

1.Course Name:
Administration and Leadership in Nursing
2.Course Code:
WNR-41-03
3.Semester / Year:
Fourth Stage/First Semester
4.Description Preparation Date:
1/10/2024
5.Available Attendance Forms:
In-person lectures and practical laboratories (attendance forms)
6.Number of Credit Hours (Total) / Number of Units (Total)
Credit Hours 3 Course Calendar: Total (5) hours Weekly (Theory (2) hrs. Clinical (3) hrs.).
7.Course administrator's name (mention all, if more than one name)
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8.Course Objectives

- ☐ Distinguish the different roles of various nurse administrators.
- ☐ Understand the organizational structure of the hospital and the hierarchical relationships.
- ☐ Explain the major functions in the management process, including planning, organizing, staffing, directing, and controlling.
- ☐ Define the concepts of leadership, leadership styles, and their characteristics.
- ☐ Describe the stages and components of the staffing process.
- ☐ Understand the principles of team building, interprofessional collaboration, and effective interprofessional healthcare teams.
- ☐ Explain the concepts of delegation, prioritization, conflict, change, quality, safety, and time management in nursing management.
- ☐ Observe and accurately identify leadership styles in selected nurse administrators.
- ☐ Complete a one-month staffing schedule for a theoretical unit.
- ☐ Observe nursing care given to a group of patients and critically evaluate the care.
- ☐ Resolve conflicts when given pertinent data.
- ☐ Effectively evaluate and make positive suggestions for improving nursing services in an assigned unit.
- ☐ Demonstrate the ability to allocate work to colleagues, fill administration reports, make handoff reports, and calculate staffing needs.
- ☐ Apply technical skills, conceptual skills, and human/interpersonal skills in nursing management.
- ☐ Develop an appreciation for the different roles and responsibilities of nurse administrators.
- ☐ Foster a commitment to effective leadership and management practices in nursing.
- ☐ Promote interprofessional collaboration and teamwork in healthcare settings.

- ☐ Cultivate a sense of responsibility for ensuring quality and safety in nursing care.
- ☐ Develop a proactive approach to managing change and adapting to evolving healthcare challenges.



9. Teaching and Learning Strategies

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| Strategy | <ul style="list-style-type: none"> - Theoretical lectures. - Discussions. - Reports. - Clinical training |
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10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3T+2L	Define the key concepts and principles of administration. Understand the organizational structure and hierarchy of the hospital.	Introduction to Administration	-Lectures. - seminars. - Clinical training	Quizzes, students' participation in the lecture, & Practical evaluation.
2	3T+2L	Explain the major functions of the management process (planning, organizing, staffing, directing, and controlling). Differentiate between the levels of management and their respective roles.	Management Process Functions	- Lectures. - seminars. - Clinical training	Quizzes, students' participation in the lecture, & Practical evaluation.
3	3T+2L	Define the concept of leadership. Identify and describe the different leadership styles and their characteristics.	Leadership Styles	-Lectures. - seminars. - Clinical training	Quizzes, students' participation in the lecture, & Practical evaluation.
4	3T+2L	Explain the eight steps of the staffing process, including human resource planning, recruitment, selection, orientation, development, performance appraisal, transfers, and separations.	Staffing Process	-Lectures. - seminars. - Clinical training	Quizzes, students' participation in the lecture, & Practical evaluation.

5	Mid-term exam. No 1				
6	3T+2L	<ul style="list-style-type: none"> - Develop skills in being an effective team player. - Understand the principles of building a working team and an interprofessional healthcare team. - Identify the characteristics of an effective interprofessional healthcare team. 	Team Building and Interprofessional Collaboration	<ul style="list-style-type: none"> -Lectures. - seminars. - Clinical training 	Quizzes, students' participation in the lecture, & Practical evaluation.
7	3T+2L	Define the concept of delegation, its rights, criteria, and potential barriers.	Delegation of Client Care	<ul style="list-style-type: none"> -Lectures. - seminars. - Clinical training 	Quizzes, students' participation in the lecture, & Practical evaluation.
8	3T+2L	Understand the concept of prioritization and its role in coordinating nursing assignments.	Prioritization	<ul style="list-style-type: none"> -Lectures. - seminars. - Clinical training 	Quizzes, students' participation in the lecture, & Practical evaluation.
9	3T+2L	Define the concept of conflict, its sources, and strategies for resolving problems.	Conflict Management	<ul style="list-style-type: none"> -Lectures. - seminars. - Clinical training 	Quizzes, students' participation in the lecture, & Practical evaluation.
10	Mid-term exam. No 2				
11	3T+2L	Identify factors that influence the comfort zone, resistance to change, and the role of position and power in leading change.	Managing Change	<ul style="list-style-type: none"> -Lectures. - seminars. - Clinical training 	Quizzes, students' participation in the lecture, & Practical evaluation.

		Develop strategies for leading and managing change effectively.			
12	3T+2L	Understand the principles and importance of quality improvement in nursing management.	Quality Improvement	-Lectures. - seminars. - Clinical training	Quizzes, students' participation in the lecture, & Practical evaluation.
13	3T+2L	Explain the concepts of risk management, medical errors, physical environment, and burnout in nursing management.	Safety and Risk Management	-Lectures. - seminars. - Clinical training	Quizzes, students' participation in the lecture, & Practical evaluation.
14	3T+2L	Define the concept of time management, its nature, and purpose. Describe the process of effective time management.	Time Management	-Lectures. - seminars. - Clinical training	Quizzes, students' participation in the lecture, & Practical evaluation .

11.Course Evaluation

Evaluation				Score standard
Formative		Summative		-Excellent (90-100) -Very Good (80-less than 90) -Good (70-less than 80) -Fair (60-less than 70) -Acceptable (50-less than 60) - Fail (less than 50)
Scores	Evaluation methods	Scores	Evaluation methods	
4%	Daily Quizzes	10%	First-Mid-term theoretical exam	
2%	Seminars	10%	Second-midterm exam	
2%	Reports	10%	Mid-term-practical evaluation	
2%	Participation	20%	Final practical exam	
		40%	Final theoretical exam	
10%		90%		

12.Learning and Teaching Resources

Required textbooks	<p>"Leadership roles and management functions in nursing: theory and application" (9th Edition, 2017) by Marquis B. and Huston C., published by Wolters Kluwer Health Lippincott Williams & Wilkins.</p> <p>"Essentials for Nursing Assistants" (4th Edition, 2017) by Carter P., published by Wolters Kluwer Health Lippincott Williams & Wilkins.</p> <p>"Introduction to management and leadership: Concepts, Principles and Practices" by Darr K., published by Jones & Bartlett Learning, LLC.</p> <p>"Nursing Leadership and Management" (2017) by Murray E., published by F. A. Davis Company.</p>
Electronic References, Websites	<p><input type="checkbox"/> American Nurse Association (ANA) website:</p> <p>"Nursing Administration Scope of Practice" (2nd Edition, 2016)</p> <p>URL: https://www.nursingworld.org/ (Accessed on May 23, 2023)</p> <p><input type="checkbox"/> Centers for Disease Control and Prevention (CDC) website:</p> <p>"Nurse Manager Leadership Development Program"</p> <p>URL: https://www.cdc.gov/ (Accessed on May 23, 2023)</p> <p><input type="checkbox"/> Joint Commission International (JCI) website:</p> <p>"Effective Leadership and Management in Nursing"</p> <p>URL: https://www.jointcommissioninternational.org/ (Accessed on May 23, 2023)</p>