



Course Specification

(Bachelor)

Course Title:	Nursing leadership and management
Course Code:	MID26437
Program:	Bachelor of Midwifery Sciences
Department:	Nursing
College:	College of Applied Medical Science
Institution	University of Bisha
Version:	1
Last Revision Date:	30 July 2023





Table of Contents

A. General information about the course:	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	4
C. Course Content	5
D. Students Assessment Activities	9
E. Learning Resources and Facilities	9
F. Assessment of Course Quality	10
G. Specification Approval	10





A. General information about the course:

1. Course Identification

1. Credit hours: (4(2+2)

2. Course type

A. ☐ University ☐ College ☒ Department ☐ Track ☐ Others
B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (8th level / 4th year)

4. Course general Description:

This course is provide the student with the concepts related to leading and managing in complex, rapidly changing health care environment. It emphasizes the practical application of nursing management and leadership concepts and skills in relation to contemporary nursing issues. Use of research findings related to management and leadership and application of theoretical

5. Pre-requirements for this course (if any):

NA

6. Pre-requirements for this course (if any):

NA

7. Course Main Objective(s):

To provide undergraduate nursing students with knowledge and skills regarding nursing leader-ship & management, through familiarize the students with the administration functions related to nursing care which includes planning, organizing, staffing, and directing (leading).
Identifying the basics of quality assurance, nursing standards to improve quality of nursing care, and the cost-effectiveness in patient care, apply nursing management concept in nursing services organizations, integrate horizontally and vertically with other basic and clinical departments.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	24	27%
2	E-learning	6	7%
3	Hybrid		-
4	Others (practical)	60	66%
5	Total	90	100



3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Study	24
2.	E-learning	6
3.	lab	60
4.	Projects/seminar	
5.	Others : Self-learning	60
Total		150

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Discuss Leadership and management concepts	K3	Group discussion, brain storming & TBL	Written exam
1.2	Explain planning, organizing, and employment procedure.	K3	Group discussion, brain storming, & TBL	Written exam
1.3	Describe Standards & criteria used to assess accreditation and quality of nursing services provided in clinical settings.	K1	Group discussion, brainstorming & TBL	Written exam
2.0	Skills			
2.1	Demonstrate motivational & time management strategies in different situations through critical thinking and decision making skills.	S1	Brain storming, TBL & clinical scenario	Written exam & Practical exam



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.2	Demonstrate management skills and role of managers in planning, organizing, staffing, directing, and controlling.	S2	Brain storming, TBL & clinical scenario	Written exam & Practical exam
2.3	Design staff assignment and staffing plan.	S2	Brain storming, TBL & clinical scenario	Written exam & Practical exam
2.4	Evaluate staff performance and care provided in health care setting	S3	Brain storming, TBL & clinical scenario	Written exam & Practical exam
3.0	Values, autonomy, and responsibility			
3.1	Acquire the skill of self-learning	V1	Brain storming, TBL & clinical scenario	Written exam & Practical exam
3.2	Committed to promote health management and quality of care	V2	Brain storming, TBL & clinical scenario	Written exam & Practical exam
3.3	Engage in effective teamwork, inter-agency and collaborative working with respect of legal and ethical issues.	V3	Brain storming, TBL & clinical scenario	Written exam & Practical exam

C. Course Content

No	List of Topics	Contact Hours
1.	Management concepts. - Definition of management and administration - Management level - Management process. Planning: - Definition of planning /Importance purposes of planning - Planning hierarchy/foundation of planning - Classification of plans - Planning process - Characteristics of effective planning Application of planning in nursing administration	2
2.	Policies, rules and regulation. Definition	2

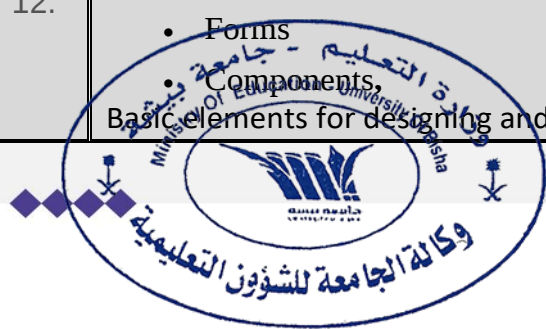


	Purposes types of policies Policy analysis process rules and regulation.	
3.	Budget - Definition, characteristics of good budget - Types of budgets - Steps of budgeting process - Nursing service budget Advantage of budget	2
4.	Employment procedures. - Recruitment methods - Effective recruitment - Selection - Selection process Placement, transfer, promotion, retirement, and termination	2
5.	Job analysis and job description. - Definitions of job analysis, job description, and job specification uses of job analysis and job description. - Steps of job analysis - Methods of job analysis - Elements of job description - principles of writing up effective job description - ways to develop job specification - Definition of job evaluation Purpose of job evaluation	2
6.	Organizing. - Definition - Importance of organizing - Basic elements of formal organizations - Centralization and decentralization - Delegation of authority and responsibility - Span of control and supervision - Division of work Departmentation	2
7.	Organization structure. - Definitions of organization structure - Purpose of organizational structure	2





	• Forms of organizational structure • Type of formal organizational structure • Organizational chart types Functions of organizational charts	
8.	Assembling resources (Material resources). • Material and staffing • Management of equipment and supplies. • Responsibility of the head nurses regarding material resources • Inventory Exchange system.	2
9.	Directing. • Definition • Elements of direction Supervision purposes, principles, process, methods and responsibility.	2
10.	Controlling: • Definition • Process • Types • Tool • Characteristics Role of manager	2
11.	Accreditation • Definition • Purposes of accreditation • Elements of accreditation process • Channels of accreditation in organization • Kinds of accreditation • Types of accreditations Blocks / barriers to accreditation	2
12.	Staff development. • Definition • Purpose • Forms • Components Basic elements for designing and implementing	2





13.	Leadership - Definitions of leadership - Styles of leadership (A) Traditional style - Autocratic style - Democratic style - Laissez-faire style (B) Advanced styles - Transactional leader style - Transformational leadership style - Factors affecting leadership style. (C) Attributes for effective leader - Awareness - Assertiveness - Accountability Advocacy	2
14.	Motivation. - Definition of motivation - Importance of motivation - The mechanism of motivation process - Theories of motivation How nurse managers can motivate	2
15.	Time management. - Definition - Principles of time management - Nurses' time wasters Strategies to control time wasters caused by nurse her self	
	Total	30

No	List of Topics	Contact Hours
1.	Nursing history and physical assessment	4
2.	Insertion and remove of IV cannula& obtaining a venous blood samples, Intravenous therapy & Blood Transfusion	8
3.	Inserting and removal a nasogastric tube, Administering enteral feeding, Gastric Lavage.	4
4.	Wound Care and Dressings	4



5.	Capillary blood glucose monitor	8
6.	Insulin injection	4
7.	Exercise and Ambulation, Teaching the Patient to Crutch Walk, Managing and Caring of Skin Traction& Skeletal Traction, Positioning and care of patients with cast.	4
8.	Caring of patients pre and post going for diagnostic procedures (CT, Intravenous Urography,	4
9.	Insertion and removal of urinary catheter	4
10.	Assess Glasgow Coma Scale (GCS), Cranial nerve assessment	4
	Revision	
Total		60

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Continuous assessment	All through	30%
2.	Mid exam: Practical and theory	8 th	20%
3.	Final exam: Practical and theory	16 th	50%
4.	Total		100%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	BRUNNER & SUDDARTH'S TEXT BOOK Of Medical – Surgical Nursing 13th edition 2014. Philadelphia: Lippincott Williams & Wilkins Lewis's Medical-Surgical Nursing: Assessment and Management of Clinical Problems, Single Volume 11th.
Supportive References	Delmers's- Fundamental and advanced Nursing skills, Delmar is a division of Thomson Learning. 2000 Sheryl Sommer, PhD, RN, CNE et al, RN ADULT MEDICAL SURGICAL NURSING EDITION 9.0- Derek Prater Publishers
Electronic Materials	- https://journal.ilpnetwork.org/articles/10.31389/jltc.16/ - https://www.WHO.com - https://uk.sagepub.com/en-gb/eur/essentials-of-nursing-adults/book252097
Other Learning Materials	Blackboard materials – digital library



2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	- Classrooms - simulation rooms - laboratories - Clinical setting (Hospital)
Technology equipment (projector, smart board, software)	- Data show projector - Blackboard - smart board - Laptop computer - Computer based simulator
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students Course coordinator Program Leaders	Direct /indirect
Effectiveness of Students assessment	Students Course coordinator Program Leaders Examination revision committee	Direct /indirect
Quality of learning resources	Course coordinator Peer reviewer Examination revision committee	Direct /indirect
The extent to which CLOs have been achieved	Program Leader Course coordinator	Direct /indirect

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	
REFERENCE NO.	
DATE	

