



Faculty of Nursing



Zagazig University

Nursing administration department

Post Graduate Doctorate degree

**Program specification of nursing administration
for Doctorate degree
2020-2022**



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3-Vision & mission

رؤية القسم:

رؤية قسم ادارة التمريض جامعة الزقازيق هي ان تكون رائدا بين الاقسام المناظرة على المستوى المحلى والإقليمي من خلال التحسين المستمر للجودة لتقديم تعليم واداء وابحاث متميزة لنعف المجتمع.

Vision:

It is accordance with the faculty of nursing & zgazig university visions:

Nursing administration department is a flourishing center of nursing administration able to compete nationally and internationally.

رسالة القسم:

تتمثل رسالة قسم إدارة التمريض في توفير فرص تعليمية فعالة في إدارة التمريض لطلاب البكالوريوس والدراسات العليا والبحوث الأكاديمية المبتكرة وخدمة المجتمع في إطار الجودة والاستقلالية

Mission:

It is accordance with the faculty of nursing & zgazig university visions

The mission of nursing administration department is to provide effective educational opportunities in nursing administration for undergraduate and postgraduate students, innovative academic researches and community service in frame of quality and independence.



Faculty of Nursing



Zagazig University

Program specification of nursing administration for Doctorate degree

A- Basic Information

1-	Program Title:	Program specification of nursing administration for Doctorate degree
2-	Program Type:	Single <input checked="" type="checkbox"/> Double <input type="checkbox"/> Multiple <input type="checkbox"/>
3-	Department(s):	Nursing Administration
4-	Coordinator:	Dr/Sahar Hamdy
5-	External Evaluator :	Dr/ Mona Mostafa Shazly
6-	Last date of program specification approval:	2019

B- Professional Information:

- Program Aims :**

Program aims to demonstrate continuous work on increasing the body of knowledge of student, apply systematic, critical analysis in integrating her specialty with different knowledge related to nursing administration, demonstrate an in depth awareness of staff problems, recent issues & trends theories pertaining to nursing administration, utilize different common skills & effectively working in a team to take appropriate decision related to her area of specialty, show perfection in utilization & conduction of scientific nursing research which are based on evidence, use the appropriate technological methods that serve the professional practices, and contribute to the professional self-development and others to enhance nursing care of patient.

- Intended Learning Outcomes (ILOs)**

	a-	Knowledge and Understanding :
	a1-	State theories and knowledge of basic sciences, evidence based practices related to nursing administration in order to make professional judgment that will help in enhancing nursing profession.
	a2-	Identify the legal and ethical issues pertaining to Nursing Administration.
	a3-	Describe ethical and legal principles that support diagnostic and management decision of care
	a 4	List the principles of quality in the context of Nursing Administration.
	b-	Intellectual Skills:
	b1-	Analyze and assess information for obtaining induction and deduction reasoning pertaining to Nursing

		b2-	administration.
		b3-	Predict professional problems according to available resources
		b4	Recognize risks in the professional practices
		b4	Utilize planning for the development of professional skills in the area of specialty
		b4	Conclude decision to make clinical judgment pertaining to nursing management.
	c-	Professional and practical skills:	
		c1-	Demonstrate perfection of basic and recent professional skills in nursing administration.
		c2-	Assess professional reports
		c3-	Develop methods and tools already utilized in nursing administration.
		c3	Utilize advanced technological ways for serving professional skills in the area of nursing administration.
		C4	Utilize planning for the development of professional practice and developing others skills
	d-	General and transferable skills:	
		d1-	Utilize effective communication, written, oral, electronic forms.
		d2-	Utilize information technological methods to serve & develop her professional practice.
		d3-	Manage effectively scientific meeting and show ability to manage time properly
		d4-	Motivate others learning and assess their performance.
		d5	Demonstrate the ability to work in a team and lead team effectively
		d6	Motivate self assessment and continuous education.

3- Academic Standards

3.1. The faculty adopted National Academic Standard (NARS) for post graduate studies, which follow the national authority for quality assurance and accreditation of education, February / 2009.

4- The Benchmarks

- 4.1.....
- 4.2.....
- 4.3.....

5- The structure and contents of the program :

5.1. Program duration : 30 weeks course + 4 year thesis

5.2. Program structure:

- Weekly hours :	Lectures		Practical	12	Total	
- Credit hours:	Required		Extra		Elective	
- Credit hours of basic sciences courses :			No.		%	
- Credit hours of social/humanities sciences courses:			No.		%	
- Credit hours of specialized courses :			No.		%	
- Credit hours for other courses:			No.		%	

Practical field training:

Program levels (in credit hours system):

5.3. Program levels (in credit hours system) :

- Level 1: Required to pass Unit as follow :

Required Optional Elective

- Level 2: Required to pass Unit as follow :

Required Optional Elective

- Level 3: Required to pass Unit as follow :

Required Optional Elective

- Level 4: Required to pass Unit as follow :

Required Optional Elective

6- Program Courses :

6.1. Level / in program: Doctorate Semester : 1st, 2nd

a. Required

Code	Course Title	Units	Weekly Hours		
			Lectures	Practical	Exercises
453	Issues & recent trends in nursing	9	3	-	
465	Nursing administration seminar in the area of specialty	10	3	-	
459	Nursing administration seminar in the area of general	9	3	-	
471	Nursing administration seminar in the area of general	8	3	-	
477	Nursing administration seminar in the area of specialty	9	3		

b- Extra

Code	Course Title	Units	Weekly Hours		
			Lectures	Practical	Exercises

c- Elective

Code	Course Title	Units	Weekly Hours		
			Lectures	Practical	Exercises

* Repeat for all next levels / terms

7- Program admission Requirements for: (Regulations- Courses)

- The student should hold master degree in specialty course or related specialties from a university in the Arab Republic of Egypt at least a good grade or an equivalent degree from a college or a scientific institute last recognized by the Supreme Council of Universities.
- Registration begins from first Jun to 1st august.
- Pass an English language (TOEFL) with minim score of 500.
- Full time students are allowed to be enrolled at least for one year after they had master degree.

8- Methods of the Assessment of the learning target output :

No.	Learning target output	Method
1	Knowledge & understanding, intellectual skills	Written exam
2	Transferable & intellectual skills	--
3	Transferable, professional & practical skills	Semester work (Seminars, presentation) in addition to thesis
4	Comprehensive (knowledge and understanding).	Comprehensive written exam

9- Methods of the program evaluation:

No.	Evaluator	Method
1	Students of final level	Questionnaire
2	Graduates	Questionnaire
3	Business owners	Questionnaire
4	External Evaluator	Questionnaire
5	Other methods

10- Array of knowledge and skills of the education program:

Courses	Knowledge	Intellectual Skills	Professional skills	General skills	Attitude
First					
Issues & recent trends in nursing	A1,A2,A3,A4 ,A5, A6,A7,A8,A9 ,A10,A20,A21	B1,B2,B3,B4,B5,B7	C1,C2,C3,C4,C5,C8	D1,D2.D3 ,D4,D5,D6	E1,E2,E3
Nursing administration seminar in the area of specialty	A1,A2,A3,A4 ,A5, A6,A7,A8,A9 ,A10, A11,A12,A13 ,A14A15,A16 ,A17,A18.A19,A20,A21	B1,B2,B3,B4,B5,B6,B7,B11	C1,C2,C3,C4,C5, C6,C7,C8,C9,C10,C13,C14	D1,D2.D3 ,D4	E1,E2,E3,
Nursing administration seminar in the area of general	A1,A2,A3,A4 ,A5, A6,A7,A8,A9 ,A10, A11,A12,A13 ,A14A15,A16 ,A17	B1,B2,B3,B4,B5,B6,B7	C1,C2,C3,C5, , C7,C8,C9,	D1,D2.D3 ,D4,D5	E1,E2,E3
Second					
Nursing	A1,A2,A3,A4	B1,B2,B3,	C1,C2,C3,C4	D1,D2.D3	E1,E2,E3

administration seminar in the area of general	,A5, A6,A7,A8,A9 ,A10,			,D4,	
Nursing administration seminar in the area of specialty	A1,A2,A3,A4 ,A5, A6,A7,A8,A9 ,A10,	B1,B2,B3,B4,B 5,B6,B7,B8,B9, B10,B11,B12	C1,C2,	D1,D2.D3 ,D4,D5,D 6	E1,E2,E3

Program Coordinator : Dr/ Sahar Hamdy

Signature :

Date :



Zagazig University



Faculty of nursing

Course Specifications

1-Basic information		
Code :453	Title: Issues & recent trends in nursing administration- Doctorate	Level : first semester
Credit hours : -48 hours	Theoretical :48	Practical :-
Program(s) on which the course is given	Doctorate	
Major or minor element of program	Minor	
Department offering the program	Nursing Administration department	
Department offering the course	Nursing Administration department	
Date of specification approval	2019	
Academic year	2020-2022	
2-	Overall Aims of Course This course aims to equip the postgraduate students with essential knowledge and skills needed to be aware of the current trends and issues, which influence the nursing profession and delivery of health care & the nurse's role in effecting or responding to change.	
3-	Intended Learning Outcomes of Course (ILOs)	

	a- A1 A2 A3 A4 A5 A6 A7 A8 A9 10 A11 A12 A13 A14 A15 A16 A17 A18 A19 A20 A21	Knowledge and Understanding : By the completion of this course the student should be able to Define the concepts of evidence based practice, research utilization, advocacy, nursing advocacy, accreditation, Management information system, nursing informatics, job design, emotional intelligence, professionalism, globalization& work place diversity Identify evidence based practice models that guide nursing practice. Identify benefits of evidence based practice Identify benefits of accreditation Identify barriers to implementing evidence based practice Identify barriers to implementing information system List characteristics of accreditation State the requirements of accreditation criteria and process List benefits of using information system and nursing informatics Identify Elements of nursing informatics. State the different technology that applies in patient care, education, research and administration. Identify the role of nurse manager in management information system Identify the role of nurse in informatics Identify the goals of advocacy Enumerate the barriers and facilitators of patient advocacy Define the core dimension of job State the benefits of job redesign List characteristics of professionalization Enumerate the requirement for good Professionalism Identify the factors that lead to globalization Identify fourteen standards that make health care practices culturally and linguistically appropriate. Identify the evidence based practice implementation guide.
	b- B1 B2 B3 B4 B5 B6 B7 B8 B9	Intellectual Skills By the completion of this course the student should be able to Compare between different types and forms of accreditation Discriminate between different models of advocacy. Explain steps of evidence based practice process Discuss steps to adopt new technology system Explain who is need advocacy Distinguish between different approaches of job design Describe step of job designs process Compare between job enlargement, job rotation and job enrichment Explain global factors influence trans cultural nursing
	c- c1 c2 C3 C4	Professional and practical skills By the completion of this course the student should be able to Apply leadership role in implementing evidence-based change. Determine the management functions and leadership roles associated with advocacy Apply the techniques of job enrichment in clinical situation Apply role of leader in management of generational workforce diversity
General and transferable skills		
By the completion of the course the student should be able to		
D1	Works effectively with a team	

D2	Manages effectively time
D3	Applies communication skills in inter-professional,
D4	Social and therapeutic context.
Attitude skills	
By the completion of the course the student should be able to:	
E1	protects and promotes patient / client rights to autonomy, respect, privacy, dignity and access to information
E2	Acts as a role model for less experienced nursing care providers and nursing students
E3	Communicates with patient / client with a respect for different values, cultures, intellectual levels and emotional state

4- Course Contents:

Week	Topic	Number of hours		Tutorial/Practical
		Lecture 48	Practical	
WK1,2	Evidence based practice strategies for nursing leaders	6	-	
WK3	Accreditation	3	-	
WK4,5	Management information system	6	-	
WK6,7	Nursing informatics	6	-	
WK8	Nurse as patient advocate	3	-	
WK9,10	Job redesign	6	-	
WK11,12	Work place diversity	6	-	
WK13,14	Professionalism	6	-	
WK15,16	Globalization	6	-	
Total		48		
WK17	Final written exam			

Topic	Teaching methods
• Evidence based practice strategies for nursing leaders	Seminar/ group discussion- Semester work
• Accreditation	Seminar/ group discussion- Semester work
• Management information system	Seminar/ group discussion- Semester work
• Nursing informatics	Seminar/ group discussion- Semester work
• Nurse as patient advocate	Seminar/ group discussion- Semester work
• Job redesign	Seminar/ group discussion- Semester work
• Work place diversity	Seminar/ group discussion- Semester work
• Professionalism	Seminar/ group discussion- Semester work
• Globalization	Seminar/ group discussion- Semester work

5- Teaching and learning methods :

- 5.1 • Group discussion
- 5.3 • Seminar
- 5.4 • Semester work (Self learning via research papers presentation dictation report writing)

6- Student Assessment :

A- Assessment Method

- A.1 Final - term Examination
A.2 Semester work

B- Time Schedule

Final written exams at the end of the course

C- Grading system

Final - written Examination	80 %
Semester work	20 %
Total	100 %

7- List of References

A - Required Books (Text Books)

- **Aldwin, Carolyn (2007).** Stress, Coping, and Development, Second Edition. New York: The Guilford Press. ISBN 1572308400.
- **Tomey, A.M. (2009):** Guide to nursing management and leadership. (8th ed.) Ch 13. Mosby.
- **Yoder-Wise, P.S. (2003)** Leader and managing in nursing (4th ed.) Ch.13 Texas: Mosby.
- **Marquis, B.L. & Huston, C.J. (2006).** Leadership roles and management functions in nursing: Theory and application. (5thed.).Ch.2, 3 & 4. USA: Lippincott Williams & Wilkins
- **Simpson, E. & Courtney, M. (2010).** Critical thinking in nursing education: A literature review. P.2. Retrieved in DEC 22, 2010 from

B - Recommended Books

- * Nursing Services Administration Journal
- * JONA Journal

C - Periodicals, Web Sites, ...etc

8- Facilities required for teaching and learning

Data show, white board and classes

Course Coordinator:

Dr. Sahar Hamdy ElSayed

Head of Department

Dr Fatma Gouda

Date: / /



Zagazig University



Faculty of Nursing

Nursing Administration Department

Array of knowledge and skills of the education course (First term)

Course	Issues & recent trends in nursing administration
Code	453

Items	Content	Knowledge skills	Intellectual Skills	Practical skills	General skills	Attitude
Unit 1	Evidence Based Practice	A1	B1 & B7	C1	D6	
Unit 2	Accreditation	A6		C2	D4 & D5	
Unit 3	Management Information System (MIS)	A3				
Unit 4	Nursing informatics	A4	B3	C3		
Unit 5	Nurse as patient advocate	A9	B5	C8		
Unit 6	Job Redesign	A7 & A8	B2 & B4	C3		
Unit 7	Emotional intelligence	A10				
Unit 8	Professionalism	A5				
Unit 9	Globalization	A2		C4	D2	E1 & E2 & E3
Unit 10	Entrepreneurial leadership	A21.22		C5		

Dr. Sahar Hamdy El-Sayed



Zagazig University



Faculty of nursing

Course Specifications

1-Basic information		
Code : 459	Title: Seminar in the area of general in Nursing administration Doctorate degree	Level : First Semester
Credit hours : -48	Theoretical : 48	Practical :----
Program(s) on which the course is given	Doctorate	
Major or minor element of program	Minor	
Department offering the program	Nursing Administration department	
Department offering the course	Nursing Administration department	
Date of specification approval	2019	
Academic year	2020-2022	
2-	Overall Aims of Course: This course aims to conceptualize and apply head nurses' role related to patient, unit and personnel management to run nursing department	
3-	Intended Learning Outcomes of Course (ILOs)	
a-	Knowledge and Understanding : By the completion of this course the student should be able to:	
	A1	Define the concept of conflict, decision making, problem solving, time management, stress, team building, productivity, shared governance, indicators, outcomes management and nursing outcomes research
	A2	Identify common causes of work stress
	A3	Determine sources of resistance to change
	A4	Explain process of decision making
	A5	Explain steps of problem solving process
	A6	Describe common sources of conflict
	A7	Identify role of nurse leader in time management
	A8	Recognize constructive things that can be done to reduce stress.
	A9	Describe Theories of change
	A10	Determine measurement of productivity
	A11	Identify benefit of implement of shared governance
	A12	List principles of problem solving
	A13	Identify characteristics of skillful problem solvers
	A14	Identify factors influence outcomes
	A15	Enumerate classification of outcome indicators
	A16	Identify elements of outcomes research
	A17	Identify leadership and management implications in outcome research
	A18	Identify causes of absenteeism
	A19	Identify causes of turnover

	A20	Identify types of absenteeism
	A21	Identify causes of turnover
b-	Intellectual Skills	
	By the completion of this course the student should be able to:	
	B1	Analyze phases of team building
	B2	Discriminate among different types of decision making
	B3	Differentiate between internal & external time waste.
	B4	Distinguish among different types of conflict
	B5	Distinguish among different strategies that could be implemented by nurse manager for conflict resolution
	B6	Differentiate between efficacy and effectiveness
	B7	Distinguish among different types of planned change
	B8	Differentiate between centralization and decentralization
	B 9	Explain role of leadership and management in implementing of the shared governance concept
	B10	Discuss the methods of problem solving
	B11	Discuss steps of managing outcomes
c-	Professional and practical skills	
	By the completion of this course the student should be able to	
	C1	Demonstrate nurses leader role to enhance awareness of nurses stress at work
	C2	Apply General tips for successful time management in clinical situation
	C3	Communicate different guideline for team building for nursing staff in clinical situation
	C4	Implement time management strategies in different situation
	C5	Develop timetable plan for her work during the day
	C6	Apply steps of decision making in clinical situation.
	C7	Apply steps of problem solving
	C8	Manage effectively time and set priority
	C9	Apply principles of managing group and inter- Group dynamic
	C10	Apply possible strategies for improving productivity
	C11	Work effectively with the team
	C12	Apply change process in clinical area
	C13	Apply strategies to prevent absenteeism
	C14	Apply strategies to prevent turnover
d-	General and transferable skills	
	By the completion of the course the student should be able to:	
	D1	Develop self-learning skills.
	D2	Show sound decision in different situation
	D3	Use critical thinking and problem solving skills in solving patent problem in clinical area
	D4	Manage risk effectively to promote patients and staff safety
E	Attitude skills	
	By the completion of the course the student should be able to:	

	E1	Protects and promotes patient / client rights to autonomy, respect, privacy, dignity and access to information
	E2	Acts as a role model for less experienced nursing care providers and nursing students
	E3	Communicates with patient / client with a respect for different values, cultures, intellectual levels and emotional state

4- Course Contents:

Week	Topic	Number of hours		Tutorial/Practical
		Lecture 48	Practical	
WK1,2	Managing conflict	6		
WK3,4	Decision making, critical thinking & problem solving	6		
WK5	Time management	3		
WK6	Stress management	3		
WK7	Decentralization and shared governance	3		
WK8	Team building & Group dynamic	3		
WK9,10	Planned change	6		
WK11,12	Productivity	6		
WK13,14	Measuring and managing outcomes	6		
WK15,16	Staffing problems	6		
Total		48		
WK17	Final written exam			

Topic	Teaching methods
• Managing conflict	Seminar/ group discussion- Semester work
• Decision making, critical thinking & problem solving	Seminar/ group discussion- Semester work
• Time management	Seminar/ group discussion- Semester work
• Stress management	Seminar/ group discussion- Semester work
• Decentralization and shared governance	Seminar/ group discussion- Semester work
• Team building & Group dynamic	Seminar/ group discussion- Semester work
• Planned change	Seminar/ group discussion- Semester work
• Productivity	Seminar/ group discussion- Semester work
• Measuring and managing outcomes	Seminar/ group discussion- Semester work
• Staffing problems	Seminar/ group discussion- Semester work

5- Teaching and learning methods :

- Group discussion
- Seminar
- Semester work

6- Student Assessment :

A- Assessment Method

- A.1 Semester work
- A.2 Final written Examination

B- Time Schedule

Final written exam at the end of the course

C- Grading system

Final - written Examination	80 %
Semester work	20 %
Total	100 %

7- List of References

A - Required Books (Text Books)

- Bessie,L. &Carol, J .(2015); Leadership Roles and Management Functions in Nursing,8th ed , Library of Congress Cataloging-in-Publication Data, china.
- Sally, A. &Ruth, M. (2015); Essentials of Nursing Leadership and Management, 6th ed, Ch. 3: Nursing Practice and the Law, Library of Congress, USA

B - Recommended Books

- Marquis, BL&Huston, GJ, (2012): Leadership Role & Management Functions in nursing .7th Edition Lippincott Williams Wilkins .P.P497.
- Simpson, E. & Courtney, M. (2010). Critical thinking in nursing education: A literature review. P.2. Retrieved in DEC 22, 2010 from

C - Periodicals, Web Sites, ...etc

- * Nursing Services Administration Journal
- * JONA Journal
- *Journal of Nursing Management

8- Facilities required for teaching and learning

Classroom, data show, postgraduate library, updated nursing administration books and periodicals

Course Coordinator: Dr. Sahar Hamdy Elsayed

Head of Department Dr Fatma Gouda

Date: / /



Zagazig University



Faculty of Nursing

Nursing Administration Department

Array of knowledge and skills of the education Course (First term)

Course	Seminar in the area of general in Nursing administration
Code	453

Content	Knowledge skills	Intellectual Skills	Practical skills	General skills	attitude
1. Managing conflict	A1,A2, A6	B4, B5,			E2
2. Decision making, critical thinking & problem solving	A1, A4, A5, A12, A13,	B2, B10	C6, C7	D2, D3	E1
3. Time management	A1, A7	B3	C2, C4, C5, C8,	D1	
4. Stress management	A1.A2,A8,		C1,	D4	
5. Decentralization and shared governance	A1, A11	B8, B9	,		E2
6. Team building & Group dynamic		B1,	C3, C9,C11	D1,	E3
7. Planned change	A3, A9,	B7	C12	D2	E2
8. Productivity	A1, A10	B6,	C10	D4	E2
9. Measuring and managing outcomes	A14, ,A15, A16,A17	B11			
10. Assessment methods	A1,			D1	
11. initial planning	A1,		C5-	D1	
12. Methods of student evaluation	A1,			D4	E3
13. Staffing problems	A18,19,20,21		C13,14		

Dr: Sahar Hamdy El Sayed



Faculty of Nursing



Zagazig University

Course Specifications

1-Basic information		
Code : 465	Title: Seminar in the area of specific specialty in nursing administration- Doctorate degree	Level : first semester
Credit hours : 48 hours	Theoretical : 48	Practical :----
Program(s) on which the course is given	Doctorate	
Major or minor element of program	Minor	
Department offering the program	Nursing Administration department	
Department offering the course	Nursing Administration department	
Date of specification approval	2019	
Academic year	2020-2022	
2-	Overall Aims of Course This course aims to equip the postgraduate students with essential knowledge, attitudes and practice needed to apply motivation and leadership theories, use strategies to deal with staffing problems, retaining the right staff& upgrading their practice.	
3-	Intended Learning Outcomes of Course (ILOs)	

A-Knowledge and Understanding:

By the completion of this course, the student should be able to:

- A1-Define motivation, leadership, workplace violence, disaster preparedness, talent management, marketing, and magnet hospital,
- A2- List sources of violence
- A3- List types of violence
- A4-Identify all hazards preparedness task force membership responsibilities
- A5-Enumerate principles of talent management
- A6-Identify who at risk factor for potential violence
- A7-Identify people problem in talent management
- A8- Enumerate the characteristics of magnet nursing services
- A9-Identify forces of magnetism
- A10-List marketing Mix elements
- A11-list type of risk

B-Intellectual Skills

By the completion of this course, the student should be able to:

- B1- Differentiate between different leadership theories.
- B2- Distinguish between different motivation theories
- B3- Distinguish between different management theories.
- B4- Explain talent management process
- B5- Identify role of leadership and management in the prevention of violence
- B6- Explain role of leadership and management in hazards disaster preparedness

- B7- Describe process of the magnet appraisal
 B8- Explain role of leadership and management in marketing
 B9- Explain role of nurse manager in managing risk

c- Professional and practical skills

By the completion of this course the student should be able to:

- C1- Apply theories of motivation in clinical area
 C2- Apply theories of leadership in clinical area
 C3- Apply theories of management theories in clinical area
 C4- Use strategies for prevention of violence in clinical area.
 C5- Analysis the gap of all hazards preparedness
 C6- Use strategies of marketing
 C7- Use strategies for prevention of risk

d- General and transferable skills

By the completion of the course the student should be able to:

- D1- Works effectively with a team.
 D2- Manages effectively time
 D3- Applies communication skills in inter-professional, social and therapeutic context.
 D4-Uses of different sources for obtaining knowledge

E- Attitude skills

By the completion of the course the student should be able to:

- E1- protects and promotes patient / client rights to autonomy, respect, privacy, dignity and access to information
 E2- Acts as a role model for less experienced nursing care providers and nursing students

E3- Communicates with patient / client with a respect for different values, cultures, intellectual levels and emotional state

4- Course Contents:

Week	Topic	Number of hours		Tutorial/Practical
		Lecture 48	Practical	
WK1,2	• Motivation theory	6	-	
WK3,4	• Leadership theories	6	-	
WK5,6	• Prevention of workplace violence	6	-	
WK7,8	• All hazards Disaster preparedness	6	-	
WK9	• Talent management	3	-	
K10	• Magnet hospital characteristics	3	-	
K11,12	• Marketing	6		
WK13, 14	• Management theories	6		
WK15, 16	• Risk Management	6		
total		48		
WK17	Final written exam			

Content	Teaching methods
• Motivation theory	Seminar/ group discussion-
• Leadership theories	Seminar/ group discussion
• Prevention of workplace violence	Seminar/ group discussion
• All hazards Disaster preparedness	Seminar/ group discussion
• Talent management	Seminar/ group discussion
• Magnet hospital characteristics	Seminar/ group discussion
• Marketing	Seminar/ group discussion
• Management theories	Seminar/ group discussion

5- Teaching and learning methods :

- Group discussion
- Seminar
- Semester work (Self learning via research papers presentation dictation report writing)

6- Student Assessment :

A- Assessment Method

A.1 Final - term Examination

A.2 Semester work

B- Time Schedule

Final written and oral exams at the end of the course

C- Grading system

Final - written Examination	80 %
Semester work	20 %
Total	100 %

7- List of References

- A - Required Books** (Text Books)
- **Tomey, A. M., (2009).** Guide to Nursing Management and Leadership. Canada, Mosby.
 - **Clark, C.C., (2009).** Creative Nursing Leadership and Management. London: Jones and Bartlett Publishers:
 - **Sullivan, S and Decker, A (2009).**Effective leadership and management in nursing. 7th ed., London: Pearson education, INC...
 - **Tomey, A.M. (2009):** Gide to nursing management and leadership. (8th ed.) Ch 13. Mosby.
- B - Recommended Books**
- **Canadian Nurse Association (2011).** Succession planning for nursing leadership, leadership nursing practice. Available at: www.cna-nurses.ca/practice/leadership

- **Schutte, K (2011)** organizational change and stress management.14th ed. Ch (18). United States. Pearson education

C - Periodicals, * Nursing Services Administration Journal
Web Sites, ...etc * JONA Journal

8- Facilities required for teaching and learning

Course Coordinator: Dr.sahar Hamdy El Sayed

Head of Dr Fatma Gouda

Department

Date: / /



Zagazig University



Faculty of Nursing

Nursing Administration Department

Array of knowledge and skills of the education Course (First term)

Course	Seminar in the area of specific specialty in nursing administration
Code	465

Content	Knowledge skills	Intellectual Skills	Practical skills	General skills	attitude
• Motivation theory	A1,A2	B2	C5		E2
• Leadership theories	A1	B1	C1		E1
• Prevention of workplace violence	A1,A3,A4,A5,A7	B1,B3	C1		
• All hazards Disaster preparedness	A1,A8,A9,A10,A11	B6,B7	C7	D4,D5	
• Talent management	A1,A6	B4,B6	C2,c3	D3	E2
• Magnet hospital characteristics		B10		D1,D4	
• Marketing	A12,A13,A14		C8,C9	D2	E2
• Management theories	A1,A6,A15,A17				E2
• Risk management	A11	B9	C7		

Dr. Sahar Hamdy Elsayed



Zagazig University



Faculty of nursing

Course Specifications

1- Basic information			
Code : 471	Title : Seminar in the area of general in nursing administration-Doctorate degree		Level : Second semester
Credit hours : -48 hours	Theoretical : 48	Practical :-	
Program(s) on which the course is given	Doctorate		
Major or minor element of program	Minor		
Department offering the program	Nursing Administration department		
Department offering the course	Nursing Administration department		
Date of specification approval	2019		
Academic year	2020-2022		
2-	Overall Aims of Course This course aims to conceptualize and apply head nurses role related to Patient safety , personnel performance appraisal and empowering her staff to initiate their commitment to their organization		
3-	Intended Learning Outcomes of Course (ILOs)		
a-	Knowledge and Understanding : By the completion of this course the student should be able to		
	A1	Identify patient classification system	
	A2	Discusses performance appraisal system	
	A3	Discuss dimension of empowerment	
	A4	Explain strategies of empowerment	
	A5	Determine Characteristics of good evaluation tools	
	A6	Identify process of strategic management	
	A7	Identify requirements for empowerment	
	A8	List benefits of assertiveness	
	A9	Discuss strategic management process	
	A10	Explain Characteristics of good Negotiation	
	A11	Identify Tips for improving negotiation skills	
	A12	Explain dimension of organizational commitment	
	A13	Identify role of manger in building commitment	
b-	Intellectual Skills By the completion of this course the student should be able to		
	B1	Analyze common error that could be found in performance appraisal	
	B2	Compare between Advantages and disadvantages of Patient classification system	
	B3	Compare between different types of assertion	
	B4	Distinguish among different types of empowerment	
	B5	Distinguish among different Types of patient classification systems	
c-	Professional and practical skills By the completion of this course the student should be able to		

	C1	Apply empowerment strategy in clinical area
	C2	Demonstrate professional roles of nurse manager in achieving commitment.
	C3	Implement verbal and nonverbal components of assertiveness in clinical situation
	C4	Apply Principles of performance appraisal in clinical situation
	C5	Apply safety measures in clinical situation
d-	General and transferable skills	
	By the completion of the course the student should be able to	
	D1	Communicate the different guideline for appraisal interview to the head nurses in clinical areas
	D2	Using Dynamic of empowerment in empowering nursing staff.
	D3	illustrate how to Improve Strategic Decision Making
	D4	Use Principles of negotiation in managing staff problems
	D5	Use Methods of performance appraisal in appraising their staff
	D6	Use critical thinking and problem solving skills in solving patient problem
	D7	Promote patients and staff safety climate
	Attitude skills	
	By the completion of the course the student should be able to:	
	E 1	protects and promotes patient / client rights to autonomy, respect, privacy, dignity and access to information
	E 2	Acts as a role model for less experienced nursing care providers and nursing students
	E3	Communicates with patient / client with a respect for different values, cultures, intellectual levels and emotional state

4- Course Contents:

Week	Topic	Number of hours		Tutorial/Practical
		Lecture 48	Practical	
WK1,2	Patient classification system	6	-	
WK3,4	Organizational climate	6	-	
WK5,6	Strategic management	6	-	
WK7,8	Assertiveness	6	-	
WK9,10	Empowerment	6	-	
WK11,12	Patient safety	6	-	
WK13,14	Nurses commitment	6	-	
WK15,16	Negotiation	6	-	
Total		48		
WK17	Final written Exam			

Topic	Teaching methods
• Patient classification system	Seminar/ group discussion
• Performance appraisal	Seminar/ group discussion
• Strategic management	Seminar/ group discussion
• Assertiveness	Seminar/ group discussion
• Empowerment	Seminar/ group discussion

• Patient safety	Seminar/ group discussion
• Nurses commitment	Seminar/ group discussion
• Negotiation	Seminar/ group discussion

5- Teaching and learning methods :

- 5.1 • Group discussion
5.3 • Seminar
5.4 • Semester work (Self learning via research papers presentation dictation report writing)

6- Student Assessment :

A- Assessment Method

- A.1 Semester work
A.2 Final written Examination

B- Time Schedule

Final written exams at the end of the course
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C- Grading system

Final - written Examination	80 %
Semester work	20 %
Total	100 %

7- List of References

A - Course Note

B - Required Books (Text Books)

- **Irwin, M., (2010).** Human relation in organizations Applications and skill building. Ch.13. McGraw-Hill Companies, Inc. Retrieved in DEC 22, 2010
- **Jones, R.A.B. (2007).** Nursing leadership and management theories processes and practices. (1sted.). Ch.10. U.S.A: F.A. Davis Company. Pp. 152-153 &157
- ***Marquis B. L** and Huston C.J (2009): Nursing management and leadership, (6th ed.) chi. 17 Lippincott Williams & welkins.

C - Recommended Books

- **Tomey, A.M. (2009) :** Gide to nursing management and leadership. (8th ed.) Ch 13. Mosby.
- ***Sperry L.(2002)**Effective Leadership: strategies for maximizing executive productivity and health. Brunner .Rutledge. New York.
- **Yoder-Wise , P.S. (2003)** Leader and managing in nursing (4th ed.) ch. 13 Texas :Mosby

D - Periodicals, Web Sites, ...etc

- * Nursing Services Administration Journal
- * JONA Journal

8- Facilities required for teaching and learning

- Data show,
- white board and
- classes

Course Coordinator:

Dr Sahr Hamdy Elsayed

Head of Department

Dr Fatma Gouda



Date: / /

Zagazig University

Faculty of Nursing

Course	Seminar in the area of general in nursing administration
Code	471

Nursing Administration Department

Array of knowledge and skills of the education course (Second term)

Units	Content	Knowledge skills	Intellectual skills	Practical skills	General skills	Attitude skills
Unit1	Staffing and Patient classification system	A1	B1-B3			E1
Unit11	Organizational climate, organizational culture, organizational behavior (service education)	A2-A10				
Unit111	Strategic management and strategic planning	A4	B2	C2,C4		E1
Unit1V	Managing human resources	A3				
Unit V	Social responsibility and managerial ethics	A9				E2
Unit VI	Critical thinking , decision making			C3	D1- D2- D4	E1

	and problem solving skills					
UnitV11	Nurses commitment	A7-A8		C1		E2
UnitV111	Negotiation	A5-A6			D3	E2

Dr. Sahar Hamdy El Sayed



Zagazig University



Faculty of nursing

Course Specifications

1-Basic information			
Code :477		Title: Seminar in the area of specific in nursing Administration- Doctorate degree	
		Level : Second semester	
Credit hours : 48 hours -		Theoretical :48	
		Practical :-	
Program(s) on which the course is given		Doctorate program	
Major or minor element of program		Minor	
Department offering the program		Nursing Administration department	
Department offering the course		Nursing Administration department	
Date of specification approval		2019	
Academic year		2020-2022	
2-	Overall Aims of Course This course aims to: equips the postgraduate students with essential knowledge, skills, and attitudes needed to enhance their academic staff role to be able to develop curriculum, write educational objectives and use different techniques of evaluation and components of assertiveness in educational settings		
3-	Intended Learning Outcomes of Course (ILOs)		
	a-	Knowledge and Understanding : By the completion of this course the student should be able to:	
		A1	Define role theory, head nurse, evaluation, educational evaluation, school culture, collaboration
		A2	List purpose of curriculum development
		A3	Identify aim of school curriculum
		A4	Discuss roles of school leaders
		A5	Determine strategic leadership.
		A6	State qualities that desired in a head nurse
		A7	Identify purposes of evaluation
		A8	Identify roles of nursing supervisor and director
		A9	Enumerate types of objectives
		A10	Tell principles of evaluation
		A11	List importance of collaboration
	b-	Intellectual Skills By the completion of this course the student should be able to:	
		B1	Differentiate between different types of roles.
		B2	Distinguish between nursing supervisor and director
		B3	Compare between educational and learning objectives
		B4	Explain role of the head nurse.
		B5	Explain role of the school director
		B6	Differentiate between teaching and learning.
		B7	Discuss the phases of curriculum process.

	B8	Explain factors influencing curriculum development in nursing education
	B9	Describe method of evaluation
	B10	Differentiate between different levels of Organizational Culture
	B11	Explain types of collaboration
	B12	Differentiate between climate and cultures
c-	Professional and practical skills	
	By the completion of this course the student should be able to	
	C1	Develop educational objectives
	C2	Apply different technique of evaluation in clinical situation.
d-	General and transferable skills	
	By the completion of the course the student should be able to:	
	Participate in program to enhance professional carer	
	D1	Works effectively with a team
	D2	Manages effectively time
	D3	Applies communication skills in inter-professional,
	D4	Social and therapeutic context
	D5	Uses of different sources for obtaining knowledge
	D6	Develop self-learning skills.
E	Attitude skills	
	By the completion of the course the student should be able to:	
	E1	Protects and promotes patient / client rights to autonomy, respect, privacy, dignity and access to information
	E2	Acts as a role model for less experienced nursing care providers and nursing students
	E3	Communicates with patient / client with a respect for different values, cultures, intellectual levels and emotional state

4- Course Contents:

Week	Topic	Number of hours		Tutorial/Practical
		Lecture	Practical	
WK 1,2,3	Role concept, role theory and role of head nurse and supervisor	9	-	
WK 4,5	Role of school director	6	-	
WK 6	Role of nurse manger and leader	3		
7,8	Curriculum development	6	-	
WK 8,9	Educational objective	6	-	
WK 10,11	Educational evaluation	6	-	
WK 12,13	School culture	6	-	
WK 14	Organizational culture	3	-	
WK 15,16	Collaboration between services and education	6	-	
Total		48		
WK17	Final exam			

Topic	Teaching methods
Role concept, role theory and role of head nurse and supervisor	Seminar/ group discussion
Role of school director	Seminar/ group discussion
Role of nurse manger and leader	Seminar/ group discussion
Curriculum development	Seminar/ group discussion
Educational objective	Seminar/ group discussion
Educational evaluation	Seminar/ group discussion
School culture	Seminar/ group discussion
Organizational culture	Seminar/ group discussion
Collaboration between services and education	Seminar/ group discussion

5- Teaching and learning methods :

- Group discussion
- Seminar
- Semester work (Self learning via research papers presentation dictation report writing)

6- Student Assessment :

A- Assessment Method

- A.1 Final written Examination
A.2 Semester work

B- Time Schedule

Final - term Examination	At the end of the course
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C- Grading system

- | | |
|-------------------------------|-------|
| • Final - written Examination | 80% |
| • Semester work | 20% |
| • Total | 100 % |

7- List of References

A - Required Books (Text Books)

- **Tomey, A. M., (2009).** Guide to Nursing Management and Leadership. Canada, Mosby.
- **Clark, C.C., (2009).** Creative Nursing Leadership and Management. London: Jones and Bartlett Publishers:
- **Sullivan, S. and Decker, A. (2009).** Effective leadership and management in nursing. 7th ed., London: Pearson education, INC.
- **Tomey, A.M. (2009):** Gide to nursing management and leadership. (8th ed.) Ch 13. Mosby.

B - Recommended Books

- **Canadian Nurse Association (2011).** Succession planning for nursing leadership, leadership nursing practice. Available at: WW.cna-nurses.ca/practice/leadership
- **Schutte, K (2011)** organizational change and stress

management.14thed. Ch (18). USA. Pearson education

C - Periodicals, Web
Sites, ...etc

- Nursing Services Administration Journal
- JONA Journal

8-- Facilities required for teaching and learning

- Data show
- White board
- Classes

Course Coordinator:

Dr. Sahar Hamdy El sayed

Head of Department

Dr. Fatma gouda

Date: / /



Zagazig University



Faculty of Nursing

Nursing Administration Department

Array of knowledge and skills of the education course (Second term)

Course	Seminar in the area of specific in nursing Administration					
Code	477					
Unit s	Content	Knowledge skills	Intellectual skills	Practical skills	General skills	Attitude skills
Unit 1	Role concept, role theory and role of head nurse and supervisor	A1,A5	B1,B4		D1,D3	
Unit 11	Role of school director	A7	B2,B5		D1,D2	E2
Unit 111	Role of nurse manger and leader	A4			D1,D2	E1
Unit 1V	Curriculum development	A2,A3	B7,B8			
Unit V	Educational objective	A8	B3,B6	C1	D5,D6	
Unit V1	Educational evaluation	A1,A6,A9	B9	C2		
Unit V11	School culture	A1	B10		D4	
Unit V11 1	Organizational culture, climate	A1	B12			
Unit V11 11	Collaboration between services and education	A10	B11		D5	E3

Dr. Sahar Hamdy El Sayed