

Planning and Quality Assurance Affairs

Form (A)

Course Specifications

General Information

Course name	Management & Leadership in Nursing (Theory)
Course number	NURS4232
Faculty	
Department	
Course type	Major Needs
Course level	4
Credit hours (theoretical)	2
Credit hours (practical)	0
Course Prerequisites	

Course Objectives

- 1 - Discuss the evolution of management theory in relationship to changing society
- 2 - Discuss the need for health care managers to have highly integrated, well- developed management skills
- 3 - Define the components of the management process
- 4 - Identify common leadership styles and describe situations in which each leadership style could be used appropriately
- 5 - Describe emotional intelligence and thought theories
- 6 - Identify the characteristics of a successful decision maker
- 7 - Identify the critical elements of decision making
- 8 - Differentiate between the economic man and the administrative man in decision making
- 9 - Discuss the relationship between an organizational mission statement, philosophy, goals, objectives, policies, procedures, and rules
- 10 - Discuss the societal values regarding health care in the Jordan
- 11 - Accurately compute the standard formula for calculating nursing care hours per patient day (NCH/PPD)
- 12 - Differentiate among the three major types of budgets (personnel, operating, and capital) and the two most common budgeting methods (incremental and zero based)
- 13 - Design a decision package to aid in fiscal priority setting
- 14 - Recognize the current shift in health care reimbursement from third-party, fee-for- service plans to capitated, managed care programs
- 15 - Describe how the structure of an organization facilitates or impedes communication, flexibility, and job satisfaction
- 16 - Describe components of the informal organization structure as including employee interpersonal relationships, the formation of primary and secondary groups, and group leaders without formal authority
- 17 - Assess how power dynamics, as well as the ability to use it appropriately
- 18 - Identify and use appropriate strategies to increase his or her personal power base
- 19 - Serve as a role model of an empowered nurse
- 20 - Delineate the relationship between recruitment and retention
- 21 - Develop appropriate interview questions to determine whether an applicant is qualified and willing to meet the requirements of a position
- 22 - Analyze how personal values and biases affect selection decisions
- 23 - Determine appropriate criteria or standards for measuring quality
- 24 - Identify appropriate corrective action to be taken when standards have not been met
- 25 - Identify what conditions should be present before, during, and after the performance appraisal that increase the likelihood of a positive outcome

Intended Learning Outcomes

Knowledge and Understanding	<ul style="list-style-type: none">* A1. Discuss fundamental aspects of the operational, strategic, and fiscal planning in today's healthcare environment.* A2. Identify the organizational designs for structuring nursing service and the models for organizing patient care, and the impact of each on the delivery of nursing care* A3. Recognize staffing strategies appropriate for recruiting, hiring, retaining, and socializing an employee workforce.
Intellectual Skills	<ul style="list-style-type: none">* B1. Differentiate between leadership roles and management functions while recognizing the need to integrate both in most contemporary leadership positions.* B2. Examine the process, principles and strategies of problem-solving and decision making in nursing.
Professional Skills	<ul style="list-style-type: none">* C1. Demonstrate ability to understand concepts, principles regarding management and leadership in nursing.* C2. Apply skills and knowledge related to decision making and problem –solving process.
General Skill	<ul style="list-style-type: none">* D1. Analyze selected leadership and management theories pertinent to the delivery of quality healthcare in various settings.* D2. Develop political and personal power-building techniques that can be used in the change agent, advocate, and leader–manager roles.

Course Contents

1 - Unit I: Introduction to Management & Leadership
2 - Unit II: Requisites for Management & Leadership
3 - Unit III: Roles and Functions in Planning
4 - Unit IV: Roles and Functions in Organizing
5 - Unit V: Roles and Functions in Staffing
6 - Unit VII: Roles and Functions in Controlling

Teaching and Learning Methods

1 - Interactive lectures.
2 - Group discussions.
3 - Management exercises.

Students Assessment

<u>Assessment Method</u>	<u>TIME</u>	<u>MARKS</u>
First exam	4th week	20%
Second exam	8th week	20%
Attendance & Participation.		5%
Assignment		5%
Final exam	16th week	50%

Books and References

Essential books	Marquis, B.L., & Huston, C.J. (2012). Leadership roles and management functions in nursing: Theory and application (7th Ed.). Philadelphia: Lippincott Williams & Wilkins
Recommended books	Marriner A. (2009) Guide to Nursing Management. 8th ed. St. Louise, MI: Mosby Yoder-Wise. P. S. (2007) Leading & managing in nursing. 4th ed. St. Louise, MI: Mosby Jones, R. (2007). Nursing leadership and management: theories, process, and practice. Philadelphia, PA: F.A. Davis. Sullivan, E. & Decker. P. (2005). Effective leadership and management in nursing. 6th ed. Upper saddle River, NJ: Pearson Prentice Hall