



College of Nursing
Special Problems in Administration

Credit Hours: 2+1

Prerequisites: NUR 570.

Classroom: GA001

Days and hours of class meetings: Wednesday from 8 PM to 12 PM

Instructor contact information Dr. Olfat A. Salem

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8050552

Office Hours: By appointment

Course Description: The major objectives of this independent study experience are to examine problems and responsibilities associated with the administrative role in nursing and to develop further competencies in the area of nursing administration

Instructional Methods:

Lecture, Discussion, Question and Answer and Problem Solving

Required Texts:

Barbara, C., Jacob, S. Contemporary Nursing : Issues, Trends, & Management (2013).

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

Saunders Elsevier. Hein, E. (2001). Nursing Issues in the 21st Century. Perspectives From the Literature. LWW Publishing.

Marrimer- Tomey. A. (2009). Guide to Nursing Management and Leadership. Mosby. Elsevier. ISBN 032305238X, 9780323052382

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

Sullivan E.J. & Decker P.J. 2005. Effective Leadership & Management in Nursing. 6th edition. Pearson Prentice Hall.

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

Required Articles:

On class

Recommended Resources:

Electronic sources:

American Nurses Association (2010). Nursing: Scope and Standards of Practice, 2nd Edition. Silver Spring, MD: Nursesbooks.org; (pgs. 8–9).

<http://journals.lww.com/jonajournal/pages/default.aspx>

<http://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%291365->

2648/homepage/vi_patient_safety.htm

http://www.nursingcenter.com/journalinfo?Journal_ID=54024

[http://www.journalofnursingregulation.com/article/S2155-8256\(15\)30359-8/pdf](http://www.journalofnursingregulation.com/article/S2155-8256(15)30359-8/pdf)

Course Goals: The goals of this course are to provide the student an understanding the integration of nursing management and leadership principals for nursing services administration to solve managerial problems facing health care setting

Goals for Student Learning:

Upon completion of this course, the student will be able to:

1. Discuss an overview of the special problems in Nursing.
2. Describe the principles of administration applied to nursing.
3. Discuss the planning, supervision and management of nursing workforce for various health care settings and specialties.
4. Examine the problems and responsibilities associated with the administrative role in Nursing through protocol manual development.
5. Describe various recent technologies & treatment modalities in the management of patients in the hospital setting through a scientific research presentation.

Course Requirements:

1. 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.

2 Seminar Presentation (20%)

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%)

3. Assignment (20%)

Protocol Development on Specific Problems: 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.

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:

Date	Topic
30/4/1440 6/1/2019	Course introduction and Registration
7/5/1440 13/1/2019	Syllabus discussion
14/5/1440 20/1/2019	The Balance of Good Administration
21/5/1440 27/1/2019	UNIT I. Overview of the special problems in Nursing Special problems encountered in public administration, health care administration and nursing administration

28/5/1440 3/2/2019	UNIT I. Overview of the special problems in Nursing Transitions taking place in healthcare Transitions taking place in the workplace
5/6/1440 10/2/2019	UNIT III. Planning, supervision and management of nursing workforce for various health care settings and specialties General Units and Special Areas Ancillary Services Communication
12/6/1440 17/2/2019	UNIT III. Planning, supervision and management of nursing workforce for various health care settings and specialties Conflict Management among personnel and patients
19/6/1440 24/2/2019	Midterm Exam
26/6/1440 3/3/2019	UNIT IV. Problems and responsibilities associated with the administrative role in Nursing Occupational health and safety of nurses Motivation and Incentives Turn-over , recruitment and selection
3/7/1440 10/3/2019	UNIT IV. Problems and responsibilities associated with the administrative role in Nursing Infection control Lack of qualifications of administrators and staff Poor nursing service , education and training programs
10/7/1440 17/3/2019	UNIT IV. Problems and responsibilities associated with the administrative role in Nursing Failure to deliver quality nursing care No practice guidelines Standards of Practice / Competencies in Standards Healthy Work Environments for Nursing
17/7/1440 24/3/2019	UNIT V. Various recent technologies & treatment modalities in the management of patients in the hospital setting and related problems A. Nursing Informatics
24/7/1440 31/3/2019	UNIT V. Various recent technologies & treatment modalities in the management of patients in the hospital setting and related problems A. Modern Trends in healthcare Trends in home care, ambulatory care, critical care, long term care
2/8/1440 7/4/2019	Revision
9/8/1440 14/4/2019	Final Exam

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.