

Course Specification

(2025/2026)

1. Basic Information

Course Title (according to the bylaw)	Nursing administration إدارة تمريض			
Course Code (according to the bylaw)	NUR411			
Department/s participating in delivery of the course	Nursing administration department			
Number of teaching hours/points of the course (according to the bylaw)	Theoretical	Practical	Other (specify)	Total
	4 (hours)	12 (hours)	-----	16 (hours)
Course Type	اجباري			
Academic level at which the course is taught	الفرقة/المستوي الرابع			
Academic Program	Bachelor Degree in Nursing Science			
Faculty/Institute	Nursing			
University/Academy	Benha			
Name of Course Coordinator	Dr. Rehab Mohamed Rashad			
Course Specification Approval Date	12/7/2025			
Course Specification Approval (Attach the decision/minutes of the department /committee/council)	Department council July 2025			

2. Course Overview (Brief summary of scientific content)

The course aims to equip undergraduate students with basic knowledge and skills that should be used for nursing administration and leadership as critical thinking, effective communication to resolve conflict, effective time management and delegation, team building, subordinates motivation, quality improvement and resources management

3. Course Learning Outcomes CLOs

Matrix of course learning outcomes CLOs with program outcomes POs (NARS/ARS)

Program Outcomes (NARS/ARS) (according to the matrix in the program specs)		Course Learning Outcomes Upon completion of the course, the student will be able to:	
Code	Text	Code	Text
1.1.1	Demonstrate understanding of legislative framework and the role of the nurse and its regulatory functions	1.1.1.1	Demonstrate understanding the policies and legislative framework for the role of nurse managers.
		1.1.1.2	Illustrate roles and regulatory functions of head nurse in crisis management.
1.1.4	Demonstrate responsibility and accountability for care within the scope of professional and practical level of competence	1.1.4.1	Demonstrate responsibility and accountability of staff nurse in patient care through line of nursing authority.
		1.1.4.2	Discuss role of staff nurse within the scope of professional and practical level of competence.
2.1.3	Provide holistic patient- centered care respecting people diversity.	2.1.3.1	Explain patient –centered care at patient classification system regardless patient culture diversity.
		2.1.3.2	Demonstrate holistic nursing care through selection of appropriate models of patient care delivery system for meeting patient needs.
3.1.1	Apply leadership skills to manage personnel to maximize health, independence and quality of life for individuals, families, and communities.	3.1.1.1	Use leadership skills to manage nursing personnel to maximize quality of life for patients.
		3.1.1.2	Differentiate between skills of managers

Program Outcomes (NARS/ARS) (according to the matrix in the program specs)		Course Learning Outcomes Upon completion of the course, the student will be able to:	
Code	Text	Code	Text
			and leaders to manage nursing personnel.
3.1.2	Plan and implement change conducive to the improvement of health care provision.	3.1.2.1	Illustrate different change strategies to improve health care
3.1.3	Organize own workload and apply time management principles for meeting Responsibilities	3.1.3.1	List principles of time management in effective manner in nursing field.
		3.1.3.2	Apply effectively time scheduling and set priorities for meeting responsibilities.
3.1.4	Demonstrate controlling techniques for the work flow and patient outcomes through delegating and supervising members of the nursing team.	3.1.4.1	Demonstrate controlling techniques to make performance appraisal for nurses.
3.2.1	Apply leadership skills to recognize and manage risks to provide safe care that best meets the needs and interests of individuals, families and communities.	3.2.1.1	Apply leadership skills to motivate subordinates to manage risks and provide safe care that increase work productivity.
3.3.1	Apply leadership skills, and decision making in improving the quality of nursing care by using the existing resources.	3.3.1.1	Use leadership skills to manage nursing teams to maximize quality of life for patients.
3.3.2	Participate in quality improvement process to enhance nursing care rendered and patient/client outcomes.	3.3.2.1	Discuss quality and accreditation process for continuous improvement in patient care.
3.3.4	Implement standardized protocols when providing nursing care considering quality improvement and patient's safety.	3.3.4.1	Explain the standards for nursing staff development for improving quality.
4.2.1	Retrieve, and manage data to make decisions using information management system for providing holistic patient care.	4.2.1.1	Utilize variety of reliable information sources for implementation of nursing information system to provide patient care.
5.1.3	Use standardized communication approach to transfer care responsibilities to other professionals to facilitate	5.1.3.1	Illustrate health promotion activities by using effective nursing information system to facilitate experience transitions across different health care settings.

Program Outcomes (NARS/ARS) (according to the matrix in the program specs)		Course Learning Outcomes Upon completion of the course, the student will be able to:	
Code	Text	Code	Text
	experience transitions across different health care settings.		
5.1.4	Utilize communication styles that diminish the risks associated with authority gradients among health care team members.	5.1.4.1	Utilize rules and regulations for documentation of patients' data.
		5.1.4.2	Apply patients' rights, autonomy and privacy in according with institutional policies.

4. Teaching and Learning Methods

1. Interactive Lecture
2. Brain storming
3. Self-learning
4. E- learning
5. Blended learning
6. Practical/field training

Course Schedule

Number of the Week	Scientific content of the course (Course Topics)	Total Weekly Hours	Expected number of the Learning Hours			
			Theoretical teaching (lectures/discussion groups/)	Training (Practical/Clinical/)	Self-learning (Tasks/ Assignments/ Projects/ ...)	Other (to be determined)
1	Role of director	4 hours	4 hours		-	-
	Documentation	6 hours	-	6 hours	-	-
	Documentation	6 hours	-	6 hours		
2	Role of the staff nurse	4 hours	4 hours		-	-
	Assignment sheet	6 hours	-	6 hours	-	-
	Assignment sheet	6 hours	-	6 hours		
3	Role of the head nurse	4 hours	4 hours	-	-	-
	Kardex	6 hours	-	6 hours	-	-
	Kardex	6 hours	-	6		
4	Models of patient care delivery system	4 hours	4 hours	-	-	-
	Daily shift report	6 hours	-	6 hours	-	-
	Daily shift report	6 hours	-	6 hours		
5	Patient classification system	10 hours	4 hours	6 hours	-	-
	Requests	6 hours	-	6 hours		-
6	Policies, rules and regulations	2 hours	2 hours	-	-	-
	Power and authority	2 hours	2 hours	-		-
	Assignment & kardex	12 hours	-	12 hours		
7	Conflict management	4 hours	4 hours			-
	Daily shift report & requests	12 hours	-	12 hours		
8	Time management	2 hours	2 hours	-	-	-
	Team building	2 hours	2 hours	-	-	-
	Assignment & kardex	12 hours		12 hours		
9	Nursing informatics	2 hours	2 hours	-	-	-
	Marketing	2 hours	2 hours	-	-	-
	Daily shift report & requests	12 hours	-	12 hours		
10	Crisis Management	2 hours	2 hours	-	-	-
	Change	2 hours	2 hours	-	-	-
	Assignment & kardex	12 hours		12 hours		-

11	Climate change	2 hours	2 hours	-	-	-
	Time scheduling	2 hours	2 hours	-		
	Daily shift report & requests	12 hours		12 hours		
12	Performance appraisal	2 hours	2 hours	-	-	-
	Quality and accreditation	2 hours	2 hours	-	-	-
	Assignment & kardex	12 hours		12 hours	-	-
13	Leadership	2 hours	2 hours	-	-	-
	Staff development	2 hours	2 hours			
	Daily shift report & requests	12 hours		12 hours		
14	Planning continuity of patient care	2 hours	2 hours	-	-	-
	Human resources management	2 hours	2 hours	-	-	-
	Assignment & kardex	12 hours	-	12 hours	-	-
15	Motivation	4 hours	4 hours		-	-
	Daily shift report & requests	12 hours		12 hours		

5. Methods of students' assessment

No.	Assessment Methods *	Assessment Timing (Week Number)	Marks/ Scores	Percentage of total course Marks
1	Semester work	periodical	60	30%
2	Final Practical/Clinical/... Exam	14 th week	10	5%
3	Final Oral Exam	15 th week	10	5%
4	Final electronic Written Exam	16 th week	120	60%

6. Learning Resources and Supportive Facilities *

Learning resources (books, scientific references, etc.) *	The main (essential) reference for the course (must be written in full according to the scientific documentation method)	Electronic Handout of Nursing Administration 2025 for 4 th year students prepared by staff members of Nursing Administration Department, Benha Faculty of Nursing. Abdul-Mumin, K. H. (2025). Leadership and management skills for student nurses, BMC nursing, 7 th Edition. Benavides, C. (2024). Characteristics of Leadership Competency in Nurse Managers , CBS Publishers & Distributors, ISBN : 9789390619405.4th Edition
	Other References	Ellis, P. (2025): Leadership, Management & Team Working In Nursing, 5th ed., SAGE Publications, UK
	Electronic Sources (Links must be added)	http://egyankosh.ac.in/handle/123456789/33176 http://www.administration.com
	Learning Platforms (Links must be added)	/https://ebook1.bu.edu.eg learning.bu.edu.eghttps://e-
	Other (to be mentioned)	---
Supportive facilities & equipment for teaching and learning *	Devices/Instruments	Data show
	Supplies	White board
	Electronic Programs	Microsoft team
	Skill Labs/ Simulators	---
	Virtual Labs	---
	Other (to be mentioned)	ICDL labs- Hospitals

Name and Signature
Course Coordinator

Dr. Rehab
12/7/2025

Name and Signature
Program Coordinator

Dr. Heshboubia Sobhy
12/7/2025