



جامعة بنها  
كلية التمريض

توصيف مقرر Nursing Management

مواصفات المقرر :

البرنامج أو البرامج التي يقدم من خلالها:

Bachalearte degree in nursing science

المقرر يمثل عنصراً رئيسياً أو ثانوياً بالنسبة للبرامج: Core course  
القسم العلمي المسئول عن البرنامج:

All academic departments of the faculty and relevant department of faculty of (medicine, Laws, education, Arts, and Computer & information faculty)

القسم العلمي المسئول عن تدريس المقرر :

Nursing management department

السنة الدراسية / المستوى : fourth year:

تاريخ اعتماد توصيف البرنامج : 26 / 9 / 2010

( أ ) البيانات الأساسية

الكود: NUR 0944

العنوان : Nursing management

الساعات التدريسية: 24 hr per week

الدروس العملية : 20 hr per week

المحاضرات : 4 hr per week

المجموع : 360

ساعات الإرشاد الأكاديمي : -



## ( ب ) البيانات المهنية

### 1 - الأهداف العامة للمقرر :

This course aims to provide students with basic knowledge, skills and to act as the role of head nurse through providing communication, motivation, performance appraisal by time management using nursing recording and reporting through following policies, rules and regulation of nursing services in a variety of health settings using different models of patient care delivery system to give high quality of nursing service management

### 2 - النتائج التعليمية المستهدفة للمقرر :

#### أ - المعرفة والفهم :

- 1-أ Define, Standers &time management
- 2-أ Define ,staff development and change
- 3-أ Discuss performance appraisal system
- 4-أ Recognize roles of head nurse
- 5-أ Explain importance and types of records and reports.
- 6-أ Mention skills required for good leader
- 7-أ Describe process and ascending and descending communication
- 8- Explain important of standards
- 9-أ Discuss type of standard
- 10-أ Mention internal &external time weaters
- 11- Discuss levels of change
- 12-أ Discusses time management strategies
- 13-أ Identify causes of conflict
- 14-أ List types of power
- 15- أ Explain needs of staff management
- 16-أ Identify thearies of change



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- 17-أ Explain method of nursing care delivery system
- 18-أ Define quality and quality assurance

### ب - المهارات الذهنية :

- 1-ب Discuss the role of head nurse according to available resources in the professional health care setting.
- 2-ب List appropriate method of nursing care delivery system for meeting patient needs
- 3-ب Differentiate among different leadership style
- 4-ب Formulate assignment sheet using appropriate nursing care delivery system for meeting patients' needs
- 5-ب Differentiate among structure ,process and out come standers
- 6-ب Formulate appropriate methods of ng care delivery system for meeting pts needs .
- 7-ب Discuss factors affecting motivation.
- 8-ب Discuss components of staff **development**.
- 9-ب Discuss change process.
- 10-ب Apply continous personal performance appraisal.
- 11-ب Differentiate among different nursing care delivery system.
- 12-ب Differentiate among different types of power.
- 13-ب Discuss quality assurance.

### ج - المهارات المهنية والعملية الخاصة بالمقرر :

- 1-ج Establish good relationship and communication among health team members
- 2-ج Apply the role of head nurses according to available resources in health care setting



- 3-ج Operastionlize different types of standardized nursing records and reports with the hospitals' records.
- 4-ج Manage patient needs by plan, implement and evaluate nursing care provided
- 5-ج Utilize the methods of motivation to promote the high moral for their subordinate and increase work productivity
- 6-ج Write different types of reports with hospital reports
- 7- ج Perform the role and abilities of good leader.
- 8-ج Examined job description for staff nurse and head nurse
- 9-ج Utilize different methods of nursing care delivery system according to patients' classification for meeting patients' needs
- 10- ج principles of legal guidelines of recording and reporting.
- 11-ج Apply time management strategies.
- 12-ج Apply conflict resolution strategies.
- 13-ج Perform change in knowledge and attitude.
- 13-ج Apply continous personnel development through orientation programs ,training and continuing education.
- 14-ج Apply standers in clinical area.
- 15-ج operationalize different types of power.

#### د - المهارات العامة :

- 1- د Present patient's data in an organized and informative manner.
- 2-دUse communication techniques and creative thinking to communicate effectively with patients and health team.
- 3-د Apply nursing ethics in different management and practice situations.
- 4-د Enhancing the team-work spirit.
- 5-د Develop self learning skills



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6-د Demonstrate professional behaviour by displaying these behaviour when caring for assigned patients.

7- د Synthesis principles of appropriate grammar, spelling and punctuation in written assignment.

8-د Develop rules and regulations of documentation.

### 3 - محتوى المقرر :

الموضوع	عدد الساعات / الأسبوع	محاضرة	ساعات إرشاد دروس أكاديمية / عملية
1-The role of the head nurse	4	2	20
2- Models of pt. care delivery system & Patient classification system	4	2	20
3-performance appraisal	4	1	-
4-Reports & records	4	1	20
5-Conflict & conflict resolutions	4	1	20
6-Planning continuity pt care	2	1	20
7-Evaluation of patient care	4	1	20
8-Power & authority	4	1	-
9-Quality concepts	4	2	20
10-Leadership	4	2	20



20	1	4	11- Communication
20	1	4	12-Motivation
20	1	4	13- Decisions making
20	1	4	14- Time Management
20	1	2	15- Standard
20	1	2	16- Change
20	1	2	17- Staff Development
360	300	60	Total

#### 4 - أساليب التعليم والتعلم :

- 4-1Lecture
- 4-2 Clinical experience
- 4-3 Group discussions
- 4-4Brain storming
- 4-5Self-directed learning
- 4-6 Projects

#### 5 - أساليب تقييم الطلاب

- 5-1 Mid- term examination لتقييم knowledge and understanding
- 5-2 Clinical evaluation لتقييم Practical, transferable &Intellectual skills
- 5-3 Written examination لتقييم knowledge and understanding
- 5-4 Oral examination لتقييم Intellectual & transferable skills

#### جدول التقييم :

التقييم Periodical written examination الأسبوع 4



## التقييم Clinical evaluation الأسبوع 8-12

التقييم Final term examination الأسبوع 15

### النسبة المئوية لكل تقييم :

%	-	امتحان نصف العام / الفصل الدراسي
%	40	امتحان نهاية العام / الفصل الدراسي
%	10	الإمتحان الشفوي
%	10	الإمتحان العملي
%	40	أعمال السنة / الفصل الدراسي
%	-	أنواع التقييم الأخرى
%	100	المجموع

أى تقييم آخر بدون درجات

### 6 - قائمة المراجع

#### 6 - 1 - مذكرات المقرر

**Polit D.& Beck C.(2006):**Essentials Of Nursing Research , Methods, Appraisal and Utilization.6th ed., Lippincott Williams & Wilkins, Philadelphia ,pp (84-321)

**-Abruzzese, R.S., (1996):** Nursing Staff Development Strategies for success, 2<sup>nd</sup> ed., Mosby, USA.

**Huber, D., (2000):**Leader ship and nursing care management,2<sup>nd</sup> ed., W.B.Saunders company, USA

#### 6 - 2 - الكتب الدراسية

**-Sullivan E.& Decker P.(2009):**Effective Leadership And Management In Nursing, 7<sup>th</sup> ed., Pearson Education, New Jersey.



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**-Marquis B.& Huston C.(2009):** Leadership Roles And Management Functions In Nursing: Theory and application, 6<sup>th</sup> ed., Wolters Kluwer/Lippincott Williams & Wilkins, China.

**-Omchonu V.& Ross J.(2004):** Principles Of Total Quality, 3<sup>rd</sup> ed., CRC Press LLC, United States Of America.

**-Heidenthal P.(2004):** Essentials Of Nursing Leadership & Management, 1<sup>st</sup> ed., Delmar Learning, United States Of America.

### 6 - 3 - مجلات دورية ، مواقع إنترنت ، ..... ، إلخ

6-3 Periodicals, web Sites ,....etc

[Http:// www.google.com](http://www.google.com)

[Http:// www.yahoo.com](http://www.yahoo.com)

[Http://www. Nursing science](http://www.Nursing science)

[Http://www. Nursing Management Journal](http://www.Nursing Management Journal)

[Http://www. Journal of Nursing Administration](http://www. Journal of Nursing Administration)

[Http://www.Advanced Nursing Journal](http://www.Advanced Nursing Journal)

[Http://www. Quality Management Journal](http://www. Quality Management Journal)

### 7 - الإمكانيات المطلوبة للتعليم والتعلم

7-1Class room

7-2Data show

7-3Interactive – Learning Center

7-4Clinical area

- تم مناقشة التوصيف وإعتماده بمجلس القسم المنعقد بتاريخ 26 / 9 / 2010

أستاذ المادة : / سلوى إبراهيم محمود رئيس القسم : ا.د/ محمد أسامة حجازى

التوقيع :

التوقيع :





التاريخ : / /