



## Course Specifications

<b>Course Title:</b>	Leadership and management in nursing
<b>Course Code:</b>	56034505-4
<b>Program:</b>	Bachelor of nursing (nursing program)
<b>Department:</b>	Nursing sciences and researcher in nursing
<b>College:</b>	College of nursing
<b>Institution:</b>	Umm Al-Qura University

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## A. Course Identification

<b>1. Credit hours: 4 hours</b>			
<b>2. Course type</b>			
a.	University <input type="checkbox"/>	College <input checked="" type="checkbox"/>	Department <input type="checkbox"/> Others <input type="checkbox"/>
b.	Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>	
<b>3. Level/year at which this course is offered: fourth year/ second semester</b>			
<b>4. Pre-requisites for this course (if any): Ethics in Nursing Course.</b>			
<b>5. Co-requisites for this course (if any):</b>			

### 6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	26	50 %
2	Blended	26	50 %
3	E-learning	-	-
4	Distance learning	-	-
5	Total	52	100%

### 7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	26
2	Laboratory/Studio	12
3	Tutorial	
4	Others (specify) Students' activities	20
	Total	58
<b>Other Learning Hours*</b>		
	Study	60
	Assignments	20
	Library	10
	Projects/Research Essays/Theses	
	Others (specify) students' activities	10
	Total	100

## B. Course Objectives and Learning Outcomes

### 1. Course Description

This course prepares the nursing students for both nursing leadership and nursing management roles with focus on their interactions with the health care team members in clinical settings. The course describes the concepts and principles relevant to the managerial functions (planning, organizing, staffing, directing and controlling as well as their application in different nursing situations). It also explores the elements of the management process, problem solving, critical thinking approach, quality management, change management strategies and their applications.

### 2. Course Main Objective

At the end of this course the students will be able to explore the principles of nursing leadership and management in addition to the skills required for nurse leaders to function effectively in the Saudi Arabian Healthcare Organizations.

### 3. Course Learning Outcomes

CLOs		Aligned PLOs
1	<b>Knowledge and Understanding</b>	
1.1	Identify leadership and management theories and styles.	1.1
1.2	Describe aspects of clinical governance, responsibility, and accountability.	1.2
1.3	Recognize critical thinking and problem solving processes.	1.3
1.4	Describe change management strategies.	1.5
1.5	Identify the principle of motivation and self-growth in face of stressor and changing demand.	1.4
1.6	Underline basic principles of stress management technique.	1.3
1.7	Classify politics and policies in health care organization.	1.2
2	<b>Skills :</b>	
2.1	Employ leadership skills in patient care delivery by promoting health and appropriate culturally sensitive practice.	2.1
2.2	Demonstrate leadership behaviors throughout collaboration, communication with other health care team.	2.7
2.3	Demonstrate management skills in planning, organizing, staffing, directing, and controlling.	2.3
2.4	Integrate critical thinking skills to knowledge and technology that are used to support patient care delivery and enhance nursing practice.	2.4
2.5	Implement motivational, change management, and conflict resolution strategies in different situations through critical thinking and decision-making skills.	2.5
3	<b>Values:</b>	
3.1	Value of the clinical governance in health care to ensure safety and quality.	3.1
3.2	Display accountability and commitment throughout the nursing performance.	3.2
3.3	Advocate diversity and expertise of each member of the healthcare team.	3.3

CLOs		Aligned PLOs
3.4	Maintain high standards of care to cultivate excellence in nursing practice.	3.1

### C. Course Content

No	List of Topics	Contact Hours
	<b>Theoretical part</b>	
1	<b>1st week</b> <b>Introduction and course orientation.</b>	2
2	<b>2<sup>nd</sup> week</b> <b>Leadership and management definitions and principles.</b> <b>Leadership Theories, traits, skills, and styles.</b>	2
3	<b>3<sup>rd</sup> week</b> <b>Handling Stress in the Workplace.</b> <b>Setting Priorities and Managing Time.</b>	2
4	<b>4<sup>th</sup> week</b> <b>Effective Communication in Leadership and Management Roles.</b>	2
5	<b>5<sup>th</sup> week</b> <b>Building and Leading Teams.</b> <b>Facilitating Problem-Solving and Decision-Making in teams.</b>	2
6	<b>6<sup>th</sup> week</b> <b>Conflict Resolution Skills in Professional Nursing Practice.</b>	2
7	<b>7<sup>th</sup> week</b> <b>Change management.</b>	2
8	<b>8<sup>th</sup> week</b> <b>Midterm.</b>	-
9	<b>9<sup>th</sup> week</b> <b>Power and Politics in Professional Nursing Practice .</b> <b>Accountability and delegation.</b>	2
10	<b>10<sup>th</sup> week</b> <b>Staffing, and Scheduling .</b>	2
11	<b>11<sup>th</sup> week</b> <b>Management and Leadership Roles in Professional Nursing.</b>	2
12	<b>12<sup>th</sup> week</b> <b>Care Delivery Models.</b> <b>Budgeting and managing fiscal resources.</b>	2
13	<b>13<sup>th</sup> week</b> <b>Managing Quality (Accreditations including Magnet).</b>	2
14	<b>14<sup>th</sup> week</b> <b>Saudi healthcare system.</b> <b>New Trends and issues in Nursing Leadership and Management.</b>	2
	<b>Total theoratical part</b>	26

	<b>Practical part</b>	
1	<b>Apply of The Head Nurse Role (scheduling, Staffing ,models nursing care delivery and shift report).</b>	2
2	<b>Apply of The Head Nurse/Charge nurse Role (Leader)(all delegated dutes ).</b>	1
3	<b>Apply of The Supervisor Role(Incident Report) .</b>	2
4	<b>Apply of The director Role.( Application of Decision Making, organizational structure and all communication chaneel.</b>	2
5	<b>Application of all roles in areas related to TQM, educational affairs, and infection control).</b>	2
6	<b>Application of Leadership styles and managerial process</b>	2
7	<b>Students Activities</b> <ul style="list-style-type: none"> <li>• Management of absenteeism and turnover</li> <li>• Staff development</li> <li>• Crises management</li> <li>• Patient safety</li> <li>• Motivation</li> <li>• Nursing image and satisfaction</li> <li>• Effective Global Leadership</li> <li>• Management of multicultural organization (diversity)</li> </ul>	2
	<b>Clinical setting</b>	<b>26+26=52</b>
	<b>Total</b>	<b>78</b>

## D. Teaching and Assessment

### 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge and Understanding</b>		
1.1	Identify leadership and management theories and styles.	Lectures (L), small group discussion	Written Exam (midterm and Final written exam)
1.2	Describe aspects of clinical governance, responsibility, and accountability.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)
1.3	Recognize critical thinking and problem solving prosses.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)
1.4	Describe change management strategies.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)
1.5	Identify the principle of motivation and self-growth in face of stressor and changing demand.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.6	Underline basic principles of stress management technique.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)
1.7	Classify politics and policies in health care organization.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)
2.0	<b>Skills</b>		
2.1	Employ leadership skills in patient care delivery by promoting health and appropriate culturally sensitive practice.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)
2.2	Demonstrate leadership behaviors throughout collaboration, communication with other health care team.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)
2.3	Demonstrate management skills in planning, organizing, staffing, directing, and controlling.	Assignment (small group work)	Observation
2.4	Integrate critical thinking skills to knowledge and technology that are used to support patient care delivery and enhance nursing practice.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)
2.5	Implement motivational, change management, and conflict resolution strategies in different situations through critical thinking and decision-making skills.	lectures (L), small group discussion	Written Exam (midterm and Final written exam)
3.0	<b>Values</b>		
3.1	Value of the clinical governance in health care to ensure safety and quality.	Clinical practice, role play & documentation.	Documenting checklist Formal evaluation Final practical.
3.2	Display accountability and commitment throughout the nursing performance.	Clinical practice, role play & documentation.	-Student's clinical activities evaluation form
3.3	Advocate diversity and expertise of each member of the healthcare team.	Group discussion -Case study Clinical practice.	Documenting checklist Formal evaluation Final practical.
3.4	Maintain high standards of care to cultivate excellence in nursing practice.	Clinical practice, role play & documentation.	Documenting checklist Formal evaluation Final practical.

## 2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Semester Midterm	8 <sup>th</sup> week	15%
2	Semester activities	All weeks	25%
3	Final oral exam	13 <sup>th</sup> week	10%
4	Final practical exam	14 <sup>th</sup> week	10%
5	Final written exam	15, 16	40%

\*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

## E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice : 2hrs / office hours

## F. Learning Resources and Facilities

### 1.Learning Resources

Required Textbooks	<ul style="list-style-type: none"> <li>- Finkelman, A. (2019). Leadership and management for nurses: core Boston: Pearson.</li> <li>- Rigolosi, E. L. (2020). Management and leadership in nursing an experiential approach (3rd ed.). New York: Springer.</li> <li>- Sullivan, Decker (2019): Effective Leadership and Management in Nursing.</li> <li>• Marqui, B &amp; Huston , C ,( 2019):Leadership Roles and Managment Application, Wolters Kluwer Health. 8th. Ed., / Lippincott</li> <li>• Roussel, L.,Thomas, P.L., &amp; Harris, J.L. (2018). Management and Leadership for Nurse Administrators, MA: Jones &amp; Bartlett.</li> </ul>
Essential References Materials	Castle, B.W. & Shapiro, S.E. (2019). Accountable care units: A disruptive innovation in acute care delivery. Nursing Administration Quarterly, 40(1), 14-23.
Electronic Materials	Cochrane database of systematic reviews
Other Learning Materials	



## 2. Facilities Required

Item	Resources
<b>Accommodation</b> (Classrooms, laboratories, demonstration rooms/labs, etc.)	<b>Classrooms, laboratories</b>
<b>Technology Resources</b> (AV, data show, Smart Board, software, etc.)	<b>AV, data show, Smart Board</b>
<b>Other Resources</b> (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	<b>Non</b>

## G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
<b>Student Evaluation Course Survey.</b>	<b>Students</b>	<b>Checklist format</b>
<ul style="list-style-type: none"> <li>- Content of the course</li> <li>- Effectiveness of teaching and assessment methods.</li> <li>- Media used during the course</li> <li>- Teacher performance</li> </ul> <b>Environmental learning</b>	<b>Students/ Faculty/ Head of the Department</b>	<p><b>Confidential completion of standard course evaluation questionnaire.</b></p> <p><b>Focus group discussion with small groups of students.</b></p> <p><b>Students opinions toward strengths, weakness and their suggestions for improvement.</b></p> <p><b>Students' exam/ assignment results.</b></p> <p><b>Faculty/ self - evaluation.</b></p>

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

**Assessment Methods** (Direct, Indirect)

## H. Specification Approval Data

<b>Council / Committee</b>	10 <sup>th</sup> Council Nursing Science and Research department meeting
<b>Reference No.</b>	٣٦٤٩٦/٣٩٤.٥٠.٧١٤٤٢١٠
<b>Date</b>	١٤٤٢/٧/٩ هـ