



King Saud University
MASTER OF SCIENCE IN NURSING
AY 2018-2019 (1439-1440) 2nd semester
Master of Science in Nursing
COURSE SYLLABUS

COURSE CODE: NUR 561

COURSE TITLE: Practicum in Nursing Service Administration

CREDIT UNIT: 3 UNITS CLINICAL (6 hours/week)

CO-REQUISITE: NUR 560

STUDENT'S LEVEL: 2nd

FACULTY: Dr. Rawaih Falatah (rfalatah@ksu.edu.sa) & Dr. Olfat Salem (osalem@KSU.EDU.SA)

COURSE DESCRIPTION:

The practicum affords the student an opportunity to integrate administrative theory and practice in a selected area within a health care setting. The focus is on developing beginning skills in selected administrative strategies in nursing practice. Field placements are arranged to support skill development in keeping with the student's career goals.

LEARNING OBJECTIVES:

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

1. Integrate ethical awareness and current research into course and practicum activities.
2. Integrate theory into practice the different roles of a Nurse Manager.
3. Analysis organizational structure and policies of the affiliated hospital and unit/s assigned.
4. Practices managerial level /nursing administration roles as a Charge Nurse, a Head Nurse, or a Nursing Supervisor.
5. Integrate best practices by adopting the philosophy of clinical care emphasizing quality, safety, interdisciplinary collaboration, continuity of care, and professional accountability in assigned unit/s.
6. Participating in clinical decision-making and organization of clinical care systems during unit meetings.
7. Keep abreast of the new trends in Nursing Administration through the utilization of technological advances in clinical care and information systems.
8. Design individually strategies through guided experience in planning, organizing and managing a division of nursing service in the student's clinical specialty for effective change and outcomes.
9. Propos change strategies to change an organizational practice or resolve an organizational issue illustrating different techniques in managing change in the workplace.
10. Develop a Nursing Service Manual of Operations.

11. Complete a practice experience with a nurse or health care leader in a selected health care setting; develop insight into leader's role, knowledge, competencies, skills, and behaviors specific to the context
12. Successfully complete a substantive management project of value to the practicum site.
13. In class and journals, address individual learning objectives developed for the practicum experience.

PRACTICUM CONTENT:

Unit I- Understanding Nursing Management

Nursing Management, Nursing Care Delivery, Leadership and Management, & Fellowship, Ethical decision making

Unit II- Learning Key Skills in Nursing Management

Cognitive skills of nurse managers, Communication skills, Delegation skills, & Time management

Unit III-Managing Resources

Budgeting and Fiscal Management & Staffing and Scheduling

Week	Location	Topic & activity
1 to 3	CON	<ul style="list-style-type: none"> • Introduction to the course • Discussion of the smart objective writing • Discussion of organization's vision, mission, & structure.
4 to 12	KKUH	<ul style="list-style-type: none"> • Practicum in the assigned units • Weekly journal writing (<u>will be submitted at week 7 and 11 via Bb</u>) • Self and preceptor clinical evaluation (<u>will be submitted in week 12 via Bb</u>) • Service manual (<u>will be submitted at week 12 via Bb</u>)
8 & 12	CON (12:00 to 2:00 PM)	<ul style="list-style-type: none"> • Mandatory seminar
Week 14	CON	Final exam (<u>please check the college of nursing final exam schedule</u>)

COURSE REQUIREMENTS:

- 1) The graduate students are tasked to participate in all activities in the hospital setting; submit the requirements on the set schedule and with good evaluation.
- 2) Development of a Nursing Service Manual is required to present to the nurse managers in the hospital and in class.
- 3) Weekly write a reflective paper (1-2 pages) in which student analyzes the practicum experience. These assignments are submitted at regular intervals throughout the term as they complete their practicum hours.

4) Passing the final practicum examinations.

COURSE METHODOLOGY:

Students will be assigned their clinical area and preceptor. The Office of Graduate Studies in the CON will communicate with the education department in the selected setting and arrange for the students' practicum. Before hospital rotation, students will undergo a pre-exposure concept lecture-discussion. By week three each student will develop her practicum objective and discuss it with the course instructor. The course and the students' objective will be then communicated to the clinical preceptor in week four. Then, exposure will take place between week 4 & 12. Progress checks and evaluation will be done in collaboration with the nurse preceptor in the unit/s assigned.

COURSE EVALUATION:

Schedule of Assessment Tasks for Students During the Semester		
Assessment task (e.g. essay, test, group project, examination, speech, oral presentation, etc.)	Week Due	Proportion of Total Assessment
1) Formative (Course Work) - 60		60
✚ Practicum objective	Wk 3	
✚ Practicums evaluation	Wk 12	10
✚ Weekly Reflective Journal with attachments/ Journal discussion	Wk 4-12	20
✚ Practicum Evaluation (from preceptors)	Wks4-12	10
✚ Project 1-Nursing Service Manual Development Presentation	Wks13 -14	20
2) Summative - 40		
Final Practicum Examination	Wk15	40
Total		100

REQUIRED TEXTBOOKS:

Sullivan E.J. 2018. Effective Leadership & Management in Nursing. 9th edition. Pearson Prentice Hall

RECOMMENDED REFERENCES:

Hamric, A., Hanson, C., Tracy, M., O'Grady, E. 2014. Advanced Practice Nursing: An Integrative approach. 5th edition. St. Louis: Saunders Elsevier.

Kelly, P. (2010). Essentials of Nursing Leadership & Management, Second Edition Delmar.

Robbins, S., Agarwal, M.2009.Fundamentals of Management: Essential Concepts and Applications.6th Ed. Pearson Education.

STUDENT JOURNALS

Students write and submit practicum objectives and keep a weekly record of the practicum experience in the journal. The purposes of the journal are:

1. To keep the instructor informed of the student's activities, learning experiences in the health agency and the student's progress

2. To provide a structure for student learning. The journal will encourage student reflection about and learning from the practicum in addition to provide the student with a vehicle for connecting experience and theory

THE RECOMMENDED FORMAT OF THE JOURNAL:

- ✦ Date & times (of experiences)
- ✦ Narrative report of activities; developments, progress report
- ✦ Reflections (may include your reactions, feelings, thoughts, and/or application of theory studied this or other previous experience; see elaboration below)
- ✦ Appendices of relevant organizational materials (e.g. organization charts, related committee information, marketing material, etc.)
- ✦ Use of professional writing

THE JOURNAL SHOULD INCLUDE THE FOLLOWING:

- ✦ Subject matter understanding and meaning from this course and other relevant management courses, i.e., “What am I learning about the subject matter? what theory applies?”
- ✦ Contextual understanding and meaning, i.e., “What are the broader implications of my learning? how does this context compare to others? what factors might explain differences across organizations?”
- ✦ Levels of understanding: individual, group, organizational, and environmental/societal meaning, i.e. “How do my experiences appear from different perspectives?”
- ✦ Personal meaning, ethics, and self-understanding, i.e., “What am I learning about myself?”

THE JOURNAL REQUIREMENTS:

- ✦ Journals are to be submitted to faculty every time the class meets on a week 8, &12.
- ✦ Students will be responsible for answering faculty questions posed in the journal entries and making writing corrections.
- ✦ Journals will be submitted electronically via Bb. Files must be written in MS Word .doc **not .pdf.**
- ✦ Students’ learning objectives should always occupy the first page. New entries are entered consecutively and they must clearly indicate their date and location in the journal so that faculty can easily find the new material.

SELF- AND PRECEPTOR EVALUATIONS

At the end of the course, independently complete your practicum self-evaluation and ask your preceptor to complete his/her evaluation form on your performance (attached as Appendices B & C). Meet with your preceptor to discuss your independent assessments. Sign and hand in both to the instructor at the final class meeting.

Guidelines for Preceptors in Management Practicum

The purpose of the nursing & management practicum is to provide graduate students who are in, or plan to take positions in, health care management with learning experiences in leadership. The objectives and requirements for the practicum are described earlier in this syllabus. In addition, your student has developed individual learning objectives which should be shared and discussed with you within the first week of the practicum. Your role as a preceptor is to:

1. Provide informal instruction and guidance to the student so that the student will have first-hand experiences with the role, knowledge, skills, and competencies of a health care manager/leader.
2. Provide opportunities for your student to observe and, when possible, participate in group and/or administrative activities.
3. Encourage the student to see the organizational perspective, which includes your department and the rest of the organization. In particular, assist him/her to understand the strategic issues facing your organization and how they relate to your area,
4. In collaboration with the student, define a specific project or study that the student can do for you and your health agency during this practicum,
5. Serve as a leadership role model for the student,
6. Provide the student with constructive (positive and negative) feedback,
7. Summarize the student's performance at the end of the semester, using the attached evaluation form. You and the student should do independent evaluations and then discuss them.
8. Contact the course faculty member at King Saud University, College of Nursing if you have any questions or concerns about the student's practicum & performance.

You and the student should agree on the specific days and hours of his/her practicum experience. You are permitted flexibility in scheduling as long as the student meets his/her hour requirements, your expectations, and the objectives for the course.

It is expected of each student that sensitive or strategic information acquired about the practicum site will be kept confidential. You can help to enforce this expectation by reminding her about confidentiality when sensitive information arises.

We very much appreciate your willingness to work with one of our graduate students, and we hope the experience is of value to you as well as to the student. Please do not hesitate to contact us if you have any questions or concerns. We are always happy to meet with you and the student if requested.

Appendix B: Student Self-Evaluation of Management Practicum

Instructions: Assess the level of your performance as a graduate student for each of the activities below. You are encouraged to make additional comments.

<u>Activity</u>	Exceptional	Well Done	Average	Poor	Unsatisfactory	<u>Comments</u>
1. Participation in Management Activities: -Appropriate planning & preparation done -Evidence of systematic thinking, & use of theory						
2. Management Project(s): -Project selection, scope -Ability to communicate needs, progress, goals of project -Effectiveness of work with others -Quality of completed project						
3. Role Development -Interest displayed -Learning opportunities sought -Responsibility & accountability assumed -Evidence of leadership						

Areas of Strength:

Areas in Need of Improvement:

Student Signature

Preceptor Signature

Date

Appendix C: Management Preceptor's Evaluation of Graduate Student

Instructions: Please assess the level of the graduate student's performance for each of the activities below. You are encouraged to make additional comments.

<u>Activity</u>	Exceptio nal	Well Done	Aver- age	Poor	Unsatisf actory	<u>Comments</u>
1. Participation in Management Activities: -Appropriate planning & preparation done -Evidence of systematic thinking, & use of theory						
2. Management Project(s): -Project selection, scope -Ability to communicate needs, progress, goals of project -Effectiveness of work with others -Quality of completed project						
3. Role Development -Interest displayed -Learning opportunities sought -Responsibility & accountability assumed -Evidence of leadership						

Areas of Strength:

Areas in Need of Improvement:

Student Signature

Preceptor Signature

Date
