



Philadelphia University/Faculty of Nursing

**Philadelphia University
Faculty of Nursing
2nd Semester 2020/2021**

<u>Course Syllabus</u>	
Course Title: Nursing Management (Theory)	Course code: 0910437
Course Level: Fourth year level	Course prerequisite(s) and/or or co-requisite(s): 0911223
Lecture Time: Every Thursday 12-3pm	Credit hours: 3 hrs

(Course Coordinator/lecturer)

Name	Rank	Office Number and Location	Online office Hours	E-mail Address
Dr. Fadwa Al-Halaiqa	Associated Prof	1 st Floor 15302	Sunday- Tuesday: 11- 12	fhalaiga@philadelphia.edu.jo

Course Description:

This course contains the appropriate knowledge that helps nursing students’ synthesis of theories and concepts related to critical thinking, change theory, conflict resolution, delegation, and changes that impact the health care delivery system. Theories and concepts related to leadership and management are presented. This course prepares the students to perform effective leadership and management roles with focus on their interactions with the health care team members in future work settings. Its equip students with appropriate soft skill that they need in clinical setting. It also explores the elements of the management process as well as change management strategies and their applications. It enhances students’ leadership skills in maintaining best practices and standards of care.

General expected outcome goals;

- Principles of Human Caring, Critical Thinking, Evidence Based Practice/ Research and Holistic Health of the whole person as applied to Physiologic, Psychological/Sociological, Developmental and Spiritual Human Needs in Clinical Judgment
- Professional Values as evidenced by Professional Accountability, Reflective Practice, Collaboration, Quality of Care
- Managing effective patient care including Safety and Ethical/Legal Applications
- Accountability and autonomy in lifelong professional learning



Philadelphia University/Faculty of Nursing

Course Intended Learning Outcomes (ILOs)/Competencies:

After completion of this course, the student will be able to:

1 Knowledge and Understanding

- 1.1 Understand the differences between Nursing Management, Nursing Leadership and styles of leadership of management
- 1.2 Identify the elements of the management process and their applications at the different nursing managerial levels.
- 1.3 Understand the key terms of management.
- 1.4 Describe the main principles of soft skills (e.g. time management and work organization).
- 1.5 Describe the process that could be used to overcome over many challenges that could be faced in workplace environments
- 1.6** Describe how to be good manager, employers, employees

2 Intellectual Skills

- 2.1 Compare and contrast management, organizational and leadership theories including motivation and their applications in professional nursing practice.
- 2.2 Compare and contrast the benefits and limitations of the different models of nursing care delivery with respect to employers, nurses and clients.
- 2.3 Identify and begin to use innovative approaches to problem solving, staff direction and providing feedback including criticism and praise.
- 2.4 Analyze and Rank nursing priorities at the clinical situation to demonstrate appropriate soft skills.

3 Professional Skills

- 3.1 Collaborate with interdisciplinary team members to create appropriate healthy work environments
- 3.2 Use concepts of effective communication and other soft skills to foster working relationships and manage a variety of nursing situations.
- 3.3 Apply soft skills e.g. conflict management strategies in nursing practice.
- 3.4 Apply change of shift report and scheduling principles in nursing practice
- 3.5 Apply the principles of effective supervision and delegation in nursing practice
- 3.6 Participate in creating healthy work environment.

4 Transferable Skills

- 4.1 Use critical thinking, decision-making theories, and priority setting in the management of nursing situations.
- 4.2 Utilize leadership/management skills in the delivery of caring, competent, legal and ethical nursing care to individuals and groups in a variety of settings.



Philadelphia University/Faculty of Nursing

Course Evaluation

<u>Allocation of Marks</u>	
Assessment Instruments	Mark
Mid exam	30%
Assignment, home works, participation, presentation and quizzes	20%
Final Exam	50%
Total	100%

Course Content Schedule

WEEK	TOPIC	ILOCS	EVALUATION TOOLS
1st week 25/02/2021	Orientation to the course requirements and syllabus Introduction to nursing management	3.1,4.2,3.4, 1.10, 3.6,	Mid exam
	Designing organization	1.1,1.2,1.3,1.4	Mid exam
2nd week 4/03/2021	Delivering Nursing Care Leading, managing, following	1.4,1.1,1.6,1.5 1.1,1.4,2.1,2.2,4.2	Mid exam
3rd week 11/03/2021	Initiating and managing change	3.1,4.2,3.4	Mid exam
	Managing and improving quality	3.1, 4.2,3.4	Mid exam
4th week 18/03/2021	Understanding Legal and Ethical Issues	1.8,2.2, 2.1, 1.9	Mid exam
	Understanding Power and Politics	1.8,2.2, 2.1, 1.9	Mid exam
5th week 25/03/2021	Thinking Critically, Making Decisions, Solving Problems Communicating Effectively	2.3,3.2,4.1,4.2 4.2,3.2,1.9	Mid exam
6th week 01/04/2021	Delegating Successfully	Delegating Successfully	Mid exam



Philadelphia University/Faculty of Nursing

	Time management	3.1, 3.5, 3.2	Mid exam
7th week 8/04/2021	Handling Conflict Team building	1.7, 1.9, 2.4, 3.1, 3.4, 4.2, 1.10	Final exam
8th week 15/04/2021	Recruiting and Selecting Staff Staffing and scheduling	1.10, 3.4, 4.2	Final exam
9th week 22/04/2021	Motivating and developing staff Evaluating Staff Performance	2.1, 1.8, 3.1, 3.2, 4.1	Final exam
10th week 29/04/2021	Coaching, disciplining and terminating staff Managing Absenteeism and Other Staff Problems	1.7, 1.9, 2.4, 3.1, 3.4, 4.2	Final exam
11th week 06/05/2021	Dealing with disruptive staff problems Preparing for emergencies	3.5, 3.2, 4.2	Final exam
12th week 13/05/2021	Eid Alfeter		
13th week 20/05/2021	Preventing Workplace Violence Managing Stress	3.5, 3.2, 4.2 3.5, 3.2, 4.2,3.3, 3.4,	Final exam
14th week 27/05/2021	Nursing informatics Managing your career	2.3, 4.1, 4.2, 2.5 4.1, 4.2, 2.5	Final exam
15th week 03/06/2021	Revision		
16th week 10/06/2020	Final Exam		

Teaching Methods:

1. Online Lectures
2. Questions and answers
3. Individual and group work
- 4- Individual assignment and presentation (appendix 1)



Philadelphia University/Faculty of Nursing

5- Video and role play presentation and discussions

Student Assessment methods:

- Assignments and group work discussion
- Class participation
- Attendance
- Written and oral exams
- Topic presentation
- Assignments and home works

A. Essential Textbook:

- 1- Sullivan Eleanor, (2013). Effective Leadership and Management in Nursing, 8th · edition. Pearson Education
- 2- Sullivan Eleanor (2017). Effective Leadership and Management in Nursing (9th Edition) 9th Edition ISBN-13: 978-0134153117
ISBN-10: 0134153111

B. Recommended Textbooks:

- Sullivan (2018) Effective Leadership and Management in nursing Pearson Prentice Hall
Library Number: 362.173068
- Bessie, M. (2012) Leadership roles and Management function in nursing (7th Edition)
Lippincott Williams wilking. Library Number: 362.173068MAR
- Sullivan and Decker (2009) Effective Leadership and Management (7th Edition) Pearson
Prentice Hall Library Number: 362.173068 SUL
- Whitehead, D; Weiss, S; & Tappen, R (2010): Essential of nursing leadership and
management (5th Edition). Philadelphia, PA: F,A. Davis company. Library Number: 362.

Attendance Policy:

(Example to be adopted & modified.)

Absence from lectures and/or tutorials shall not exceed 15%. Students who exceed the 15% limit without a medical or emergency excuse acceptable to and approved by the Dean of the relevant college/faculty shall not be allowed to take the final examination and shall receive a mark of zero for the course. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.

Online using policy:

You have to follow the code of conduct with using and dealing with any (teachers or colleagues). Any violation will lead to applying rules and regulations that control the behaviors in Philadelphia University

Documentation and Academic Honesty

(Example to be adopted & modified.)

Submit your homework covered with a sheet containing your name, number, course title and number, and type and number of the home work (e.g. tutorial, assignment, and project).

Any completed homework must be handed in to my office by 15:00 on the due date. After the deadline “zero” will be awarded. You must keep a duplicate copy of your work because it may be needed while the original is being marked.

You should hand in with your assignments:

- 1- A printed listing of your test programs (if any).
- 2- A brief report to explain your findings.
- 3- Your solution of questions.



Philadelphia University/Faculty of Nursing

• Protection by Copyright

(Example to be adopted & modified.)

1. Coursework, laboratory exercises, reports, and essays submitted for assessment must be your own work, unless in the case of group projects a joint effort is expected and is indicated as such.
2. Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly your own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.
3. Sources of quotations used should be listed in full in a bibliography at the end of your piece of work.

• Avoiding Plagiarism.

(Example to be adopted & modified.)

1. Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles.
2. Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. A close paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable for you to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.
3. Direct quotations from an earlier piece of your own work, if not attributed, suggest that your work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.
4. Plagiarism is a serious offence and will always result in imposition of a penalty. In deciding upon the penalty the Department will take into account factors such as the year of study, the extent and proportion of the work that has been plagiarized, and the apparent intent of the student. The penalties that can be imposed range from a minimum of a zero mark for the work (without allowing resubmission) through caution to disciplinary measures (such as suspension or expulsion).



Philadelphia University/Faculty of Nursing
Presentation criteria

Appendix 1

Student's name: -----ID: -----
 Title of the presentation: -----
 Date: -----
 Total Score:-----

Criteria	Poor (0)	Fair (1)	Good (2)	Excellent (3)
I. Presentation of the material:				
1. Clarity of stated objectives				
2. Movement toward the stated goals				
3. Organization of content				
4. Definition of key concepts, terms and principles				
5. Summary of important points				
6. Effective use time				
7. Use of instructional aids				
8. Uniqueness of the presentation				
II. Relation with the students				
9. Student participation				
10. Respect of students' point of view				
11. Provision of feedback to students				
12. Control of the class				
III. Personal attributes				
13. Appropriateness of speech volume				
14. Use creative supported material to present the topic and enhance colleagues participation				
15. Use appropriate tone voice and clarity of speech to the students				
IV. Written part				
16. Clarity and organization				
17. Plagiarism and originality				
18. Citation and References				
19. Correlate evidence based practice research				
20. Punctuality in handling written part				
Total				

General notes:

Assessor Name:
Date

Signature: