Course Description 2025-2026

1.Course Name:
Administration and Leadership in Nursing
2.Course Code:
WNR-41-03
3.Semester / Year:
Fourth Stage/First Semester
4.Description Preparation Date:
20/9/2025
5.Available Attendance Forms:
In-person lectures and practical laboratories (attendance forms)
6.Number of Credit Hours (Total) / Number of Units (Total)
Credit Hours 3   Course Calendar: Total (5) hours Weekly (Theory (2) hrs. Clinical (3) hrs.).
7.Course administrator's name (mention all, if more than one name)
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8.Course Objectives	
	• **Distinguish between the different roles of nursing managers.** • **Understand the hospital's organizational structure and hierarchical relationships.** • **Explain the main functions in the management process, including planning, organizing, staffing, directing, and controlling.** • **Describe the stages and components of the staffing process.**

	• **Understand the principles of team building, interprofessional collaboration, and effective interprofessional healthcare teams.**
	• **Explain the concepts of delegation, prioritization, conflict, change, quality, safety, and time management in nursing management.**
	• **Observe and accurately identify the leadership styles of selected nursing administrators.**
	• **Complete a one-month staffing schedule for a theoretical unit.**
	• **Observe and critically evaluate the nursing care provided to a group of patients.**
	• **Resolve conflicts when relevant data is available.**
	• **Effectively evaluate and make positive suggestions for improving nursing services in the assigned unit.**
	• **Demonstrate the ability to delegate work to colleagues, complete administrative reports, prepare delivery reports, and calculate staffing needs.**
	• **Apply technical, conceptual, and interpersonal skills in nursing management.**
	• **Develop an appreciation for the diverse roles and responsibilities of nurse managers.**
	• **Promote interprofessional collaboration and teamwork in healthcare settings.**
	• **Develop a proactive approach to managing change and adapting to evolving healthcare challenges.**

1. Teaching and Learning Strategies

Strategy	- Theoretical lectures. - Discussions. - Reports. - Clinical training

2. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1	3T+2L	Define the key concepts and principles of administration. Understand the organizational structure a hierarchy of the hospital.	Introduction to Administrat	-Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation.
2	3T+2L	Explain the major functions of the management process (planning, organizing, staffing, directing, and controlling). Differentiate between the levels o management and their respective roles.	Management Process Functions	- Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation.
3	3T+2L	Define the concept of leadership. Identify and describe the different leadership styles and their characteristics.	Leadership Styles	-Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation.
4	3T+2L	Explain the eight steps of the staffi process, including human resource planning, recruitment, selection, orientation, development, performance appraisal, transfers, separations.	Staffing Process	-Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation.
5	**Mid-term exam. No 1**				
6	3T+2L	- Develop skills in being an effect team player. - Understand the principles of building a working team and an interprofessional healthcare tean - Identify the characteristics of a effective interprofessional healthcare team.	Team Building and Interprofessional Collaboration	-Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation.
7	3T+2L	Define the concept of delegation, rights, criteria, and potential barriers.	Delegation of Client Care	-Lectures. - seminars.	Quizzes, students' participation in the

				- Clinical traini	lecture, &Practical evaluation.
8	3T+2L	Understand the concept of prioritization and its role in coordinating nursing assignments.	Prioritization	-Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation.
9	3T+2L	Define the concept of conflict, its sources, and strategies for resolving problems.	Conflict Management	-Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation.
10	Mid-term exam. No 2				
11	3T+2L	Explain why stress is necessary. Describe the organizational, interpersonal, and individual factors that cause stress. Explain the consequences that result from stress, including burnout and compassion fatigue.	Managing Stress	-Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation.
12	3T+2L	Understand the principles and importance of quality improvement in nursing management.	Quality Improvement	-Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation.
13	3T+2L	Explain the concepts of risk management, medical errors, physical environment, and	Safety and Risk Managem	-Lectures. - seminars. - Clinical traini	Quizzes, students' participation in the lecture, &Practical

		burnout in nursing management.			evaluation.
14	3T+2L	Define the concept of time management, its nature, and purpose.\n\nDescribe the process of effective time management.	Time Management	-Lectures.\n- seminars.\n- Clinical traini	Quizzes, students' participation in the lecture, &Practical evaluation .

3. Course Evaluation

Evaluation				Score standard
Formative		**Summative**		-Excellent (90-100)\n\n -Very Good (80-less than 90)\n\n -Good (70-less than 80)\n\n-Fair (60-less than 70)\n\n -Acceptable (50-less than 60) - Fail (less than 50)
Scores	**Evaluation methods**	**Scores**	**Evaluation methods**	
4%	Daily Quizzes	10%	First-Mid-term theoretical exam	
2%	Seminars	10%	Second-midterm exam	
2%	Reports	10%	Mid-term-practical evaluation	
2%	Participation	20%	Final practical exam	
		40%	Final theoretical exam	
10%		90%		

4. Learning and Teaching Resources

Required textbooks	"Leadership roles and management functions in nursing: theory and application" (9th Edition, 2017) by Marquis B. and Huston C., published by Wolters Kluwer Health | Lippincott Williams & Wilkins.\n\n\n"Essentials for Nursing Assistants" (4th Edition, 2017) by Carter P., published by Wolters Kluwer Health | Lippincott Williams & Wilkins.\n\n\n"Introduction to management and leadership: Concepts, Principles and Practices" by Darr K., published by Jones & Bartlett Learning, LLC.\n\n\n"Nursing Leadership and Management" (2017) by Murray E., published by F. A. Davis Company.

Electronic References, Websites	• American Nurse Association (ANA) website: "Nursing Administration Scope of Practice" (2nd Edition, 2016) URL: https://www.nursingworld.org/ (Accessed on May 23, 2023) • Centers for Disease Control and Prevention (CDC) website: "Nurse Manager Leadership Development Program" URL: https://www.cdc.gov/ (Accessed on May 23, 2023) • Joint Commission International (JCI) website: "Effective Leadership and Management in Nursing" URL: https://www.jointcommissioninternational.org/ (Accessed on May 23, 2023)

End of program student learning outcomes (EPSLO)	Course Learning outcomes	the Link to EPSLO
Knowledge **EPSLO-1:** **Demonstrate the highest level of understanding and awareness of the scientific** related to the nursing profession **EPSLO-2:** Engage in **lifelong learning and self-development** to continuously improve nursing practice. **EPSLO-3:**	**• Distinguish between the different roles of nursing managers.**	**EPSLO-1:**
	• Understand the hospital's organizational structure and hierarchical relationships.	**EPSLO-5:** **EPSLO-6:**
	• Explain the main functions in the management process, including planning, organizing, staffing, directing, and controlling.	**EPSLO-3:** **EPSLO-7:**

Integrate pathophysiological and psychosocial knowledge to design advanced, individualized care plans for patients with complex and multi-system health needs."	• **Describe the stages and components of the staffing process.**	**EPSLO-3:** **EPSLO-4:**
EPSLO-4 **Utilize evidence-based research and advanced clinical judgment to improve patient care strategies and achieve the best clinical and psychosocial outcomes for individuals with complex health conditions.**	• **Understand the principles of team building, interprofessional collaboration, and effective interprofessional healthcare teams.**	**EPSLO-3:** **EPSLO-7:**
	• **Apply technical, conceptual, and interpersonal skills in nursing management.**	**EPSLO-4:** **EPSLO-10:**
Skills		**EPSLO-3:** **EPSLO-8:**
EPSLO-5: Apply **evidence-based knowledge and technology** in the provision of safe and effective nursing care. **EPSLO-6:** Demonstrate **quantitative reasoning** and apply relevant scientific principles in the practice of nursing.	• **Demonstrate the ability to delegate work to colleagues, complete administrative reports, prepare delivery reports, and calculate staffing needs.**	**EPSLO-3:** **EPSLO-7:**
	• **Promote interprofessional collaboration and teamwork in healthcare settings.**	**EPSLO-3:** **EPSLO-5:**
EPSLO-7: Demonstrate clinical competence in providing therapeutic nursing care across the lifespan. **EPSLO-8:**	• **Develop an appreciation for the diverse roles and responsibilities of nurse managers.** • **Promote interprofessional collaboration and teamwork in healthcare settings.**	**EPSLO-3:** **EPSLO-9:**

Perform nursing procedures and clinical interventions accurately and safely in accordance with established standards. **Values** **EPSLO-8:** Demonstrate respect for patient diversity, cultural values, and individual beliefs when providing nursing care. **EPSLO-9:** Exhibit a professional attitude of integrity, accountability, and empathy by embracing holistic, patient-centred care. **EPSLO-10:** Demonstrate effective communication and collaboration skills in the role of the nurse when interacting with patient and members of the interdisciplinary and inter-professional healthcare team.		

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