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**College of Nursing**

**Nursing Administration & Education Department**

**Bachelor of Science in Nursing**

# Course Identification

# *Course Title*: Nursing Management & Leadership

# *Course code & Number*: NURS 426

# *Credit Hours*: 4 (2+4+0)

# *Students’ Level*: 8th Level

# *Prerequisites:* None Classroom: Days and hours of class meetings: Monday

# Instructor contact information:

**Name:** Dr. Saeed Asiri

**Office:**

**Office hours:** By Appointment

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**Course Description:**

This course is designed to introduce students to the management process & and leadership skills within the nursing organization. It provides students with essential knowledge of management Process, functions, principles, theories and related managerial functions needed by the nurse manager and leader for effective management& leadership. Additionally, the course focuses on the development of management and leadership skills needed by nurse managers including staffing, scheduling, motivation, appraising and development of nursing staff. As well as Decision making, Communication skills, Delegation, leadership, Time management, Conflict resolution, and Quality management and evaluation will be emphasized to facilitate student's growth as future nurse leader or manager able to affect quality of care and introduce change when necessary. The functions of Management process are used as a framework in designing the content of the course.

# Course Objectives:

1. Developing leadership skills and strategies to promote effective management and delivery of quality services.
2. Apply organizational, leadership, and management concepts in the provision of high-quality nursing care.
3. Acquire effective time management skills needed by nurse managers.
4. Integrating leadership role and management functions in decision making processes & problem solving in health care organizations.
5. Handling conflicts in the clinical settings successfully.
6. Explain the nurse manager's\ leader role in managing & handling change & resistance to change.

**Intended Learning Outcomes:**

Following the successful completion of this course, the student should be able to:

1. Integrate knowledge and methods drawn from management & leadership in developing managerial decision-making.
2. Recognize the importance of accountability in nursing management, supervise and delegate appropriately in keeping with sound principles of management.
3. Utilize appropriate style(s) of leadership, effective communication, ways of motivation for organizations and individuals to achieve organizational objectives.
4. Analyze effective leadership skills and management strategies used in rapidly changing complex healthcare delivery systems.
5. Applies principles and concepts of leadership /management in different health care settings.

**Instructional Methods:**

Interactive lectures, group Discussion, group & individual work activities.

**Required Textbook:**

Marquis, B. L., & Huston, C. J. (2021). *Leadership roles and management functions in nursing* (10th ed.). Philadelphia, PA: Wolters Kluwer.

**Recommended Resources:**

Huston, C. J. (2020). *Professional issues in nursing: Challenges and opportunities* (5th ed.). Philadelphia, PA: Wolters Kluwer.

# Course Requirements: Grade distribution is divided as:

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| **Activity** | **Weight** |
| Midterm Exam | Total of 25 Points |
| Learning Exercise Analysis (Practical) | Total 25 Points:  Five analysis assignments, each analysis will earn points. |
| Quizzes | Total 20 Points:   * Theory: 10 Points. * Practical: 10 Points. |
| Final exam | 40 Points: Theory (20 Points), Practical (20 Points) |
| Total | 100 Points |

**Class Schedule for NURS 426 1444H – 2nd Semester**

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| **Week** | **Topic** | **Readings/ Assignments** |
| **Week 1**  (15/01/24) | **Course Orientation/ Syllabus Review** | Course Syllabus |
| **Week 2**  (22/01/24) | **Decision Making, Problem Solving, Critical Thinking, and Clinical Reasoning: Requisites for Successful Leadership and Management** | Marquis & Huston:  Chapter 1, (pages: 2 - 34) |
| **Week 3**  (29/01/24) | **Overview of Leadership and Management** | Marquis & Huston:  Chapter 2, (pages: 35 – 59)  Chapter 3, (pages: 60 – 82)  **Quiz 1 covers chapter 1 (Theory).** |
| **Week 4**  (05/02/24) | **Ethical Issues/Legal and Legislative Issues** | Marquis & Huston:  Chapter 4 (pages: 84–108)    Chapter 5 (pages: 109–135)  **Assignment 1: Learning Exercise Analysis (Ethical Issues and Malpractice).** |
| **Week 5**  (12/02/24) | **Organizational Planning** | Marquis & Hutson:  Chapter 7 (pages: 164–189) |
| **Week 6**  (19/02/24) | **Planned Change/Time Management** | Marquis & Hutson:  Chapter 8 (pages: 190–210)    Chapter 9 (pages: 211–236)    **Assignment 2: Learning Exercise Analysis (Time Management).** |
| **Week 7**  (26/02/24) | Holiday |  |
| **Week 8**  (04/03/24) | **Career Planning and Development in Nursing/Organizational Structure** | Marquis & Hutson  Chapter 11 (pages: 270–294)  Chapter 12 (pages: 296–324) |
| **Week 9**  (11/03/24) | **Practice Change Behavior.** | **Assignment 3: Learning Exercise Analysis (creating a change plan).** |
| **Week 10**  (18/03/24) | **Organizational, Political, and Personal Power** | Marquis & Huston:  Chapter 13 (pages: 325–351)  **Assignment 4: Learning Exercise Analysis (Personal Power).** |
| **Week 11**  (15/04/24) | **Employee Recruitment, Selection, Placement, and Indoctrination/Educating and Socializing Staff in a Learning Organization** | Marquis & Hutson  Chapter 15 (pages: 376–408)  Chapter 16 (pages: 409–435)  **Quiz 2 Changing Plan Behavior (Practical).** |
| **Week 12**  (22/04/24) | **Staffing Needs and Scheduling Policies** | Marquis & Hutson:  Chapter 17 (pages: 436–466) |
| **Week 13**  (29/04/24) | **Creating a Motivating Climate/Organizational, Interpersonal, and Group Communication in Team Building** | Marquis & Hutson:  Chapter 18 (pages: 468–492)  Chapter 19 (pages: 493–525) |
| **Week 14**  (06/05/24) | **Delegation/Conflict, Workplace Violence, and Negotiation** | Marquis & Hutson:  Chapter 20 (pages: 526–554)    Chapter 21 (pages 555–585)  **Assignment 5: Learning Exercise Analysis (Staffing, Scheduling, Delegation, Assignment).** |
| **Week 15**  (13/05/24) | **Collective Bargaining, Unionization, and Employment Laws/Quality Control in Creating a Culture of Patient Safety** | Marquis & Hutson:  Chapter 22 (pages: 586–616)  Chapter 23 (pages: 618–654) |
| **15** | **Revision** |  |

**General Rules:**

* All the Examinations will be given according to the College of Nursing’s exams schedule during the semester unless you receive further instructions.
* Students are responsible for any missed class, in term of class content, homework, assignments, and exams.
* Exam content will be based upon material addressed in-class content, textbook, & additional readings.
* There are no make-up exams; any exception should be discussed with the instructor at least 48 hours in advance, and it will be in accordance with KSU policy.
* There will be an advance notice if any quiz/exam dates would be changed.
* I encourage you to abide by the university rules and guidelines for classrooms, studying, and exams.
* As per KSU rules and regulations, sick leaves (out of KSU facilities) will not be accepted unless being authenticated by KSU.
* Students are expected to follow their program dress codes and comply with the professional appearance.
* Cheating or plagiarism on tests or assignments is subject for formal disciplinary action.

**Classroom policies & behavior**

**Attendance:**

* Students are expected to attend every class on time. Students are responsible for all announcements and any content covered in each class and on BlackBoard.
* The policy for classes, including BlackBoard virtual classes, are:
  + Attending 15 minutes after the class begins is considered “late”.
  + Attending late for two times is considered one absence.
  + Attending 30 minutes after the class begins is considered “absence”.
  + Attending < 70% of class time is considered “absence”.
* As per KSU rules and regulations, you are required to attend at least 75 % of the classrooms to take the final exam. In other words, if a student has NOT attended **Three or more** classes (including absences with valid excuses), he/she will not be allowed to sit for the final exam. However, an exception might be obtained from the College of Nursing’s Council under two conditions, which are:

1) Missed < 40 % of classes (≤ 3 classes),

2) Have valid excuse(s).

* It is your responsibility to track your attendance and sum up your grades to know your total grade out of 60.

**Classroom behavior:**

* This class will be conducted in an atmosphere of mutual respect.
* It is expected that cell phones will be muted during class. If you need to make or respond to an urgent call you may leave the class quietly and get back as soon as possible.
* Students who show disrespect to the professor or their classmates will be told to leave the room for the remainder of that class period, and he/she will be consider absent.