



Jordan University of Science and Technology
Faculty of Nursing
Nursing Department

NUR403 Principles Of Nursing Administration

First Semester 2020-2021

Course Catalog

3 Credit Hours. This introductory course in management & leadership provides students with knowledge of management principles, theories & related managerial functions needed by the nurse managers to provide high-quality care. Additionally, the course focuses on the development of management & leadership skills needed by nurses including communication skills, conflict management, delegation, leadership, quality management, staffing & scheduling, & recruiting

Text Book

Title	Managing and Coordinating Nursing Care
Author(s)	Janice Rider Ellis, Celia Love Hartley
Edition	5th Edition
Short Name	Ref #1
Other Information	

Instructor

Name	Prof. Zaid Alhamdan
Office Location	-
Office Hours	Sun : 08:00 - 10:00 Sun : 12:00 - 13:00 Mon : 10:00 - 11:00 Tue : 13:00 - 14:00 Wed : 10:00 - 12:00
Email	zmhamdan@just.edu.jo

Class Schedule & Room

Section 1:

Lecture Time: Mon, Wed : 08:30 - 10:00

Room: منصة الكترونية

Section 2:

Lecture Time: Sun, Tue : 10:00 - 11:30

Room: منصة الكترونية

Prerequisites

Line Number	Course Name	Prerequisite Type
402270	NUR227 Adult Health Nursing 2 (Theory)	Prerequisite / Pass

Tentative List of Topics Covered

Weeks	Topic	References
Weeks 3, 4	Understanding and Working in Organizations	Chapter 2 From Ref #1
Weeks 6, 7	The Nurse as Communicator, and, Motivator	Chapter 5 From Ref #1
Weeks 8, 9	The Nurse as Decision Maker and Delegator	Chapter 6 From Ref #1
Weeks 11, 12	The Nurse as Supervisor and Evaluator	Chapter 7 From Ref #1
Weeks 13, 14	The Nurse as Conflict Manager, Negotiator, and Mediator	Chapter 9 From Ref #1
Weeks 1, 2	Developing Leadership Behavior and Management Skills	Chapter 1 From Ref #1
Week 15	Students' Presentations	Chapter 1,2,3,5,6,7,9 From Ref #1

Mapping of Course Outcomes to Program Student Outcomes	Course Outcome Weight (Out of 100%)	Assessment method
1- Discuss the concepts of leadership, management, principles & theories & their relevance to nursing practice. [1COMP-2, 1COMP-6, 10NUR- 2]	10%	
2- Describe and explain the different leadership styles. [1COMP-1, 1COMP-2, 1COMP-6, 10NUR-1]	10%	
3- Describe and explain the different types of organizational structures. [1COMP-1, 1COMP-2, 1COMP-6, 10NUR-1]	10%	
3- Analyze the professional nurse's role in communication, coordination, consultation, & coaching in the delivery of client care. [1COMP-2, 1COMP-3, 1COMP-5, 10NUR- 3]	10%	
5- Develop critical thinking, & problem solving skills in within the scope of nursing management and administration. [1COMP-1, 1COMP-4, 1COMP-5, 10NUR- 5]	10%	

6- Identify the process, principles & strategies of delegation & its relevance to nursing practice. [1COMP-2, 1COMP-3, 1COMP-4, 1COMP-6, 10NUR- 2]	10%	
7- Discuss the role of nurse as an evaluator, & supervisor [1COMP-1, 1COMP-2, 1COMP-6, 10NUR- 2]	10%	
3- Compare different nursing care delivery systems & its relevance to the available resources & scheduling plan to provide effective & financially responsible nursing services. [1COMP-1, 1COMP-2, 10NUR- 4]	10%	
9- Recognize the importance of communication in resolving conflicts in the clinical settings. [1COMP-2, 1COMP-3, 1COMP-5, 10NUR- 3]	10%	
3- Appraise the responsibility & accountability of the nurse managerial role considering the values of ethics, autonomy, integrity & social justice. [1COMP-1, 1COMP-2, 1COMP-4, 1COMP-6, 10NUR- 6]	10%	

Relationship to Program Student Outcomes (Out of 100%)

NUR-1	NUR-2	NUR-3	NUR-4	NUR-5	NUR-6	COMP-1	COMP-2	COMP-3	COMP-4	COMP-5	COMP-6
15.38	23.17	15.38	8.33	7.69	7.14	4.62	6.94	2.25	2.20	2.31	4.57

Evaluation

Assessment Tool	Weight
1st Exam	20%
2nd exam	30%
Final Exam	50%

Policy

Attendance and Participation	<p>Attendance policies:</p> <p>? Students must attend all classes in this course.</p> <p>? Any student with an absence of 15% of the classes of any course, will not be allowed to sit for the final exam and will be given the university zero (F grade) in this course.</p> <p>? Students are not allowed to come late to classes. Any student coming late will not be allowed to attend the class and he/she will be marked absent.</p>
Absences	<p>Each absence will cause a subtraction of one point of participation.</p> <p>-Coming late (more than 10 minutes) for two lectures equal one absence.</p> <p>-Each ring of a cell phone during the lecture will cause subtraction of half a point of the participation</p> <p>Absences from exams and handing time:</p> <p>? Failure in attending a course exam other than the final exam will result in zero marks unless the student provides an official acceptable excuse to the instructor who approves a makeup exam.</p> <p>? Failure in attending the final exam will result in a zero marks unless the student presents an official acceptable excuse to the Dean of his/her faculty who approves an incomplete exam, normally scheduled to be conducted during the first two weeks of the successive semester.</p> <p>? Assignments and projects should be submitted to the instructor on the due date.</p>

<p>Plagiarism (for the assignment)</p>	<p>. Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles.</p> <p>2. Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. A close paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable for you to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.</p> <p>3. Direct quotations from an earlier piece of your own work, if not attributed, suggest that your work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.</p> <p>4. Plagiarism is a serious offense and will always result in the imposition of a penalty. In deciding upon the penalty the Department will take into account factors such as the year of study, the extent and proportion of the work that has been plagiarized, and the apparent intent of the student. The penalties that can be imposed range from a minimum of a zero mark for the work (without allowing resubmission) through caution to disciplinary measures (such as suspension or expulsion).</p>
<p>Grading policy:</p>	<p>A grade of (D) is the minimum passing grade for the course.</p>

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