



**Faculty of nursing
Nursing administration
Post Graduate Master Degree**



Zagzig university

Program specification of Nursing Administration for Master Degree



2020-2022

List of content

1- Program specification for master degree.

2- Course specification for master degree.

(A) First term: General

- Training of Nursing Services
- Development in Nursing Administration

(A) Second term: Specialty

- Seminar in Nursing Administration
- Principles in Nursing Administration
- Medical Records

(B) Third term: Specialty

- Seminars in Nursing Administration.
- Operational Research & Use of manpower.
- Infection Control



**Faculty of nursing
Nursing administration
Post Graduate Master Degree**



Zagzig University

Program specification of Nursing Administration for Master Degree

رؤية الكلية :

مركز أكاديمي متميز في العلوم التمريضية قادر على المنافسة على المستوى القومي والعالمي .

Vision:

Distinct Academic center in the science of nursing is able to compete on a national and international level.

رسالة الكلية :

كلية التمريض جامعة الزقازيق تقدم برامج تعليمية تمريضية متميزة وبحوث أكاديمية وتنموية مبتكرة ورائدة وخدمات مجتمعية منفردة في إطار من الجودة والاستقلالية.

Mission:

Faculty of nursing, Zagazig University offers distinct nursing educational programs, innovative, developmental and leading academic research and unique community – based services within the framework of the quality and independence.

رؤية القسم:

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

Vision:

It is accordance with the faculty of nursing & zgazig university vision nursing administration department is a flourishing center of nursing administration able to compete nationally and internationally.

رسالة القسم:

يسعى قسم تمريض ادارة التمريض ان يعلم الطلاب على مستوى البكالوريوس والدراسات العليا ليكونوا اخصائيين تمريض ذات كفاءة مهنية لديهم المعلومات والمهارات اللازمة للتواصل والادارة والقيادة فى اطار الرعاية الصحية المتغير باستمرار من خلال تحقيق اعلى معايير الممارسة الاخلاقية المهنية والبحثية لخدمة المجتمع.

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.

Program Specification

A- Basic Information

| | | | | |
|----|---|--|--------|----------|
| 1- | Program Title: | Course Specification of Nursing administration (Master degree) | | |
| 2- | Program Type: | Single ✓ | Double | Multiple |
| 3- | Department(s): | Nursing administration | | |
| 4- | Coordinator: | Dr. Saher Hamdy | | |
| 5- | External Evaluator : | Dr. Mona Mostafa Shazly | | |
| 6- | Last date of program specification approval: | 2016-2022 | | |

B- Professional Information:

I. Program Aims :

- To graduate competent professional nurse who is able to apply principles of scientific research and use of its different tools and techniques.
- Demonstrates awareness of ongoing health problems and recent theories in nursing administration.
- Use the appropriate technological methods that serve the professional practices.
- Contribute to the professional self development and others to enhance nursing care of patient.
- Use critical thinking techniques and problem solving skills to solve the staff problem.
- Take professional decisions in different professional contexts.
- Communicate effectively and the ability to lead a team.
- Effective use of available resources.
- Use of legal and ethical aspect of health care.

II. Intended Learning Outcomes (ILOs)

a- Knowledge and Understanding :

- | | |
|-----|---|
| a1- | Reproduce understanding of administration theories that will help in managing the nursing department. |
| a2- | Describe the new trends and issues related to nursing administration. |

- a3- Define the legal and ethical issue pertaining to nursing administration.
- a4- Identify principles and concepts of quality assurance in professional practices

b- Intellectual Skills :

- b1- Focus administration theories to manage resources and solve staff problems.
- b2- Relate knowledge from nursing and related sciences to identify and prioritize needs of staff.
- b3- Conclude effective planning to develop skills pertaining to improve the quality of care.
- b4- Understand how to collaborate effectively with the multidisciplinary team to provide quality care to patient.
- b4- Recognize critical thinking to manage risk in clinical area

c- Professional and practical skills :

- c1- Use document and report the outcomes of nursing care and other interventions
- c2- Develop methods and tools in nursing administration.

d- General and transferable skills :

- d1- Demonstrate the ability to work in team, encourage team work activity and lead team effectively.
- d2- Use effective and different methods of communication skills in clinical, educational, and professional contexts.
- d3- Use information technology in a way that serves professional practices.
- d4- Effectively manages time and resources and set priorities.
- d5- Demonstrate an ability to adapt where necessary to meet changes in demand on nursing administration.
- d6- Motivate self-learning and continuous self-evaluation and identify the personal and scientific

needs.

d7-

Use methods and principles of performance appraisal when evaluate the staff.

3- Academic Standards

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

4- The Benchmarks

Not applicable

5- The structure and contents of the program :

5.1. Program duration : **45 weeks**

5.2. Program structure: **3 semesters**

| | | | | | | |
|----------------|----------|----------------------------------|-----------|----------------------------------|-------|----------------------------------|
| Weekly hours : | Lectures | <input type="text" value="480"/> | Practical | <input type="text" value="360"/> | Total | <input type="text" value="840"/> |
|----------------|----------|----------------------------------|-----------|----------------------------------|-------|----------------------------------|

| | | | | | | |
|---------------|----------|----------------------|-------|----------------------|----------|----------------------|
| Credit hours: | Required | <input type="text"/> | Extra | <input type="text"/> | Elective | <input type="text"/> |
|---------------|----------|----------------------|-------|----------------------|----------|----------------------|

| | | | | |
|--|-----|----------------------|---|----------------------|
| Credit hours of basic sciences courses : | No. | <input type="text"/> | % | <input type="text"/> |
|--|-----|----------------------|---|----------------------|

| | | | | |
|---|-----|----------------------|---|----------------------|
| Credit hours of social/humanities sciences courses: | No. | <input type="text"/> | % | <input type="text"/> |
|---|-----|----------------------|---|----------------------|

| | | | | |
|-------------------------------------|-----|----------------------|---|----------------------|
| Credit hours of specialized courses | No. | <input type="text"/> | % | <input type="text"/> |
|-------------------------------------|-----|----------------------|---|----------------------|

| | | | | |
|---------------------------------|-----|----------------------|---|----------------------|
| Credit hours for other courses: | No. | <input type="text"/> | % | <input type="text"/> |
|---------------------------------|-----|----------------------|---|----------------------|

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Practical field training: Zagazig university hospitals

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 programMaster..... Semester: ...1st, 2nd. And 3rd.

a. Required

| Code | Course Title | Units | Weekly Hours | | |
|------|---------------------------------------|-------|--------------|-----------|-----------|
| | | | Lectures | Practical | Exercises |
| 403 | Biostatic | 5 | 2 | - | - |
| 406 | Research Methodology | 5 | 2 | - | - |
| 408 | Teaching methodology | 5 | 2 | - | - |
| 407 | Curriculum development | 5 | 2 | - | - |
| 405 | Human relation and Group dynamics | 4 | 2 | - | - |
| 404 | Culture & Anthropology | 7 | 2 | - | - |
| 414 | English | 7 | 2 | - | - |
| 410 | Development of nursing administration | 11 | 2 | - | - |
| 409 | Training of nursing services | 11 | 2 | - | - |
| 422 | Medical record | 15 | 2 | - | - |

| | | | | | |
|-----|--|----|---|----|---|
| 423 | Seminar in nursing administration | 9 | 4 | 12 | |
| 421 | Principles in nursing administration | 9 | 2 | | |
| 432 | English | 7 | 2 | - | - |
| 441 | Hospital infection | 9 | 2 | - | - |
| 442 | Operational research & use of manpower | 11 | 2 | - | - |
| 443 | Seminar in nursing administration | 8 | 4 | 12 | - |

b- Extra

| Code | Course Title | Units | Weekly Hours | | |
|------|--------------|-------|--------------|-----------|-----------|
| | | | Lectures | Practical | Exercises |
| | | | | | |
| | | | | | |
| | | | | | |

c- Required

| Code | Course Title | Units | Weekly Hours | | |
|------|--------------|-------|--------------|-----------|-----------|
| | | | Lectures | Practical | Exercises |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

* Repeat for all next levels / terms

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

- 1- Obtaining the approval of the concerned department.
- 2 - Complete all required documents from the Department of Graduate Studies.
- 3- Paying tuition fees before starting the study and demonstrators, assistants lecturers and scholarships are excluded from this requirement

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

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

9- Methods of the program evaluation:

| No. | Evaluator | Method |
|-----|-------------------------|-----------------------|
| 1 | Students of final level | Written and oral exam |
| 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 | | | | | |
| Development in nursing administration | A1,A2,A3,A4, A5,A6,A7,A8 | B1,B2,B3,B4,B5, B6,B7,B8 | C1,C2,C4,C5 ,C6 | D1,D2 | E1,E2,E3 |
| Training on nursing services | A1,A2,A3,A4, A5,A6,A7,A8, A9,A10,A11,A12 | B1,B2,B3,B4,B5, B6,B7 | C1,C2,C4,C5 ,C6,C7,C8 | D1,D2,D3,D4 | E1,E2,E3 |
| Second | | | | | |
| Principles in nursing administration | A1,A2,A3,A4, A5,A6,A7,A8, A9,A10 | B1,B2,B3,B4,B5, B6,B7 | C1,C2,C4,C5 ,C6,C7,C8,C9 | D1,D2,D3,D4 | E1,E2,E3 |
| Medical record | A1,A2,A3,A4, A5,A6,A7 A9,A10,A11 A12,A13,A14 | B1,B2,B3,B4,B5, B6,B7,B8,B9, B10,B11 | C1,C2 | D1,D2,D3 | E1,E2,E3 |
| Seminar in nursing administration | A1,A2,A3,A4, A5,A6,A7 A9,A10,A11 A12,A13,A14,A15. A16 | B1,B2,B3,B4,B5, B6,B7,B8,B9, | C1,C2,C4,C5 ,C6,C7,C8,C9 ,C10 | D1,D2 | E1,E2,E3 |
| Third | | | | | |
| Infection | A1,A2,A3,A4, | B1,B2,B3,B4,B5, | C1,C2 | D1,D2,D3 | E1,E2,E3 |

| | | | | | |
|---|---|--------------------------|-----------------------------|-----------------------|----------|
| control | A5,A6,A7,A8 | B6,B7,B8 | | | |
| Research | A1,A2,A3,A4, A5,A6,A7 A9,A10,A11 | B1,B2,B3,B4,B5, B6,B7 | C1,C2,C4,C5 ,C6,C7 | D1,D2,D3,D4, D5,D6 | E1,E2,E3 |
| Seminar in nursing administration | A1,A2,A3,A4, A5,A6,A7 A9,A10,A11 A12,A13,A14,A15. A16,A17,A18,A19, A20,A21,A22,A23, A24,A25,A26,A27 ,A28,A29,A30,A31 | B1,B2,B3,B4,B5, B6 | C1,C2,C4,C5 ,C6,C7,C8,C9 | D1,D2,D3 | E1,E2,E3 |

Program Coordinator : Dr/ Sahar Hamdy

Signature :

Date :

Course Specification of Master Degree

I- Preparatory

II- Second Term

III- Third term



Zagazig University



Faculty of nursing

Course Specifications

| | | | |
|-----------|---|---|---|
| 1- | <u>Basic information</u> | | |
| | Code : 409 | Title: Training on nursing Services | Level : 1 st semester |
| | Credit hours : - | Theoretical : 30 | Practical :- - |
| | Program(s) on which the course is given : Master first 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- | <u>Overall Aims of Course:</u> To equip postgraduate students with essential knowledge needed to apply leadership and management skills. | | |
| 3- | <u>Intended Learning Outcomes of Course (ILOs)</u> | | |
| | a- | Knowledge and Understanding : By the completion of this course the student should be able to: | |
| | | A1- | Define the basic terms and concepts of training on nursing services course. |
| | | A2- | Enumerate steps to be taken for planning & implementing an educational program. |
| | | A3- | State the steps of task analysis |
| | | A4 | Identify the need assessment steps |
| | | A5 | Explain what is meant by educational objectives. |
| | | A6 | Mention the criteria of objectives. |
| | | A7 | Enumerate methods of training. |
| | | A8 | Explain the program evaluation concept. |
| | | A9 | Describe evaluation process. |
| | | A10 | State purpose of staff development. |
| | | A11 | Describe effective presentation skills. |
| | | A12 | Enumerate different types of teaching media. |
| | b- | Intellectual Skills By the completion of this course the student should be able to: | |
| | | B1- | Differentiate between training and education. |
| | | B2- | Differentiate between training and staff development. |
| | | B3- | Compare between different methods of assessing learning needs. |
| | | B4 | Differentiate between advantage & disadvantage of each method of training. |
| | | B5 | Compare between types of media. |
| | | B6 | Compare between staff development approaches. |
| | | B7 | Discriminate among the different domains of educational objectives. |
| | c- | Professional and practical skills By the completion of this course the student should be able to | |
| | | C1- | Develop a plan of action for preparation of a program. |
| | | C2- | Apply the steps of task analysis in area of specialty. |
| | | C3- | Write the educational objective for a certain area of specialty. |
| | | C4- | Choose the method of training that must use in a practical situation. |

| | | |
|-----------|---|--|
| | C5 | Select the suitable media that must be used in your educational subject. |
| | C6 | Apply the steps of program evaluation in area of specialty. |
| | C7 | Develop a well-designed PowerPoint presentation. |
| | C8 | Apply approaches of staff development according to area of specialty. |
| d- | General and transferable skills By the completion of the course the student should be able to: | |
| | d1- | Design a training program in area of your specialty. |
| | d2- | Design staff development model to be applied at a decentralized hospital. |
| | d3 | Design staff development plan for a specific unit. |
| | d4 | Design program evaluation model in subject of your interest. |
| E | Attitude skills By the completion of the course the student should be able to: | |
| | E1 | Protects and promotes staff rights to autonomy, respect, training, development and access to information |
| | E2 | Acts as a role model for less experienced nurses. |
| | E3 | Communicates effectively with nurses. |

4- Course Contents:

| Week | Topic | Number of hours | | Tutorial/Practical |
|----------------|-------------------------|-----------------|-----------|--------------------|
| | | Lecture 30 | Practical | |
| WK1 | -Introduction. | 2 | - | |
| WK2,3 | -Program construction. | 4 | - | |
| WK4,5 | -Need assessment | 4 | - | |
| WK6,7 | -Job & task analysis. | 4 | - | |
| WK8 | -Educational objectives | 2 | - | |
| WK9,10 | -Training methods | 4 | - | |
| WK11,12 | -Educational Media. | 4 | - | |
| WK13 | -Program evaluation. | 2 | - | |
| WK14 | -Staff development. | 2 | - | |
| WK15 | -Program presentation. | 2 | | |
| WK16 | Oral Exam | | | |
| | Final exam | | | |

| Topic | Teaching methods |
|-------------------------|--|
| -Introduction. | Seminar/ group discussion |
| -Program construction. | Seminar/ group discussion |
| -Need assessment | Seminar/ group discussion/ application |
| -Job & task analysis. | Seminar/ group discussion/ application/ brain storming |
| -Educational objectives | Seminar/ group discussion/ application/ brain storming |
| -Training methods | Seminar/ group discussion/ application |
| -Educational Media. | Seminar/ group discussion/ application |
| -Program evaluation. | Seminar/ group discussion/ application |
| -Staff development. | Seminar/ group discussion/ application/ brain storming |

-Program presentation.

Seminar/ group discussion/ application

5- Teaching and learning methods :

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

6- Student Assessment :

A- Assessment Method

A.1 Oral Examination

A.2 Final - written Examination

B- Time Schedule

Final written and oral exams at the end of the course

C- Grading system

| | |
|-----------------------------|-------|
| Final - written Examination | 60 % |
| Oral Examination | 40 % |
| Total | 100 % |

7- List of References

A - Required Books **Sudha R (2013).** Nursing Education Principles and Education. 1st ed, Jaypee Brothers Medical Publishers, pp 235-267
(Text Books)

Tomy A (2009): Nursing management and leadership. 8th ed .ch(11). Inc, Morsby pp 412-413.

B - Recommended **Uys L& Gwele N (2005):** curriculum development in
Books nursing; process and innovation. 1st ed, Canada, Routledge.

C - Periodicals, Web Journal of Nursing education
Sites, ...etc Journal of staff development

8- Facilities required for teaching and learning

- White board.
- Data show.

Course Coordinator: Dr/Sahar Hamdy El sayed

Head of Department Dr Fatma Gouda Metwally

Date: / /

Management. 2nd



Zagazig University
Nursing Administration Department



Faculty of Nursing

Array of knowledge and skills of the education course

| | |
|---------------|---|
| Course | Training on Nursing Services (second master) |
| Code | 409 |

| Content | Week | Knowledge skills | Intellectual Skills | Practical skills | General skills | Attitude |
|-------------------------|-------------|-------------------------|----------------------------|-------------------------|-----------------------|-----------------|
| -Introduction. | 1 | A1,A7 | B1 | - | D1 | - |
| -Program construction. | 2,3 | A1,A2 | B5 | C1 | D1 | - |
| -Need assessment | 4,5 | A1,A4 | B3 | - | - | E1 - E3 |
| -Job & task analysis. | 6,7 | A1,34 | - | C2 | - | E1 - E3 |
| -Educational objectives | 8 | A1,A5 | B7 | C3 | - | E1 - E3 |
| -Training methods | 9,10 | A1,A7 | B4 | C4 | - | E1 |
| -Educational Media. | 11,12 | A1,A12 | B5 | C5 | - | E1 |
| -Program evaluation. | 13 | A1,A8,A9 | - | C6 | D4 | E1 - E3 |
| -Staff development. | 14 | A1,A10 | B2,B6 | C8 | D2,D3 | E1 - E3 |
| -Program presentation. | 15 | A11 | - | C7 | - | E1 - E3 |

Dr/Fatma Gouda Metwally



Zagazig University



Faculty of nursing

Course Specifications

| | | | | |
|---|--|--|-----------------------------------|--|
| 1- | <u>Basic information</u> | | | |
| | Code : 410 | Title: Development of nursing administration - Master | Level :first semester | |
| | Credit hours : - | Theoretical : 30 | Practical :---- | |
| Program(s) on which the course is given | | : | Master First 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- | <u>Overall Aims of Course:</u> This course aim to equip the master students with essential knowledge and skills needed to provides an overview of the management principles and process, with an emphasis on the role of the head nurse in planning, organizing, and management of human resources. | | | |
| 3- | <u>Intended Learning Outcomes of Course (ILOs)</u> | | | |
| | a- | Knowledge and Understanding : By the completion of this course the student should be able to: | | |
| | A1- | Define the major concepts and definitions in development of nursing administration course. | | |
| | A2- | Explain the planning hierarchy | | |
| | A3- | Discuss the responsibilities of the head nurse in the management of nursing unit. | | |
| | A4 | Describe the organizing principles | | |
| | A5- | Discuss consultative directing | | |
| | A6- | Explain methods of determining staffing pattern. | | |
| | A7 | Discuss controlling process. | | |
| | A8 | Discuss employment procedures | | |
| | b- | Intellectual Skills By the completion of this course the student should be able to: | | |
| | B1- | Discriminate between management and administration. | | |
| | B2- | Differentiate between different management levels | | |
| | B3- | Distinguish between different types of organizational structure. | | |
| | B4 | Analyze principles of directing | | |
| | B5 | Differentiate between rules, policies and procedures. | | |
| | B6 | Distinguish between advanced and traditional leadership styles | | |
| | B7 | Differentiate between centralized and decentralized scheduling | | |
| | B8 | Discriminate between different types of controlling | | |

| | | | |
|--|-----------|---|--|
| | c- | Professional and practical skills By the completion of this course the student should be able to | |
| | | C1- | Act role of head nurse in clinical area. |
| | | C2- | Act role of the manager in recruitment. |
| | | C3- | Apply the planning skills in the clinical area |
| | | C4 | Draw the organizational chart |
| | | C5 | Select the suitable methods for calculating the staffing plan. |
| | | C6 | Develop monthly time schedule in the clinical area. |
| | d- | General and transferable skills By the completion of the course the student should be able to: | |
| | | d1- | Manage effectively time, resources and sets priorities. |
| | | d2- | Participate in ongoing educational activities related to professional issues. |
| | E | Attitude skills By the completion of the course the student should be able to: | |
| | | E1 | Protect and promotes patient / client rights to autonomy, respect, privacy, dignity and access to information |
| | | E2 | Act as a role model for less experienced nursing care providers and nursing students |
| | | E3 | Communicate 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 30 | Practical | |
| WK1 | Introduction to nursing management | 2 | | |
| WK2,3 | Planning | 4 | | |
| WK4,5 | Organizing & organizational structure | 4 | | |
| WK6 | Directing | 2 | | |
| WK7 | Leadership | 2 | | |
| WK8 | Staffing | 2 | | |
| WK9 | Time scheduling | 2 | | |
| WK10 | Controlling | 2 | | |
| WK11 | Role of the head nurse | 2 | | |
| 1WK2,13 | Policy, Rules, and Procedures | 4 | | |
| WK14,15 | Employment procedures: | 4 | | |

| | | | | |
|-------------|--|--|--|--|
| | (recruitment, interview, selection, and placement) | | | |
| WK16 | Oral Exam | | | |
| | Final written exam | | | |

| Topic | Teaching methods |
|---|---|
| Introduction to nursing management | Seminar/ group discussion/ case study/brain storming |
| Planning | Seminar/ group discussion/ case study/brain storming |
| Organizing & organizational structure | Seminar/ group discussion/ case study /brain storming |
| Directing | Seminar/ group discussion/ case study/brain storming |
| Leadership | Seminar/ group discussion/ case study/brain storming |
| Staffing | Seminar/ group discussion/ case study/brain storming |
| Time scheduling | Seminar/ group discussion/ case study/brain storming |
| Controlling | Seminar/ group discussion/ case study/brain storming |
| Role of the head nurse | Seminar/ group discussion/ case study/brain storming |
| Policy, Rules, and Procedures | Seminar/ group discussion/ case study/brain storming |
| Employment procedures: (recruitment, interview, selection, and placement) | Seminar/ group discussion/ case study/brain storming |

5- Teaching and learning methods :

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

6- Student Assessment :

| A- Assessment Method | | |
|----------------------|----------------------------------|--|
| A.1 | Oral Examination | |
| A.2 | Final written Examination | |

B- Time Schedule

| |
|---|
| Final written and oral exams at the end of the course |
|---|

C- Grading system

| | |
|-----------------------------|-------|
| Final - written Examination | 60 % |
| Oral Examination | 40 % |
| Total | 100 % |

7- List of References

A - Required
(Text Books)

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

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

B - Recommended
Books

Marquis, B.L. & Huston, C.J. (2012). 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

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

8- Facilities required for teaching and learning

- White board.
- Data show.

Course Coordinator: Dr. Sahar Hamdy Elsayed

Head of Department Dr Fatma Gouda Metwally

Date: / /



Faculty of Nursing



Zagazig university

Nursing Administration Department

Array of knowledge and skills of the education course

| | |
|---------------|---|
| Course | Development of nursing administration (first master) |
| Code | 410 |

| Content | Week | Knowledge skills | Intellectual Skills | Practical skills | General skills | Attitude |
|---|-------------|-------------------------|----------------------------|-------------------------|-----------------------|-----------------|
| • Introduction to nursing management | 1 | A1 | B1, B2 | | | |
| • Planning | 2,3 | A1, A2 | | C1, C2 | D1 | |
| • Organizing & organizational structure | 4,5 | A1, A4 | B3 | C1, C4 | D1 | |
| • Directing | 6 | A1, A5 | B4 | C1 | D2 | E2 |
| • Leadership | 7 | A1 | B6 | C1 | D2 | E2, E3 |
| • Staffing | 8 | A1, A6 | | C1, C5 | D1 | |
| • Time scheduling | 9 | A1 | B7 | C6 | D1 | |
| • Controlling | 10 | A1, A7 | B8 | C1 | D2 | E2 |
| • Role of the head nurse | 11 | A1, A3 | | C1 | D2 | E1, E2 |
| • Policy, Rules, and Procedures | 12,13 | A1 | B5 | | | E1 |
| • Employment procedures: (recruitment, interview, selection, and placement) | 14,15 | A1, A8 | | C2 | | E3 |

Prof. Dr Fatma Gouda Metwally

Second semester



Course Specifications

| | | | |
|--|---|---|---|
| 1- | Basic information | | |
| | Code : 421 | Title: Principle of nursing administration – Master | Level : 2 nd semester |
| | Credit hours : - | Theoretical : 30 | Practical :- - |
| Program(s) on which the course is given | | : | Master Second 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- | <u>Overall Aims of Course:</u> To equip postgraduate students with essential knowledge needed to apply leadership and management skills. | | |
| 3- | <u>Intended Learning Outcomes of Course (ILOs)</u> | | |
| | a- | Knowledge and Understanding : By the completion of this course the student should be able to: | |
| | | A1- | Define the basic terms and concepts of principles of nursing administration course. |
| | | A2- | Identify principles of assignment |
| | | A3- | State the benefits of team building |
| | | A4 | Identify barriers to creating an environment for motivation in an organization |
| | | A5 | Discuss the staffing problems. |
| | | A6 | Recognize principles of good communication |
| | | A7 | Identify the purposes of good supervision |
| | | A8 | State the purposes of total quality management |
| | | A9 | Explain job analysis and description |
| | | A10 | Clarify steps of staff development program |
| | b- | Intellectual Skills By the completion of this course the student should be able to: | |
| | | B1- | Analyze the various modes of communication |
| | | B2- | Recognize ways to create a conducive environment for teamwork |
| | | B3- | Distinguish between the different stages of team process |
| | | B4 | Differentiate between the various models of assignment |
| | | B5 | Compare between intrinsic versus extrinsic motivation |
| | | B6 | Differentiate between concurrent audit and retrospective audit |
| | | B7 | Differentiate between close and general supervision |
| | c- | Professional and practical skills By the completion of this course the student should be able to | |
| | | C1- | Apply communication skills in clinical area |
| | | C2- | Apply process of supervision |
| | | C3- | Developing strategies for creating a motivating climate |

| | | |
|--|-----------|---|
| | C4- | Develop different methods of assignment in clinical area. |
| | C5 | Develop staff development program in clinical area |
| | C6 | Use elements of TQM in the clinical area |
| | C7 | Develop the job analysis for head nurse and staff nurse |
| | C8 | Develop the job description for head nurse and staff nurse |
| | C9 | Control staffing problems in the clinical area |
| | d- | General and transferable skills By the completion of the course the student should be able to: |
| | d1- | Works effectively with a team.. |
| | d2- | Applies communication skills in inter-professional, social and therapeutic context. |
| | d3 | Participates in ongoing educational activities related to professional issues. |
| | d4 | Uses problem solving skills. |
| | E | Attitude skills By the completion of the course the student should be able to: |
| | E1 | Protects and promotes patient / nurses 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 / nurses with a respect for different values, cultures, intellectual levels and emotional state |

4- Course Contents:

| Week | Topic | Number of hours | | Tutorial/Practical |
|---------|---|-----------------|-----------|--------------------|
| | | Lecture 30 | Practical | |
| WK1 | • Supervision | 2 | - | - |
| WK2,3 | • Motivation | 4 | - | - |
| WK4,5 | • Communication | 4 | - | - |
| WK6,7 | • Staff development | 4 | - | - |
| WK8 | • Team building | 2 | - | - |
| WK9 | • Quality | 2 | - | - |
| WK10,11 | • Job analysis and job description | 4 | - | - |
| WK12,13 | • Patient care delivery system | 4 | - | - |
| WK14,15 | • Staffing problems (absenteeism – turnover) | 4 | - | - |
| WK16 | Oral Exam | | | |
| 16 | Final exam | | | |

| Topic | Teaching methods |
|---------------|---|
| • Supervision | Seminar/ group discussion/ case study/ brain storming |
| • Motivation | Seminar/ group discussion/ case study/ brain storming |

| | |
|--|---|
| • Communication | Seminar/ group discussion/ case study/ brain storming |
| • Staff development | Seminar/ group discussion/ case study/ brain storming |
| • Team building | Seminar/ group discussion/ case study/ brain storming |
| • Quality | Seminar/ group discussion/ case study/ brain storming |
| • Job analysis and job description | Seminar/ group discussion/ case study/ brain storming |
| • Patient care delivery system | Seminar/ group discussion/ case study/ brain storming |
| • Staffing problems (absenteeism – turnover) | Seminar/ group discussion/ case study/ brain storming |

5- Teaching and learning methods :

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

6- Student Assessment :

A- Assessment Method

A.1 Oral examination

A.2 Final written examination

B- Time Schedule

| |
|---|
| Final written and oral exams at the end of the course |
|---|

C- Grading system

| | |
|-----------------------------|-------|
| Final - written Examination | 60 % |
| Oral Examination | 40 % |
| Total | 100 % |

7- List of References

- A - Required Books** **Tomey, A.M. (2009):** Guide to nursing management and leadership. (8th ed.) Ch 13. Mosby.
(Text Books)
- B - Recommended Books**
- Pateicia, S& Yoder-Wise. (2011). Leading and Managing in Nursing. 5th ed. El-Sevier. Mosby
 - Cherry, B & Jacob, S. (2011). Contemporary nursing; Issues, Trends, & Management. 5th ed. El-Sevier. Mosby
- C - Periodicals, Web Sites, ...etc**
1. Journal of Nursing Administration
 2. American Journal of Nursing
 3. Journal of Nursing Management

8- Facilities required for teaching and learning

- White board.
- Data show.

Course Coordinator: Dr. Sahar Hamdy Elsayed

Head of Department Dr Fatma Gouda Metwally

Date: / /

.& Management. 2



Zagazig University
Nursing Administration Department



Faculty of Nursing

Array of knowledge and skills of the education course

| | |
|---------------|---|
| Course | Principles of nursing administration (second master) |
| Code | 421 |

| Content | Week | Knowledge skills | Intellectual Skills | Practical skills | General skills | Attitude skills |
|--|-------------|-----------------------------|--------------------------------|-----------------------------|---------------------------|----------------------------|
| • Supervision | 1 | A1,A7 | B7 | C2 | D1,D2,D3 | E2,E3 |
| • Motivation | 2,3 | A1,A4 | B5 | C3 | D1,D2 | E3 |
| • Communication | 4,5 | A1,A6 | B1 | C1 | D2 | E1,E3 |
| • Staff development | 6,7 | A1,A10 | | C5 | D2,D3 | E2,E3 |
| • Team building | 8 | A1,A3 | B2,B3 | C3 | D1 | E2,E3 |
| • Quality | 9 | A1,A8 | B6 | C6 | D4 | E1 |
| • Job analysis and job description | 10,11 | A1,A9 | | C7,C8 | D2 | |
| • Patient care delivery system | 12,13 | A1,A2 | B4 | C4 | D1 | E3 |
| • Staffing problems (absenteeism – turnover) | 14,15 | A1,A5 | | C9 | D2,D4 | E3 |

Dr/Fatma Gouda Metwally



Zagazig University



Faculty of nursing

Course Specifications

| | | | |
|-----------|---|--|---|
| 1- | <u>Basic information</u> | | |
| | Code : 422 | Title: Medical record – Master | Level : 2 nd semester |
| | Credit hours : 30 | Theoretical : 30 | Practical :---- |
| | Program(s) on which the course is given : Master Second 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- | <u>Overall Aims of Course:</u> To equip postgraduate students with essential knowledge needed to understand the meaning and value of developing medical records. | | |
| 3- | <u>Intended Learning Outcomes of Course (ILOs)</u> | | |
| | a- | Knowledge and Understanding : By the completion of this course the student should be able to: | |
| | | A1 | State how and why medical records developed. |
| | | A2 | Enumerate the role of medical records in the delivery of health care. |
| | | A3 | List the role of medical record profession |
| | | A4 | Identify those responsible for entries in a medical record |
| | | A5 | Enumerate some legal implication involved in keeping medical records. |
| | | A6 | Define confidentiality. |
| | | A7 | List the sequence of development of a medical record. |
| | | A8 | State the principles of adequate documentation required by Medical Record Department staff reviewing patient records. |
| | | A9 | A9. Identify the role of medical records in outpatient care. |
| | | A10 | Define the features required and those to be avoided in designing a medical form. |
| | | A11 | List the types of records storage equipment that should be purchased for a Medical Record Department. |
| | | A12 | Enumerate the steps to be followed a Medical Record Administration in preparing a record to be microfilmed. |
| | | A13 | State the reasons for various departments to keep registers. |
| | | A14 | Define nursing diagnosis and explain the need for a nursing classification system. |
| | b- | Intellectual Skills By the completion of this course the student should be able to: | |
| | | b1- | Distinguish the uses and value of medical recodes. |
| | | b2- | Discuss the organization of medical record department and its relation to the hospital administration. |

| | | |
|-----------|---|---|
| | b3- | Differentiate between the formats types commonly used in medical records. |
| | b4 | Explain the principles of adequate documentation required by Medical Record Department. |
| | b5 | Discuss the contents of basic clinical forms. |
| | b6 | Compare between quantitative and qualitative analysis. |
| | b7 | Differentiate between the terms incomplete and delinquent in medical records. |
| | B8 | Explain the importance of medical records in hospital statistics. |
| | B9 | Explain term " record linkage" |
| | B10 | Distinguish the structure of case – mix classifications. |
| | B11 | Discuss the different components of quality assurance. |
| c- | Professional and practical skills By the completion of this course the student should be able to | |
| | c1- | Implement a change project using the change process |
| | c2- | Use Principles of writing records in the clinical area |
| d- | General and transferable skills By the completion of the course the student should be able to: | |
| | d1- | Works effectively with a team. |
| | d2- | Applies communication skills in inter-professional, social and therapeutic context |
| | d3 | Participates in ongoing educational activities related to professional issues. |
| 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 30 | Practical | |
| WK1 | Introduction to medical records& Medical Record Department | 2 | | |
| WK2 | Legal considerations in medical records& The development of medical records. | 2 | | |
| WK3 | Characteristics of adequate documentation. | 2 | | |
| WK4 | Contents of medical records. | 2 | | |
| WK5 | Outpatient medical records. | 2 | | |
| WK6 | Analysis of medical records. | 2 | | |
| WK7 | Incomplete medical records. | 2 | | |
| WK8 | Forms control and design. | 2 | | |
| W9 | Filing methods, storage and retention. | 2 | | |

| | | | | |
|-------------|---|---|--|--|
| WK10 | Microfilming. | 2 | | |
| WK11 | Hospital statistics. | 2 | | |
| WK12 | Computer applications for medical records. | 2 | | |
| WK13 | Indexes and registers. | 2 | | |
| WK14 | Nomenclature and classification system. | 2 | | |
| WK15 | Assessment of health care through medical records | 2 | | |
| WK16 | Oral Exam | | | |
| | Final exam | | | |

| Topic | Teaching methods |
|--|---------------------------------------|
| <ul style="list-style-type: none"> • Introduction to medical records& Medical Record Department | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Legal considerations in medical records& The development of medical records. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Characteristics of adequate documentation. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Contents of medical records. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Outpatient medical records. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Analysis of medical records. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Incomplete medical records. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Forms control and design. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Filing methods, storage and retention. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Microfilming. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Hospital statistics. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Computer applications for medical records. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Indexes and registers. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Nomenclature and classification system. | Seminar/ group discussion/ case study |
| <ul style="list-style-type: none"> • Assessment of health care through medical records | Seminar/ group discussion/ case study |

5- Teaching and learning methods :

1-Lectures

2- Class activity.

3- Blended learning

Semester work (Self learning via research papers presentation dictation report writing)

6- Student Assessment :

A- Assessment Method

- A.1 Oral Examination
A.2 Final written Examination

B- Time Schedule

| |
|---|
| Final written and oral exams at the end of the course |
|---|

C- Grading system

| | |
|-----------------------------|-------|
| Final - written Examination | 60 % |
| Final oral Examination | 40 % |
| Total | 100 % |

7- List of References

A - Required Books (Text Books) Tomy, A. (2016). Guide to Nursing Management and leadership. Canada, Mosby

B -Recommended Books

- Marquis, Huston, C.(2019):Leadership Roles and management functions in nursing , foundation.
- For effective leadership and management ,unit2,6 Edition ,p.108-p.557
- Join, D., (2018): Consulting instruction and training division, analysis of medical record, module 6, lesson8, p.p 36-40.
- Kruse, B., (2017): Medical Record Review and Analysis, Retrieved April from buzzle .com. R.
- Washington Healthcare International Corporation (2020): Massachusetts Ave., N.W.- washington,D.C.20036

C - Periodicals, Web Sites, ...etc

- Journal of Nursing Administration
- American Journal of Nursing
- Journal of Nursing Management

8- Facilities required for teaching and learning

- White board.
- Data show.

Course Coordinator: Dr. Sahar Hamdy El-Sayed

Head of Department Dr Fatma Goda

Date:



Faculty of Nursing
Nursing Administration Department



Zagazig university

Array of knowledge and skills of the education course

| Course | Medical Records | | | | | |
|---|------------------------|-------------------------|----------------------------|-------------------------|-----------------------|------------------------|
| Code | 422 | | | | | |
| Content | Week | Knowledge skills | Intellectual Skills | Practical skills | General skills | Attitude skills |
| Introduction to medical record&- The Medical Record Department | 1 | A1,A2, A3,A4, A7 | B1, B2, B3,B4 | C1 | D1,D2,D3 | |
| Legal considerations in medical records. | 2 | A5,A6 | | | D1,D2,D3 | E1 |
| Characteristics of adequate documentation. | 3 | | B4 | C2 | D1,D2,D3 | E2 |
| Contents of medical records | 4 | A9 | | | D1,D2,D3 | |
| Outpatient medical records | 5 | A9 | | | D1,D2,D3 | |
| Analysis of medical records | 6 | | B6 | | D1,D2,D3 | |
| Incomplete medical records. Forms control and design. | 7 | | B7 | | D1,D2,D3 | |
| Forms control and design. | 8 | | B6 | | D1,D2,D3 | |
| Filing methods, storage and retention. | 9 | A11 | | | D1,D3 | E1,E2 |
| Microfilming | 10 | A12 | | | D1,D2,D3 | |
| Hospital statistics. | 11 | | B8 | | | |
| Computer applications for medical records. | 12 | | B9 | | | |
| Indexes and | 13 | | | | D1,D2,D3 | |

| | | | | | | |
|--|-----------|-----|------------|--|-----------------|--------------|
| registers. | | A13 | | | | |
| Nomenclature and classification system. | 14 | A14 | B10 | | D1,D2,D3 | |
| Assessment of health care through medical records. | 15 | | B11 | | D1,D2,D3 | E2,E3 |

Dr/Fatma Gouda Metwally



Faculty of nursing



Zagazig University

Course Specifications

| | | | |
|---|--|--|--|
| 1- | Basic information | | |
| | Code : 423 | Title: Seminar of nursing administration - Master | Level :2 nd semester |
| | Credit hours : - | Theoretical : 60 | Practical :180 |
| Program(s) on which the course is given | | Master Second 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: To equip postgraduate students with essential knowledge and skills needed to apply managerial skills. And develop a research project for a problem statement focused on coaching or mentoring. | | |
| 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 terms and basic concepts of seminar of nursing administration course. |
| | | A2 | Identify who & whom can empower |
| | | A3 | State the benefits of time management |
| | | A4 | Identify barriers to creating an environment for empowerment in an organization |
| | | A5 | Describe the strategies of empowerment |
| | | A6 | Recognizes factors leading to job empowerment |
| | | A7 | Identify the benefits of time management |
| | | A8 | Identify prerequisites for budgeting |
| | | A9 | List causes of conflict |
| | | A10 | Identify benefits of evidence based practice |
| | | A11 | Explain different types of occupational hazards |
| | | A12 | Determine barriers of delegation |
| | | A13 | List tools of performance appraisal |
| | | A14 | List causes of change |
| | | A15 | List the importance of risk management |
| | | A16 | Identify benefits of assertiveness |
| | b- | Intellectual Skills By the completion of this course the student should be able to: | |
| | | B1- | Distinguish between empowerment and motivation |
| | | B2- | Compare between different types of budget |
| | | B3- | State mistakes made by manager in delegating |

| | | |
|-----------|---|--|
| | B4 | Select strategies implemented to ensure effective delegation |
| | B5 | Differentiate between authority, power and accountability. |
| | B6 | Compare between assignment and delegation. |
| | B7 | Differentiate between Lewin's and Kotter models of change |
| | B8 | Differentiate between risk and hazard |
| | B9 | State roles to help people more assertive behavior |
| c- | Professional and practical skills By the completion of this course the student should be able to: | |
| | C1- | Implement kanter theory to empower their staff |
| | C2- | Apply principles of priority setting to patient care situations |
| | C3- | Apply time management strategies to the reality of delivering effective nursing care. |
| | C4- | Use suitable tactics for overcoming resistance to change. |
| | C5 | Communicate different guidelines for appraisal interview to head nurses in clinical area. |
| | C6 | Utilize evidence based research in the clinical setting. |
| | C7 | Demonstrate role of nurse manager in budgeting |
| | C8 | Apply the role of nurse manager in delegation |
| | C9 | Use the effective preventive measures of occupational health hazards |
| | C10 | Demonstrate the role of nursing staff in risk management. |
| | C11 | Apply assertiveness technique by nurse manager |
| d- | General and transferable skills By the completion of the course the student should be able to: | |
| | D1- | Work effectively with a team. |
| | D2- | Apply communication skills in inter-professional, Social and therapeutic context. |
| E | Attitude skills By the completion of the course the student should be able to: | |
| | E1 | protect and promotes patient / client rights to autonomy, respect, privacy, dignity and access to information |
| | E2 | Act as a role model for less experienced nursing care providers and nursing students |
| | E3 | Communicate 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 | |
| WK1 | • Empowerment | 4 | 12 | |
| WK2,3 | • Time management & setting patient care priorities | 8 | 24 | |
| WK4 | • Budget | 4 | 12 | |
| WK5,6 | • Evidence based practice | 8 | 24 | |
| WK7,8 | • Performance appraisal | 8 | 24 | |
| WK9,10 | • Managing conflict | 8 | 24 | |
| WK11 | • Delegation | 4 | 12 | |
| WK12 | • Occupational health hazards | 4 | 12 | |
| WK13 | • Change | 4 | 12 | |

| | | | | |
|-------------|---------------------------|---|----|--|
| WK14 | • Risk management | 4 | 12 | |
| WK15 | • Assertiveness | 4 | 12 | |
| WK16 | Oral Exam | | | |
| | Final written exam | | | |

| Topic | Teaching methods |
|---|---|
| • Empowerment | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Time management & setting patient care priorities | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Budget | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Evidence based practice | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Performance appraisal | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Managing conflict | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Delegation | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Occupational health hazards | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Change | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Risk management | Lecture-Seminar- Case study - Group discussion-Brain storming |
| • Assertiveness | Lecture-Seminar- Case study - Group discussion-Brain storming |

| 5- Teaching and learning methods |
|---|
| <ul style="list-style-type: none"> • Lecture • Seminar • Case study • Group discussion • Brain storming <p>Semester work (Self learning via research papers presentation dictation report writing)</p> |

| 6- Student Assessment : | |
|---|---------------------------|
| A- Assessment Method | |
| A.1 | Oral Examination |
| A.2 | Final written Examination |
| B- Time Schedule | |
| Final written and oral exams at the end of the course | |
| C- Grading system | |
| Final - written Examination | 40 % |
| Oral Examination | 20 % |
| Semester work | 40 % |
| Total | 100 % |

| 7- List of References | |
|---|---|
| A - Required Books (Text Books) | Tomey, A.M. (2015): Gide to nursing management and leadership. (8 th ed.) Ch 13. Mosby. |
| B - Recommended Books | 1- Cherry, B & Jacob, S. (2017). Contemporary nursing; Issues, Trends, & Management. 5 th ed. El-Sevier. Mosby 2- Cherry, B & Jacob, S. (2017). Contemporary nursing; Issues, Trends, & Management. 5 th ed. El-Sevier. Mosby 3- Kelly, P. (2014). Nursing leadership & Management. 2 nd ed. Delmar Cengage learning. 4- Pateicia, S& Yoder-Wise. (2016). Leading and Managing in Nursing. 5 th ed. El-Sevier. Mosby |
| C - Periodicals, Web Sites, ...etc | 1- Journal of Nursing Administration 2- American Journal of Nursing 3- Journal of Nursing Management |
| 8- Facilities required for teaching and learning White board, classes and data show | |
| Course Coordinator: | Dr. Sahar Hamdy Elsayed |
| Head of Department | Dr. Fatma Gouda Metwally |
| Date: / / | |



**Faculty of nursing
Administration Department**



Zagazig University

Array of knowledge and skills of the education course

| | |
|---------------|--|
| Course | Seminar of nursing administration (second master) |
| Code | 423 |

| Content | Week | Knowledge skills | Intellectual Skills | Practical skills | General skills | Attitude |
|---|-------------|-------------------------|----------------------------|-------------------------|-----------------------|-----------------|
| • Empowerment | 1 | A1,A2,A4,A5,A6 | B1,B5 | C1 | D1 | E2 |
| • Time management & setting patient care priorities | 2,3 | A1,A3,A7 | | C2,C3 | D2 | E2 |
| • Budget | 4 | A1,A8 | B2 | C7 | D1 | |
| • Evidence based practice | 5,6 | A1,A10 | | C6 | D1 | E1 |
| • Performance appraisal | 7,8 | A1,A13 | | C5 | D2 | E2 |
| • Managing conflict | 9,10 | A1,A9 | | | D1 | E2,E3 |
| • Delegation | 11 | A1,A12 | B3,B4,B6 | C8 | D2 | E2 |
| • Occupational health hazards | 12 | A1,A11 | | C9 | D1 | E2 |
| • Change | 13 | A1,A14 | B7 | C4 | D1 | E2 |
| • Risk management | 14 | A15 | B8 | C10 | D2 | E2 |
| • Assertiveness | 15 | A16 | B9 | C11 | D1 | E1 |

Prof. Dr Fatma Gouda Metwally



Faculty of nursing



Zagazig University

Course Specifications

| | | | |
|-----------|---|--|--|
| 1- | Basic information | | |
| | Code : 441 | Title: Hospital infection - | Level : 3 rd semester, |
| | Credit hours : - | Theoretical :30 | Practical : non |
| | Program(s) on which the course is given | | Master third semester |
| | 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 | | 2020-2020 |
| 2- | <u>Overall Aims of Course</u> The course equips the postgraduate students with essential knowledge, skills, and attitudes, needed to follow universal precaution to prevent infection in clinical setting. | | |
| 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 infection, infection control, infection control program |
| | | A2 | List types of infection |
| | | A3 | List principles of dealing with linen. |
| | | A4 | State classification of surgical site infection |
| | | A5 | Identify signs and symptoms of infection |
| | | A6 | Enumerate sources of infection |
| | | A7 | List purpose of infection control program |
| | | A8 | Enumerate body defense mechanism |
| | b- | Intellectual Skills By the completion of this course the student should be able to | |
| | | B1 | Differentiate between medical and surgical hand washing |
| | | B2 | Explain chain of infection |
| | | B3 | Explain methods of disinfection and sterilization |
| | | B4 | Compare between disinfection and sterilization |
| | | B5 | Explain general rules of food hygiene |
| | | B6 | Explain general rules of laundry |
| | | B7 | Differentiate between various types of health care was |
| | c- | Professional and practical skills By the completion of this course the student should be able to | |

| | | | |
|--|-----------|--|--|
| | | C.1. | apply universal precaution to prevent infection in clinical situation |
| | | C2. | Develop training program about infection control in clinical situation |
| | d- | General and transferable skills | |
| | | By the completion of the course the student should be able to | |

D1- Works effectively with a team..

D2- Applies communication skills in inter-professional, social and therapeutic context.

D3-Uses of different sources for obtaining knowledge

4- Course Contents:

| Week 15 | Topic | Number of hours | | Tutorial/ Practical |
|----------------|--|-----------------|-----------|------------------------|
| | | Lecture 30 | Practical | |
| WK1,2 | Introduction about Infection Control | 4 | - | |
| WK3,4 | Surgical Site Infection | 4 | - | |
| WK5,6 | Infection associated with intravenous | 4 | - | |
| WK6,7 | Prevention of Infections Associated with Urinary Catheterization | 4 | - | |
| WK8,9 | Design and Maintenance of Health Care Facilities | 4 | -- | |
| WK10,11 | Protection of Healthcare Facilities | 4 | - | |
| WK12 | Management Of Clinical Waste | 2 | - | |
| WK13 | Disinfection and Sterilizations | 2 | - | |
| WK14,15 | Isolation Precautions | 2 | -- | |
| WK16 | Oral Exam | | | |
| | Final writing exam | | | |

| Topic | Teaching methods |
|--|--|
| Introduction about Infection Control | Lecture-Seminar- Case study - Group discussion- Brain storming |
| Surgical Site Infection | Lecture-Seminar- Case study - Group discussion- Brain storming |
| Infection associated with intravenous | Lecture-Seminar- Case study - Group discussion- Brain storming |
| Prevention of Infections Associated with Urinary Catheterization | Lecture-Seminar- Case study - Group discussion- Brain storming |
| Design and Maintenance of Health Care Facilities | Lecture-Seminar- Case study - Group discussion- Brain storming |
| Protection of Healthcare Facilities | Lecture-Seminar- Case study - Group discussion- Brain storming |
| Management Of Clinical Waste | Lecture-Seminar- Case study - Group discussion- Brain storming |

| | |
|---------------------------------|--|
| Disinfection and Sterilizations | Lecture-Seminar- Case study - Group discussion- Brain storming |
| Isolation Precautions | Lecture-Seminar- Case study - Group discussion- Brain storming |

| | | |
|---|-----------------------------|--|
| 5- Teaching and learning methods : | | |
| 5.1 | Seminar/ work shop | |
| 5.2 | Group discussion | |
| 5.3 | clinical conference | |
| 5.4 | Brain storming | |
| 5.5 | case study | |
| 5.6 | Blended learning | |
| 5.7 | Class Activity | |
| 6- Student Assessment : | | |
| A- Assessment Method | | |
| A.1 | Final Oral examination | |
| A.2 | Final Written examination . | |
| B- Time Schedule | | |
| Semester work | | Week : through semester |
| Oral Examination | | Week 16 |
| Final - written Examination | | |
| C- Grading system | | |
| Final - written Examination | 60% | |
| Oral Examination | 40% | |
| Total | 100 % | |
| 7- List of References | | |
| A - Course Note | | |
| B - Required Books (Text Books) | | 1- Infection Control Nurses Association. Guidelines for preventing intravascular catheter related infection. UK: Infection Control Nurses Association, 2004. 2. Damani,N.(2011):Manual of Infection Prevention and Control.3 rd ed;Pub:Oxford,U.P.;pages 315:317. 3 -Kilgore,M.L., Ghosh, K., Beavers, C.M., Wong,D.Y., Hymel, P.A., Brossette,S,E.(2008).The cost of nosocomial infection.Medical care, 46(1),101-104. 4-McLuckie,A.(2009).Respiratory disease and its management. New York: Springer.51. |
| C - Recommended Books | | 1- Behrman,A.&Buchta,W.G.&Budnick,L.,D &Hodgson,M.,J.,etal.(2013):Protecting Health |

| | |
|---|---|
| | Care Workers From Tuberculosis. Vol.55, N.8, Lippincott Williams & Wilkins; page985:986. |
| D - Periodicals, Web Sites, ...etc | 1- Journal of nurse education and practice 2- Journal of infection control |
| 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: | |



**Faculty of nursing
Administration Department**



Zagazig University

Array of knowledge skills of the education course

| | |
|---------------|---------------------------|
| Course | Hospital Infection |
| Code | 441 |

| week | Content | Knowledge skills | Intellectual Skills | Practical skills | General skills | Attitude skills |
|----------------|---|-------------------------|----------------------------|-------------------------|-----------------------|------------------------|
| WK1,2 | Introduction about infection control | A1,A2, A8 | B2 | | | |
| WK3,4 | Surgical site infection | A4,A5,A6 | B3 | C1 | | |
| WK5,6 | Infection associated with intravenous catheter | | | C1 | D1,D2,D3 | E2,E3 |
| WK6,7 | Infection associated with urinary catheterization | A5,A6 | B1 | C1 | D1,D2,D3 | E2,E3 |
| WK8,9 | Designs and maintenance of health care facilities | | | | D2 | |
| WK10,11 | Protection of health facilities | | B5,B6 | | D1 | E3 |
| WK12 | Management of clinical wastes | | B7 | | D1 | |
| WK13 | Disinfection and sterilization | A3 | B3,B4 | | D2 | |
| WK14,15 | Isolation protection | | | C1,C2 | D1 | E1 |

Prof. Dr Fatma Gouda Metwally



Faculty of Nursing



Zagazig University

Course Specifications

| | | | | |
|--|---|---|---|-------------------------------------|
| 1- Basic information | | | | |
| | Code : 442 | | Title : Operational research and use of manpower | Level :3rd master |
| | Credit hours : 2 | | Theoretical :30 | Practical : ---- |
| Program(s) on which the course is given | | : | Faculty of Nursing – Zagazig University | |
| 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 basic research principles in clinical area | | | |
| 3- | Intended Learning Outcomes of Course (ILOs) | | | |
| | a- | Knowledge and Understanding : By the completion of this course the student should be able to | | |
| | A1 | Clarify steps of scientific research | | |
| | A2 | Identify basic ethical principles in nursing research. | | |
| | A3 | Identify sources of literature review | | |
| | A4 | Classify clinical study design | | |
| | A5 | Enumerate methods of data collection | | |
| | A6 | Explain the classification of hypothesis | | |
| | A7 | Identify target population for the scientific study | | |
| | A8 | Determine sample size for the scientific study | | |
| | A9 | Explain types of validity | | |
| | A10 | Discuss levels of measurement | | |
| | A11 | Explain elements of research critique | | |
| | b- | Intellectual Skills By the completion of this course the student should be able to | | |
| | B1 | Differentiate between goal and objectives | | |
| | B2 | Discriminate between random and systematic errors | | |
| | B3 | Compare between qualitative and quantitative research designs | | |
| | B4 | Differentiate between probability and non probability sampling | | |
| | B5 | Distinguish between interclass and intraclass reliability | | |
| | B6 | Compare among different styles in writing references | | |
| | B7 | Discriminate between a research article from a non-research article | | |
| | c- | Professional and practical skills By the completion of this course the student should be able to | | |
| | C1 | Write research problem. | | |

| | | | |
|--|-----------|--|---|
| | | C2 | Formulate hypothesis in certain research topic |
| | | C3 | Select appropriate research design |
| | | C4 | Calculate sample size for her study population |
| | | C5 | Apply ethical principle in nursing research |
| | | C6 | Critique a certain research topic |
| | | C7 | Write research references |
| | | C8 | Control threats of internal and external validity |
| | d- | General and transferable skills By the completion of the course the student should be able to | |
| | | D1 | Develop self learning skills |
| | | D2 | Using basic ethical principles in applying research study |
| | | D3 | Show sound decision in different situation |
| | | D4 | Participate with her college in research study |
| | | D5 | Follow basic principles in writing abstract |
| | | D6 | Use critical thinking skills in identifying research problem area |
| | 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 | No. Of hours | | Tutorial/Practical |
|--------|---|--------------|-----------|--------------------|
| | | Lecture | Practical | |
| WK1 | Introduction to nursing research | 2 | - | |
| WK 2-3 | Nursing research questions and hypothesis | 4 | - | |
| WK4 | Literature review | 2 | - | |
| WK5-6 | Research design | 4 | - | |
| WK7-8 | Validity and reliability | 4 | - | |
| WK9-10 | Sampling | 4 | - | |
| WK11 | Measurement | 2 | | |
| WK12 | Data collection | 2 | - | |
| WK13 | Ethical consideration in nursing research | 2 | - | |
| WK14 | Research critique process | 2 | - | |
| WK15 | How to write references | 2 | | |
| WK15 | Final oral-exam | | | |
| WK16 | Final written exam | | | |

| Topic | Teaching methods |
|-------|------------------|
|-------|------------------|

| | |
|---|-------------------------------------|
| | |
| Research problem & research sub problem | Seminar/ Direct reading |
| Nursing research questions and hypothesis | Seminar/ Direct reading |
| Literature review | Seminar/ Direct reading |
| Research design | Seminar/ Direct reading |
| Validity and reliability | Direct reading/ brain storming |
| Sampling | Seminar/ Direct reading |
| Measurement | Seminar/ Direct reading |
| Data collection | Seminar/ Direct reading |
| Ethical consideration in nursing research | Seminar/ Direct reading |
| Research critique process | Seminar/ Direct reading/ case study |
| How to write references | Seminar/ Direct reading |

5- Teaching and learning methods:

| | |
|-----|----------------|
| 5.1 | Seminar |
| 5.2 | Brain storming |
| 5.3 | Case study |
| 5.4 | Direct reading |
| 5.5 | |

6- Student Assessment:

| | |
|-----------------------------|---------------------------|
| A- Assessment Method | |
| A.1 | Final oral examination |
| A.2 | Final written examination |
| B- Time Schedule | |
| Final oral examination | Week :15 |
| Final written examination | Week 16 |
| C- Grading system | |
| Final oral examination | 40 % |
| Final written examination | 60 % |
| Total | 100 % |

7- List of References

| | |
|--|---|
| A- Course note | |
| B - Required Books (Text Books) | <ul style="list-style-type: none"> Grove S., Gray J., & Burns N. (2015). Understanding nursing research; Building an evidence – based practice. 6th ed . Elsever. China Polit D. F and Beck C.T. (2010). Essentials of nursing research: appraising evidence of nursing practice. 7th |

| | |
|---|--|
| | edition. Lippincott. Williams & wilkins |
| B - Recommended Books | <ul style="list-style-type: none"> • Boswell, c. & cannon, s. (2011); introduction to nursing research; incorporation evidence based practice. 2nd edition • Hart C. (2008): Literature reviewing and argumentation in the post graduate companion, Gerard hall and Longman. UK grad. United Kingdom. London: ISBN 978- • Dellinger, A. (2005): Validity and the review of literature. research in the school ,12 (2) ,41 • Denise F.P. (2010): Nursing research principle and methods 6th edition. |
| C - Periodicals, Web Sites, ...etc | <ul style="list-style-type: none"> • Journal of nursing research Journal of Vocational Behavior Available online at www.sciencedirect.com |
| 8- Facilities required for teaching and learning | |
| Course Coordinator: | Dr Sahar Hamdy |
| Signature: | |
| Head of Department | Dr Fatma Gouda Metwally |
| Date: | |



Faculty of nursing



Zagazig University

Nursing Administration Department

| | |
|---------------|---|
| Course | Operational research and use of manpower (3rd master) |
| Code | 442 |

Array of knowledge and skills of education course

| | Content | Knowledge skills | Intellectual skills | Practical skills | General skills | Attitude |
|---------|---|-------------------------|----------------------------|-------------------------|-----------------------|-----------------|
| Unit 1 | Introduction to nursing research | A1 | B1 & B7 | C1 | D6 | |
| Unit 2 | Nursing research questions and hypothesis | A6 | | C2 | D4 & D5 | |
| Unit 3 | Literature review | A3 | | | | |
| Unit 4 | Research design | A4 | B3 | C3 | | |
| Unit 5 | Validity and reliability | A9 | B5 | C7 | | |
| Unit 6 | Sampling | A8 & A7 | B4 | C4 | | E1 |
| Unit 7 | Measurement | A10 | | | | |
| Unit 8 | Data collection | A5 | B2 | | | |
| Unit 9 | Ethical consideration in nursing research | A2 | | C5 | D2 | E2 |
| Unit 10 | Research critique process | A11 | | C6 | D1 & D3 | E3 |
| Unit 11 | How to write references | | B6 | | | |

Head of the department

Prof. Dr Fatma Gouda Metwally



Faculty of nursing



Zagazig University

Seminars of Nursing Administration

Course Specifications

| | | | |
|---|---|---|---|
| 1- | Basic information | | |
| | Code : 443 | Title : :Seminars of Nursing Administration | Level :3 rd master |
| | Credit hours : - | Theoretical :60 | Practical :180 |
| Program(s) on which the course is given | | : | Faculty of Nursing – Zagazig University |
| 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: To equip postgraduate students with essential knowledge and skills needed to apply legal protections in nursing practice & guide for ethical decision making to an ethical dilemma that contributing to achieve high quality care to patient | | |
| 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 terms of collective bargaining, health, organizational behavior, quality control | |
| | A2 | Identify major reasons for greater unionization among professional nurses | |
| | A3 | Describe the history of collective bargaining in nursing | |
| | A4 | Identify the characteristics of a profession and their relationship to collective bargaining | |
| | A5 | State the issues that lead to unions and collective bargaining | |
| | A6 | Describe the process of collective bargaining | |
| | A7 | Describe a grievance procedure and illustrate how it should work | |
| | A8 | The process of arbitration and mediation | |
| | A9 | List benefits of collective bargaining | |
| | A10 | Describe strategies to maintain physical, intellectual, emotional, professional, social,& spiritual health | |
| | A11 | Identify occupational health hazards that are present in the work setting | |
| | A12 | Describe methods of personal financial planning | |
| | A13 | Identify the sources and types of law and regulations and their impact on nursing practice. | |
| | A14 | Explain privacy laws related to nursing actions | |
| | A15 | Identify historical and philosophical influences on nursing practice. | |

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|--|-----------|---|---|
| | | | State the personal philosophy of professional nursing |
| | | A16 | List importance of organizational behavior |
| | | A17 | Identify evolution of organizational behavior |
| | | A18 | Tell how to maintain high performance organization |
| | | A19 | Describe roles of leader and manager in quality control |
| | | A20 | List steps of quality control process |
| | | A21 | List quality improvement models |
| | | A22 | List quality improvement models |
| | | A23 | Identify who should be involved in quality control. |
| | | A24 | Enumerate medical errors that threat quality of care. |
| | | A25 | Name strategies that use for errors reduction. |
| | | A26 | Recall strategies for cost containment |
| | | A27 | Explain fixed and variable costs as they related to breakeven points. |
| | | A28 | List steps of continues quality improvement |
| | | A29 | Describe tools that can used to facilitate continues quality improvement. |
| | | A30 | Describe the research process as applied to quality improvement. |
| | | A31 | State sources of job stress. |
| | | A32 | Explain the strategies used for prevention and control of risk |
| | b- | Intellectual Skills By the completion of this course the student should be able to | |
| | | B1 | Distinguish between traditional and nontraditional collective bargaining strategies to improve the patient care environment. |
| | | B2 | Compare between ethics and morality |
| | | B3 | Differentiate between quality control& total quality management |
| | | B4 | Compare between different types of standards and audits. |
| | | B5 | Differentiate between roles of leader and manager regarding quality improvement. |
| | | B6 | Compare between different theories of quality management. |
| | c- | Professional and practical skills By the completion of this course the student should be able to | |
| | | C1 | Applies the six concepts of physical, intellectual emotional, professional, social,& spiritual health to her/his life |
| | | C2 | Determine common areas of nursing practice that lead to malpractice & outline actions a nurse can take to minimize these risks. |
| | | C3 | Applies legal protections for nursing practice. |
| | | C4 | Inform the nurse role as patient advocate and the duty to follow another practice orders. |
| | | C5 | Applies ethical theories in nursing practice |
| | | C6 | Applies guide for ethical decision making to an ethical dilemma. |
| | | C7 | Determine factors affecting cost containment. |
| | | C8 | Able to control stress in the clinical area |
| | | C9 | Apply role of nurse manager in managing risk in the clinical area |
| | d- | General and transferable skills By the completion of the course the student should be able to | |
| | | D1 | Works effectively with a team |
| | | D2 | Applies communication skills in inter-professional, social and therapeutic context |

| | | | |
|--|----|---|--|
| | 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 | No. Of hours | | Tutorial/Practical |
|---------|---|---------------|------------------|--------------------|
| | | Lecture 60 | Practical 180 | |
| WK1-2 | • Collective bargaining | 8 | 30 | - |
| WK3 | • Cost containment | 4 | - | - |
| WK4,5 | • Healthy living: balancing personal and professional needs | 8 | 30 | - |
| WK6,7 | • Legal and ethical aspect of health care | 8 | 30 | - |
| WK8,9 | • Organizational behavior | 8 | 30 | - |
| WK10,11 | • Risk management | 8 | 30 | - |
| WK12,13 | • Quality control | 8 | 30 | |
| WK14,15 | • Stress management | 8 | - | |
| WK16 | Oral-exam | | | |
| | Final Exam | | | |

| Topic | Teaching methods |
|---|---------------------------------------|
| • Collective bargaining | Seminar/ group discussion/ case study |
| • Cost containment | Seminar/ group discussion/ case study |
| • Healthy living: balancing personal and professional needs | Seminar/ group discussion/ case study |
| • Legal and ethical aspect of health care | Seminar/ group discussion/ case study |
| • Organizational behavior | Seminar/ group discussion/ case study |
| • Risk management | Seminar/ group discussion/ case study |
| • Quality control | Seminar/ group discussion/ case study |
| • Stress management | Seminar/ group discussion/ case study |

| 5- Teaching and learning methods : | |
|------------------------------------|-----------|
| 5.1 | Seminar |
| 5.2 | Practical |

| | |
|---------------------------------|--|
| 5.3 | Semester work |
| 5.4 | Group discussion |
| 5.5 | Case study |
| 5.6 | Class Activity |
| 6- Student Assessment : | |
| A- Assessment Method | |
| A.1 | <i>Semester work</i> |
| A.2 | Oral Examination |
| A.3 | Final - written examination |
| B- Time Schedule | |
| Semester work | Week : through semester |
| Oral Examination | Week : 16 |
| Final - written Examination | Week : At the end of the course |
| C- Grading system | |
| Final - written Examination | 40 % |
| Oral Examination | 20 % |
| Semester work | 40 % |
| 7- List of References | |
| A - Required Books (Text Books) | <ul style="list-style-type: none"> Cherry, DB& Jacob, RS.(2014):Contemporary Nursing Issues ,Trends, management .6th Edition . China. pp. 245, 248. Patricia Kelly, RN, MSN.(2012):Nursing Leadership &Management .3rd Edition .USA.P.P 615-625. 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 David D. ;(2018) Nurse Practitioners Business Practice and Legal Guide, 6th ed ,Jones & Bartlett Learning, LLC, an Ascend |

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|---|--|
| | <p>Learning Company ,USA.</p> <ul style="list-style-type: none"> • George, J. M., & Jones, G. R. (2016). Understanding and managing organizational behavior (5th ed.). Upper Saddle River, NJ: Pearson Prentice Hall. • Sampaio, P. and Saraiva, P.(2016) : Quality in the 21st Century, 1st ed., Library of Congress . Springer International Publishing Switzerland |
| B - Recommended Books | <ul style="list-style-type: none"> • Marquis, BL&Huston, GJ, (2012): Leadership Role & Management Functions in nursing .7th Edition Lippincott Williams Wilkins .P.P497. |
| C - Periodicals, Web Sites, ...etc | <p>1- Journal of Nursing Administration</p> <p>2- American Journal of Nursing</p> <p>3- Journal of Nursing Management</p> |
| 8- Facilities required for teaching and learning | |
| Course Coordinator: | Dr. Sahar Hamdy Elsayed |
| Head of Department | Dr Fatma Gouda Metwally |
| Date: / / | |



Faculty of nursing



Zagazig University

Administration Department
Array of knowledge skills of Seminars of Nursing Administration course

| | |
|---------------|---|
| Course | Seminars of Nursing Administration |
| Code | 443 |

| week | Content | Knowledge skills | Intellectual Skills | Practical skills | General skills | Attitude skills |
|-------------|---|---|----------------------------|-------------------------|-----------------------|------------------------|
| 1-2 | Collective bargaining | A1,A2,A3,A4,A5, A6,A7,A8,A9 | B1 | | D2 | |
| 3 | Cost containment | A12,A26,A27 | | C7 | | |
| 4,5 | Healthy living: balancing personal and professional needs | A10 | | C1 | D1,D2 | E2,E3 |
| 6,7 | Legal and ethical aspect of health care | A13,A14,A15 | B2 | C2,C3,C4,C5, C6 | D1,D2, D3 | E2,E3 |
| 8,9 | Organizational behavior | A16,A17,A18 | | | D2 | |
| 10,11 | Risk management | A11,A32 | | C9 | D1 | E1,E3 |
| 12,13 | Quality control | A19,A20,A21,A22,A23,A24,A25,A28,A29,A30 | B3,B4,B5, B6 | | D1 | E1 |
| 14,15 | Stress management | A31 | | C8 | D2 | E1 |
| | | | | | | |

Prof. Dr Fatma Gouda Metwally