

**College of Nursing**  
**KING SAUD UNIVERSITY**  
**COURSE SYLLABUS**

**Nursing Management**

**NUR489**

Bachelor of Nursing Science Degree Program

**2nd Semester 1433-1434**

**Course Instructors**

*RAEED ALANAZI*

*E. mail: RAALENAZI@ksu.edu.sa*

*TBA; Please use e-mail for communication and questions*

**Undergraduate Curriculum  
Course Syllabus  
1433-1434**

- **Course Title:** Nursing Management
- **Course Number:** NUR 489.
- **Allotted Hours:** (3 + 2)
- **Students' Level:** 8<sup>th</sup> Level

**Course Overview**

The course offers an introduction to the process elements and skills of nursing management. Emphasis is placed upon administrative processes conducted within the nursing department. The organizational structure, management of human and physical resources, as well as management of work environment are examined as they relate to the role of the first-line nurse manager at the patient care division.

Field experiences are designed to offer the students the opportunity to integrate management principles, practices and skills through observing, discussing and participating in selected aspects of the management process on a patient care division.

**1. Course objectives:**

At the end of the course, each student will be able to:

- 1- Recognizing importance of management in achieving organizational goals.
- 2- Discuss elements of management process and their application in the health care work setting.
- 3- Explain planning cycle and its significance in the implementation and evaluation of health care activities
- 4- Recognize budgeting process
- 5- Discuss process & techniques of decision making and problem solving

- 6- Comprehend the basic elements of formal organization (centralization, decentralization, delegation of authority, span of control, division of service)
- 7- Draw the organization structure of the nursing service department.
- 8- Design job description for various categories of the nursing personnel.
- 9- Identify various methods of patient care delivery system (methods of assignment) and its application in health care setting
- 10- Identify various methods of assembling human and material resources( Manpower, Material supply, time management)
- 11- Explain directing process
- 12- Discuss various elements of directing nursing personnel (Leadership, supervision, motivation,).
- 13- Comprehend the basic controlling process to assure the achievement of the organizational objectives
- 14- Examine the process and mechanisms used in evaluation quality of patient care
- 15- Utilize methods of evaluating personnel in appraising the performance of nursing personnel
- 16- Examine the needs for, the objectives of and the scope of program areas of in-service training programs and its importance in promoting staff development.

**Course requirements:**

**a. Learning activities:**

The course is organized in a manner that directly integrates theoretical concepts with practical application. Work sessions are planned in a way that permit active involvement of students in actual management problems and assignments, that are directly oriented to the achievement of course objectives.

Clinical practices will take place in acute care organizations. The objectives, learning strategy, learning materials and evaluation strategies will be provided in relation to each working session.

**b- Course outline:**

Course outline	Hours
<b>Module (1): <i>Introductory module:</i></b>	<b>(6) hours</b>
• Difference between administration, Management and leadership.	
• Levels of Management, Management skills.	
<b><i>Management functions and skills :</i></b>	<b>(9) hours</b>
<b>Module (2): Planning:</b>	
• Nature of planning in nursing administration.	
• Planning Tools.	
• . Budgeting and financial management	
• . Decision making and problem solving	
<b>Module (3): Organizing:</b>	<b>(6) hours</b>
• Organizational structure.	
• Delegation.	
• Nursing care delivery systems.	<b>(9) hours</b>
<b>Module (4): Staffing:</b>	
• . Staffing Pattern, staffing plan and scheduling	
• . Employment procedure	<b>(6) hours</b>
• Management of Material resources & time management.	
<b>Module (5): Directing:</b>	
• Motivation.	<b>(6) hours</b>
• Supervision.	
• Leadership.	
<b>Module (6): Controlling:</b>	<b>(6) hours</b>
• Controlling system	
• Evaluating quality of patient care.	
• Staff performance appraisal.	
• Staff development.	

## Evaluation:

Student's evaluation is based on the participation and involvement throughout the work sessions and group discussion, and on the quality of -and efficiency in- utilizing management tools, as well as the observation, discussion, and utilization of data related to the clinical activities.

### *a. Course evaluation:*

(Quizzes+ Participation	(10%)
Mid-term examination -I	(15%)
Mid-term examination -II	(15%)
Clinical practicum evaluation	(20%)

### *b. Final Written Examination:* (40%)

## Required Textbooks:

- Rigolosi, E.L. **Management And Leadership In Nursing And Health Care: An Experiential Approach (Leadership and Management in Nursing)**, 2<sup>nd</sup> Ed May 2005.
- Tomey A.M. **Guide to Nursing Management and Leadership**. 7<sup>th</sup> Ed. Mosby 2004.