



College of Nursing
Nursing Service Administration.

Credit Hours: 3

Prerequisites: NUR 502, 501, 500

Classroom: GA001

Days and hours of class meetings: Tuesday from 8 AM to 10:50 AM

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Office Hours: By appointment

Course Description: This course introduces the student to the elements and practices of nursing service administration. Organizational theory and basic concepts of management are explored as related to nursing. The relationship between the disciplines of administration, health administration and nursing administration are addressed. Emphasis is placed upon administrative processes within nursing organization(s), organizational design, measuring organizational effectiveness, as well as integration of research. The independent functions of the nurse administrators in the organization at various levels of decision making are identified and analyzed.

Instructional Methods:

Lecture, Discussion, Question and Answer and Problem Solving

Required Texts:

Sullivan E.J. & Decker P.J. (2018). *Effective Leadership & Management in Nursing*. 9th ed. Pearson Prentice Hall.

Required Articles:

On class

Recommended Resources:

Safian, *Fundamentals of Health Care Administration*. 2014 by Pearson Education, Inc Finkelman, *Leadership and Management for Nurses: Core Competencies for Quality Care*, 3rd edition. 2016 by Pearson Education, Inc

Course Goals: The goals of this course are to provide the student an understanding the integration of nursing management and leadership principals for application in nursing services setting.

Goals for Student Learning:

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

1. Comprehend the basic components of the nursing management model in order to apply them in various situations.
2. Analyze the components of the organizational structure –the purpose, goals, objectives and standards- of the nursing service department as they relate to the health care institution.
3. Comprehend the various role structures within the nursing management in order to differentiate between roles, functions and responsibilities inherent in the various nursing administrative levels.
4. Critique and evaluate selected techniques commonly used for structuring and organizing nursing services in hospitals.
5. Illustrate an understanding for the current methods for measuring and improving nursing productivity in health care organization generally, and in nursing service department in specific.
6. Appreciate the use, pros and cons of technology in nursing management field.

Course Requirements:

2. Midterm Exams (= 20%):

Examinations will be given at scheduled class times during the semester. Exam content will be based upon material addressed in the assigned text, assigned readings, class assignments and in-class content. There are no make-up exams; any exception should be discussed with the instructors at least 48 hours in advance of the exam.

3. Seminar Presentation (10%)

It should cover the following points:

Introduction to topic: Clearly state your topic at the beginning of the presentation. The topic should be clearly defined and explained in detail. (15%)

Objectives: You should clearly state the objectives of the presentation and its importance. (5%)

Order of presentation: You should follow a logical sequence in making your presentation. (10%)

Effectiveness of visuals: Visual aids should support the presentation. (Related to the presented topic) (10%)

Speaker voice quality and style: You should treat this engagement as professional assignment. You will be judged on how well you present the material, your voice quality, eye contact, and response to questions. (10%)

Quality of visual aids: The power point should be carefully prepared, (10%)

Integration of research findings related to the topic. (10%)

Question and answer session: You should generate several questions for participation and be prepared to answer questions given by your instructor or classmates. (20%)

Summary and conclusions: A strong summary is essential for any presentation. State your conclusions clearly and concisely. (10%)

Group and Individual Assignment (10%)

There will be one analysis assignments to be completed during the semester. The assignments will be completed independently and submitted by the required due date. There will not be any make-up assignments. If you do not submit the assignment by the required due date, a grade of zero will be recorded.

- Student will select one week/topic of interest to lead an interactive discussion on (in some weeks two students will share the seminar leadership).
- It is the students' responsibility to make sure that they have downloaded the weekly article and read it before the classroom.
- No PowerPoint is required. The objective of the assignment is to give us the chance to "think out loud".
- One student will lead the discussion; however, it is important that everybody read the assigned article so that we can have interactive discussion

Management research paper (20%)

Guidelines for the management research paper assignment

- Students will work on this assignment in groups (2 to 3 students in each group. Good leadership skills and professionalism will save you time and effort)
- Each group will submit one management research paper.
- One grade will be assigned to the entire group.
- Peer evaluation will be submitted by each student and will account for 5% of your grade (peer evaluation form in this syllabus and on blackboard).
- The paper must include the following points:
Abstract: coherent and concise one paragraph abstract. (5 points)

Introduction: In two paragraphs introduce your research problem and make a case for your study "give some background information". In introducing your research topic, provide a clear rationale for why the problem deserves new research "the significance" and place the study in the context of current knowledge. (15 points)

Statement of the purpose: In a brief paragraph state the problem of your study. Be very explicit (e.g. the purpose of this study is to...). (5 points)

Literature review: includes research from nursing administration and other related fields. This review can include theory appropriate to problem focus and research on cited theory. Your review should be question driven. In other words, you should identify what you want to learn from the literature. By doing so you will be able to find the gap that your search will fill. (30 points)

Method: is logically derived and developed with rationale from the literature reviewed. It must include the study design, sample, sampling technique, data collection technique, data collection scales, and data analysis plan. (20 points)

Writing style is coherent and clear. Paper includes all parts according to the points. Grammar must be acceptable. (10 points)

Utilizes a writing style (i.e. APA format) and paper guidelines. (5 points)

Length The body of the paper must not exceed 15 pages. (5 points)

Peer evaluation: Each student will submit a peer review form in blackboard. (5 points)

***Note: All the written assignment must be submitted electronically through blackboard.**

Attendance: Students are expected to attend every class. Students are responsible for all announcements and any content covered in each class.

Classroom behavior: This class will be conducted in an atmosphere of mutual respect. It is expected that cell phones will be muted during class. No student will be permitted to respond to text messages during class. Students who show disrespect to the professor or their classmates will be told to leave the room for the remainder of that class period.

Other Policies or Expectations:

Class Schedule:

Week	Topic	Readings
1	Registration	
2	Syllabus discussion	Course Syllabus
3	Part 1: Understanding Nursing Management and Organization Form groups Select a topic for the group paper	Chapter 1
4	Introducing Nursing Management	Chapter 1
5	Leading, Managing, Following	Chapter 4
6	Part II: Learning Key Skills in Nursing Management: Thinking Critically, Making Decision, Solving Problems	Chapter 9
7	Midterm Exam	
8		
9	Communication Effectively	Chapter 10 Research papers due date
10	Delegation Successfully	Chapter 11
11	Building and Managing Team	Chapter 12
12	Part III: Managing Resources: Staffing and Scheduling	Chapter 17
13	Motivation and Developing Staff	Chapter 18
14	Submission and discussion the assignment	Students Assignments

General rules

- Students are expected to follow their program dress codes and comply with the professional appearance.
- Students are required to be present and punctual every day. As per KSU rules and regulations, you are required to attend at least 75 % of the classrooms in order to enter the final exam. Attendance will be calculated from the first week of the semester regardless of the day of enrollment in the course.
- As per KSU rules and regulations, sick leaves (out of KSU facilities) will not be accepted unless being authenticated by KSU.
- Students are responsible for any missed class, in term of class content, homework, assignments, and exams.
- Missed deadlines for homework and projects will affect your grade with no credit.
- Missed quizzes will not be taken.
- Missed midterms or final exams, however, may be taken in accordance with KSU policy.
- Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.
- Courses that have practical part, students will not enter the final practical unless they pass 85 % of the required clinical competencies for this course.
- Cell phones should be on silent mode in class.

Group Assignment Peer Evaluation Form

Your Name: _____

Names in your group:

Please rate all members of your group except yourself on a 0 - 10 point basis for each of the categories listed in the table provided. You can use whole or half point (.5) increments if you'd like. A score of 10 indicates outstanding performance; 7 indicates average performance; and 4 or lower indicates poor performance. When you have completed the rating, follow the computation instructions for each person. *Reminder: You must evidence discrimination in the relative contributions of your peers or you will lose points!

Full Name of Each Group Member

<u>Criteria for Evaluation:</u>			
1. On time for all group meetings and stayed for their duration			
2. Cooperative/communicated well with other members; shared information, listened well			
3. Dependable, kept his/her word, met task deadlines set by group			
4. Exerted effort and/or extra effort; did his/her share of work; took an active role			
5. Made cognitive contributions; possessed and applied course knowledge to accomplish group goals			
6. Made valuable contributions and submitted quality work			
7. Provided structure for goal achievement, identified and assigned tasks, monitored progress			
8. Helped to manage member differences and resolve conflicts			
9. Kept the group organized & cohesive, and moving toward completion of the group's work			
Total points: Divide total points by 9, and multiply by 10.			

