
Course Specification

Course Title	Principles in the administration of health services	
Course Code	Aswan/nur.313	
Academic Year	2017 - 2018	
Coordinator	Assistance lecture	
Teaching Staff	Administration staff	
Branch / Level	Third year.	
Semester	One semester.	
Pre-Requisite		
Course Delivery	Lecture	10h (15) lectures
	Practical	-
Parent Department	Administration department	
Date of Approval	2014 - 2015	

1. Course Aims

The aims of this course are to:

Apply, appraise and judge nature of management and planning.

2. Intended Learning outcomes (ILOs)

A. Knowledge and understanding:

By the end of this course students should be able to:

- A1. Define management.
- A2. Definition of manager
- A3. Identify different management theories functions.
- A4. Define each managerial function separately.
- A5. Demonstrate the general categories skills that managers & leaders must possess.
- A6. Define planning function.
- A7. List the different elements of planning.

B. Intellectual skills:

By the end of this course, the students should be able to:

- B1. Clarify the importance of planning.
- B2. Discuss different stages of planning.

C. Professional and practical skills:

By the end of this course, the students should be able to:

- C1. Differentiate between types of planning.
- C2. Formulate planning objectives according to its time frame.
- C3. Examine the characteristics of good plan.

D. General and transferable skills:

By the end of this course, the students should be able to:

- D1. Designing an E-portfolio that contains all the students' works during the semester.
- D2. Enhancing communication skills, the use of the internet and e-mail for peer evaluation.
- D3. Supporting team working.
- D4. Training the students on the recent trends in the field of teaching as active learning and reflective teaching

3. Course Contents:

Week	Topics
W.1	– The nature of management an planning
W.2	– Scope of head nurse role & supervision
W.3	– Decision making & problem solving
W.4	– Organizing & delegation
W.5	– Methods of organizing patient care

W.6	- Recruitment and job description
W.7	- Staffing the organization
W.8	- Staff development
W.9	- Motivation
W.10	- Nursing documentation (recording & reporting)
W.11	- Leadership
W.12	- Conflict management
W.13	- Quality Improvement.
W.14	- Performance appraisal
W.15	- Revision.

4. Teaching and Learning Methods

1. Lecture.
2. Individual and group conference.
3. Audiovisual material.
4. Bibliography readings.

5. Student Assessment

Assessment Method	Assessment Length	Schedule	Proportion
Written Examination	2 h		50 score
Oral Assessment	-	-	-
Practical Examination	-	-	-
Semester work	15 weeks	One lecture each week	

6. List of references

Course notes:

Essential Books:

Management and Administration books in the library

Web sites:

1. Schutte, K (2011) organizational change and stress management.14th ed ch (18). United states . pearson education.
2. Tomey, A. M.,2009. Guide to Nursing Management and Leadership. Canada, Mosby.
3. Clark, C.C., 2009. Creative Nursing Leadership and Management. London: Jones and Bartlett Publishers:

7. Facilities required for teaching and learning:

	Course Coordinator	Head of Department
Name	Prof.	Prof.
Name (Arabic)	أ. د. هالة رمزي	أ. د. هالة رمزي
Signature		
Date		