



Course Specification

(Bachelor)

Course Title: **Nursing Administration**

Course Code: **461 NUR-4**

Program: **Bachelor of Science in Nursing**

Department: **Nursing**

College: **College of Nursing and Health Sciences**

Institution: **Jazan University**

Version: **2024- 2025**

Last Revision Date: **11/12/2024**



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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: (Level 8 / Year 4)

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):

None

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

None

7. Course Main Objective(s):

At the end of this course 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	(2x15) + (4x15) = 90 hours	100%
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> Traditional classroom E-learning 		
4	Distance learning		
5	Practical		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	2x15 = 30
2.	Laboratory/Studio	4x12 = 48
3.	Field	4x3 = 12
4.	Tutorial	
5.	Others (specify)	
Total		90

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	Acquire scientific knowledge to articulate theories, concepts, principles related to nursing Administration	K1	Actual Lectures. Black board lectures. Open discussion with students	Written tests Blackboard assessments
1.2	Discuss principles and concepts of nursing administration that are tailored to diverse population and settings	K2		
1.3	Explain contemporary roles of nurse managers to promote patient centered care	K3		





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.0	Skills			
2.1	Perform essential and advanced administrative nursing practices skillfully	S2	Assignments. Videos demonstration. Role-plays and Brainstorming Problem based on learning Hospital training	Assignments Written tests Computation Oral questions
2.2	Integrate technology and information systems skills in administrative nursing practices effectively.	S3		
2.3	Use communication skills to assess patient’s satisfaction for quality care and service delineated by the staff and the institution.	S4		
2.4	Solve problems arising in nursing practices innovatively for effective decision making	S5		
3.0	Values, autonomy, and responsibility			
3.1	Develop professional attitudes and responsibilities in nursing administration settings	V1	Role-plays	
3.2	Support teamwork, management, and leadership skills for quality assurance in nursing profession.	V2		

C. Course Content

No	List of Topics	Contact Hours
1.	Theory: Nature of management	2
	Practical: Planning hierarchy	4
2.	Theory: Nursing service job	2
	Practical: Documentation	4
3.	Theory: Planning	2





	Practical: Hospital Exposure	4
4.	4.1. Theory: Organizing	2
	Practical: Hospital Exposure	4
5.	4.2. Theory: Organizing	2
	Practical: Hospital Exposure	4
6.	Theory: Staffing & Scheduling	2
	Practical: Scheduling	4
7.	Theory: Methods of assignment	2
	Practical: Problem Solving	4
8.	Theory: Leadership	2
	Practical: Time management	4
9.	Theory: Motivation	2
	Practical: Hospital Exposure	4
10.	Theory: Decision making	2
	Practical: Hospital Exposure	4
11.	Theory: Communication	2
	Practical: Hospital Exposure	4
12.	Theory: performance appraisal	2
	Practical: Job description & job interview	4
13.	Theory: class discussion	2
	Practical: staffing	4
14.	Revision practical	6
15.	Revision theory	6
Total		90



D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Continuous Evaluation (40%)		
	• Midterm Exam (Theory)	8 – 9 th	20%
	• Practical Assessment / Assignment	All weeks	5%
	• Clinical Training	4 – 6 th	10%
	• Student Discipline and Behavior	All weeks	5%
2.	Final Exams (60%)		
	• Practical	13 – 14	20%
	• Theory	15 - 16	40%
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	<p>1. Weiss S., Tappen R., and Tappen R. (2019) Essentials of Nursing Leadership & Management, 7th Ed., F.A. Davis Company, Philadelphia.</p> <p>2. Marquis B. and Huston C., (2017). Leadership Roles and Management Functions in Nursing, Theory and Application, 6th Ed., Wolters Kluwer/Lippincott Williams & Wilkins.</p> <p>3. Yoder-Wise P. (2019) Leading and Managing in Nursing, 7th Ed., Mosby an imprint of Elsevier, Inc.</p>
Supportive References	<p>Sullivan & Decker (2009). Effective leadership and management in nursing. 7th ed. Prentice Hall</p> <p>DuBrin, J. A. (2011). Essential of Management. (5th.ed.) South- Western College Publishing, San Francisco.</p>
Electronic Materials	<p>Journal of nursing administration.</p> <p>Journal of nursing management.</p>
Other Learning Materials	–

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture rooms (for 50 students per semester)
Technology equipment (projector, smart board, software)	Data show, Smart Board, software, computer, internet.



Items	Resources
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	<ul style="list-style-type: none"> • Course report. • Students' Teaching Evaluation. • Questionnaire. • Continuing feedback from students.
Effectiveness of Students assessment	Instructor	<ul style="list-style-type: none"> • Course report. • CLOs evaluation survey. • Continuing feedback from students.
Quality of learning resources	Quality Assurance Unit	<ul style="list-style-type: none"> • Students Satisfaction Survey. • Continuing feedback from students.
The extent to which CLOs have been achieved	Instructor	<ul style="list-style-type: none"> • Course report. • CLOs evaluation survey. • Continuing feedback from students.
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	Nursing Department Council
REFERENCE NO.	NUR 2508
DATE	Jan 15, 2025

