



Course Specification

(Bachelor)

Course Title: Administration Nursing

Course Code: 461 NUR-4

Program: Bachelor of Science in Nursing

Department: Nursing

College: Faculty of Nursing

Institution: Jazan University

Version: -

Last Revision Date: -



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A. General information about the course:

1. Course Identification

1. Credit hours: (4)

2. Course type

A. ☐ University ☒ College ☒ Department ☐ Track Others

B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (12)

4. Course general Description:

This course is required for all undergraduate 8th level nursing students. The main aim of the course is to introduce the students to management levels and processes. Learning is enhanced through the direct interaction with the clients and the actual participation in group activities that will help the nursing students to understand self and others through healthy communication.

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

Non

6. Co-requisites for this course (if any):

Non

7. Course Main Objective(s):

- Nursing students will be able to apply managerial skills in hospital
- Explain steps of management process.
- Differentiate different types of plans.
- Explain and analyze the role of head nurse.
- Predict leadership style according to situation.
- Compare staff assignment methods.
- Tabulate time schedule.
- Apply decision making processes.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	2x12=24 hours	100%
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> • Traditional classroom 		



No	Mode of Instruction	Contact Hours	Percentage
	• E-learning		
4	Distance learning		
5	practical	4x12=48 hours	100%

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	16
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify) Self-study practical	8 48
Total		72

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	Describe communication methods		Actual Lectures. Black board lectures Open discussion with students	Written tests Blackboard assessments
1.2	Discuss the organizing process.			
1.3	Differentiate between different methods of nursing assignments.			
1.4	Explain roles of nurse managers.			
2.0	Skills			
2.1	Calculate appropriate number of staff.		Assignments. Videos demonstration. Role-plays and Brainstorming Problem based learning	Assignments Written tests Computation Oral questions
2.2	Design time schedule for unit staff nurses			
2.3	Display different forms of records and reports.			



Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
			Hospital training	
3.0	Values, autonomy, and responsibility			
3.1	Work as a team member in health care settings.		Role-plays	
3.2	Use appropriate leadership behavior at hospital according to situation			

C. Course Content

No	List of Topics	Contact Hours
1.	Theory: Nature of management Practical: Planning hierarchy	2 4
2.	Theory: Nursing service job Practical: Documentation	Self-study 4
3.	Theory: Planning Practical: Scheduling	2 4
4.	Theory: Organizing Practical: Hospital Exposure	2 4
5.	Theory: Staffing & Scheduling Practical: Hospital Exposure	Self-study 4
6.	Theory: Methods of assignment Practical: Hospital Exposure	2 4
7.	Theory: Leadership Practical: Job interview & Job description	Self-study 4
8.	Theory: Motivation Practical: Staffing	Self-study 4
9.	Theory: Decision making	2





	Practical: Problem Solving & conflict	4
10.	Theory: Communication & performance appraisal Practical: Time management	2 4
11.	Theory: revision Practical: revision	2 4
12.	Final practical exam	
13.	Final theory exam	
Total		

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Continuous evaluation (50%) <ul style="list-style-type: none"> Short assessment (quiz, oral evaluation, group project, group presentation, ...etc Midterm exam (Theory) Practical assessment/Assignment Clinical training Attendance & Participation 		5% 25% 5% 10% 5%
2.	Final exam (50%) <ul style="list-style-type: none"> Practical Theory 	12 13	20% 30%

*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	1. Weiss S.,Tappen R., and Tappen R.(2019)Essentials of Nursing Leadership & Management, 7th Ed.,F.A.Davis Company,Philadelphia. 2.Marquis B. and Huston C.,(2017).Leadership Roles and Management Functions in Nursing ,Theory and Application,6th Ed.,Wolters Kluwer/Lippincot Williams & Wilkins. 3.Yoder-Wise P.(2019) Leading and Managing in Nursing,7th Ed.,Mosby an imprint of Elsevier,Inc.
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Supportive References	Sullivan & Decker (2009). Effective leadership and management in nursing. 7th ed. Prentice Hall DuBrin, J. A. (2011). Essential of Management. (5 th .ed.) South- Western College Publishing, San Francisco.
Electronic Materials	Journal of nursing administration. Journal of nursing management.
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom
Technology equipment (projector, smart board, software)	data show, Smart Board, software, computer, internet
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching		
Effectiveness of Students assessment		
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	PROGRAM ASSESSMENT COMMITTEE/ CONSULTANT OF QUALITY COMMITTEE.
REFERENCE NO.	
DATE	

