

## NUR 428- Nursing Management & Leadership

## College of Nursing

## 1437/1438-2nd semester

### *Instructor Information*

Instructor: Abdualrahman Alshehry, PhD, MSN,BSN,CCRN

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### *Course Identification*

**Course Title:** Nursing Management & Leadership

**Course Number:** NUR 428

**Allotted Hours:** 2 +1

**Students’ Level:** 8th Level

***Course Description***

**Course Description:**

This is an introductory course in management and leadership provides students with knowledge of Leadership, management principles, theories and related managerial functions needed by the nurse in order to provide high quality care. Additionally, the course focuses on the development of management and leadership skills needed by nurses including; staffing, scheduling, recruiting, motivating, appraising and development of nursing staff. As well as Decision making, Communication skills, Delegation, leadership, Time management, Conflict management, Change management and Quality management and evaluation will be emphasized to facilitate student's growth as future nurse leader able to affect quality of care and introduce change when necessary. Management process is used as a framework in designing the content of the course.

**Course objectives:**

1. Differentiate between management and leadership.

2. Discuss leadership and management principles and theories relevant to nursing practice.

3. Identify roles and functions of the nurse Manager in planning, organizing, staffing, directing, and controlling.

4. Integrating leadership role and management functions in decision making processes in health care organizations.

5. Acquire effective time management skills needed by nurses

6. Be familiar with different nursing care delivery systems and discuss their relevance to scheduling and resources planning.

7. Comprehend delegation process and its relevance to nursing and health care

8. Describe the nurse manager's role in managing & handling resistance to change

9. Discuss styles of leadership , effective communication ,the importance of Motivation for organizations and individuals.

10. Handling conflicts in the clinical settings successfully.

1. Utilize predetermined Standards & criteria to assess the Quality of nursing services provided at all organizational levels in clinical settings.

12. Integrate Leadership and management skills for Nursing's future.

**References**

1. Marriner, A. (2009) Guide to Nursing Management and Leadership (8th Ed.) The C.V. Mosby Company. St. Louise.
2. Marquis B. & Huston, C (2009) Leadership Roles and Management Functions in Nursing (6th Ed). Lippincott, philadelphia
3. Marquis B. & Huston, C (2006) Leadership Roles and Management Functions in Nursing: Theory and application (sth Ed). Lippincott, philadelphia
4. Marquis B. & Huston, C (2000) Leadership Roles and Management Functions in Nursing (3rd Ed). Lippincott, philadelphia
5. Sullivan E.J. (2013) Effective leadership and management in Nursing (8th Ed).Pearson , London

**Teaching Methods:**

 Interactive lectures

 Group Discussion

* Group& individual work activities

**Assessment Tools:**

Total Marks = 100 Marks; distributed as follows:

* Participation 5 Marks
* Quizzes 10 Marks
* Midterm 15 Marks
* Clinical 30 Marks
* Final exam 40 Marks

**Course Policies**

* **Student Conduct Policy:**

Students and faculty in The College of Nursing each have responsibility for maintaining an appropriate learning environment. Faculty has the professional responsibility to treat students with understanding, dignity and respect and to guide the teaching/learning process. Students are expected to refrain from verbal and nonverbal behaviors in the classroom that may be distracting to others, such as, but not limited to: arriving late or leaving early, side conversations, text messaging, note passing, and answering or surfing the cell phone. Students who persistently engage in behaviors that are disruptive to the teaching/learning process may be required to leave the setting and may become subject to disciplinary actions.

* **Progression in Course:**

Students are expected to use their performance on the course evaluation methods as an indication of progress in the course. Students whose performance is borderline or failing are encouraged and expected to seek assistance from the course instructor while there is still time to correct the problem.

* **Punctuality:**

Chronic tardiness is viewed as unprofessional behavior and in the classroom setting is disruptive to other students as well as to the Faculty . In the event of an unavoidable incidence of tardiness, please enter quietly and sit toward the back of the room, causing as little disruption as possible.

* **Class Attendance:**

Regular attendance at all class sessions is expected. Faculty is responsible for implementing an attendance policy and must notify students of any special attendance

requirements. A student who is absent from a class or examination for reasonable reason may complete the work missed within a reasonable time after the absence, if proper notice has been given. Notice must be given at least the next day of the classes scheduled on dates the student will be absent. The notice must be personally delivered to the faculty member who is responsible about course . A student who fails to complete missed work within the time allowed will be subject to the normal academic penalties.

* **Class Participation:**

Students are expected to complete the required readings PRIOR to class and ACTIVELY Participate in a variety of interactive experiences during the class session.

* **Exam-Taking Policy:**

Turn all cell phones off. Students will place all backpacks against the wall at the back of the room. There will be no talking which starts when exams are being passed out. any questions regarding exam wording or meaning will be answered by the faculty during the exam. .

**Course content:**

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| **Week** | **Day** | **Topic/s** |
| 1 | Wednesday | * Introduction to the course, objectives and contents * Difference between Management and leadership. * Levels of Management, Management skills |
| 2 | Wednesday | * Historical development of Management theories * Historical development of leadership theories |
| 3 | Wednesday | * Cont. Historical development of leadership theories * Management process. * Nature of planning in nursing administration |
| 4 | Wednesday | * Planning Tools * Budgeting and financial management * Decision making and problem solving. |
| 5 | Wednesday | * Cont. D.M * Time management. + QUIZ (1) |
| 6 | Wednesday | * Organization elements * Organizational structure. |
| 7 | Wednesday | * Delegation * Job analysis& Job description, Nursing care delivery systems |
| 8 | Wednesday | * Cont. Nursing care delivery systems * Change management |
| 9 | Wednesday | Mid-Term Vacation |
| 10 | Wednesday | Staffing (Staffing pattern, staffing plan), factor affecting staffing determination,   * MIDTERM EXAM |
| 11 | Wednesday | * Scheduling system * Employment procedure. |
| 12 | Wednesday | * Leadership, Communication |
| 13 | Wednesday | * Motivation , conflict management |
| 14 | Wednesday | * Evaluating quality of patient care.+ QUIZ (2) |
| 15 | Wednesday | * Staff performance appraisal * Staff development |
| 16 | Wednesday | * Review and sum-up |