individual beliefs when providing nursing care. | | |
| **EPSLO-9:**<br>Exhibit a professional attitude of integrity, accountability, and empathy by embracing holistic, patient-centred care. | | |
| **EPSLO-10:**<br>Demonstrate effective communication and collaboration skills in the role of the nurse when interacting with patient and members of the interdisciplinary and inter-professional healthcare team. | | |

مدرس المادة

رئيس الفرع

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فرع تمريض
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