The University of Jordan
The Faculty of Nursing
Clinical Nursing Department
2010/2011

Course Title:	**Management and Leadership in Nursing**
Course Number:	**0702412** (3 credit hours)
Time:	Monday, Wednesday 2-3:30pm (Section 3)
	Sunday, Tuesday, Thursday 4-5pm (Section 5)
Prerequisite:	**0702308**
Faculty Member:	Ali Saleh, PhD, RN
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Office Hours:	Sunday, Tuesday, Thursday 3-4 pm or by appointment
Faculty Member:	Waddah D'emeh, PhD, RN
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Office Hours:	Tuesday, Thursday 2-3 pm or by appointment

Course description

This course is designed to introduce the student to management and leadership concepts and principles necessary to promote student's ability to manage care and make appropriate decisions related to clients. These concepts and principles are also necessary to facilitate student's growth as future nurse leader able to affect quality of care and introduce change when necessary. Management process is used as a framework in designing the content of the course.

Aim of the Course

The course aims to introduce students' to the basic concepts and principles and theories of management and leadership and utilize the knowledge in planning nursing care.

Intended Learning outcomes (ILOs)

Successful completion of the course should feed the following learning outcomes:

A) Knowledge and Understanding

1. Know the different organizational designs for structuring nursing service, and the impact of each on the delivery of nursing care.
2. Utilize the process of staffing and staff appraisal programs and the impact on the accomplishment of organizational and nursing objectives.
3. Understand the different theories and styles of leadership, and act as an effective leader in the improvement of nursing services.

B) Cognitive and intellectual Skills

1. Recognize the process, principles and strategies of problem-solving and decision making in nursing.

C) Subject specific Skills

1. Demonstrate ability to understand concepts, principles regarding management and leadership in nursing.
2. Apply skills and knowledge related to decision making and problem –solving process.

D) **Transferable Skills**

1. Analyze the concepts, principles, and the process of continuous quality improvement in health care services.

Teaching methods

Interactive lectures.
Group discussions.
Management exercises.

Evaluation

Mid-term exam:	30%
Second exam :	20%
Final exam:	50%

Text books

Marquis, B.L., & Huston, C.J. (2009). *Leadership roles and management functions in nursing: Theory and application* (6th ed.). Philadelphia: Lippincott Williams & Wilkins

Additional references

- Marriner A. (2009) Guide to Nursing Management.8th ed. St. Louise, MI: Mosby
- Yoder-Wise. P. S. (2007) *Leading & managing in nursing*. 4th ed. St. Louise, MI: Mosby
- Jones, R. (2007). Nursing leadership and management: theories, process, and practice. Philadelphia, PA: F.A. Davis.
- Sullivan, E. & Decker. P. (2005). Effective leadership and management in nursing. 6th ed. Upper saddle River, NJ: Pearson Prentice Hall
- Huber D. (2000). *Leadership and nursing care management*. 2nd ed. Iowa city, IO: W.B. Saunders.
- Gillies, D.A. (2000). *Nursing Management; A systems approach.* Philadelphia: W.B. Saunders.
- Tappen, R.H (2001). Essentials of nursing leadership and management. 2nd ed. Philadelphia: F, A Davis.

Course Outline:

- **Unit I: Introduction to Management & Leadership**
  - Definition of concepts
  - Differences between leadership and management.
  - The management process
  - Functions of management
  - Management theories
  - Leadership theories

- **Unit II: Requisites for Management & Leadership**

- Decision making, problem solving, & critical thinking
- Theoretical approaches to problem solving and decision making
- Critical elements in problem solving and decision making
- Individual variations in decision making
- Decision making in organizations
- Elements of critical thinking
- Decision making tools
- Pitfalls in using decision making tools

- **Unit III: Roles and Functions in Planning**
  - Operational and Strategic Planning
    - The planning hierarchy.
    - The mission statement.
    - The organization's philosophy statement.
    - Goals and objectives
    - Policies and procedures.
    - Rules and regulations.
  - Planned Change
    - Change theories
    - Change strategies
  - Budgeting
    - Concepts related to budgeting.
    - Types of budgets.
    - The budgeting process.

- **Unit IV: Roles and Functions in Organizing**
  - Organizational Structure
    - Definitions
    - Components of organization structures.
    - Types of organization structures.
    - Shared governance
  - Understanding Organizational, Political, and Personal Power
    - Understanding power.
    - Types of power.
  - Organizing Patient Care
    - Models of patient care

- **Unit V: Roles and Functions in Staffing**
  - Employee Recruitment and Selection
  - Recruitment, selection, and staff development.
  - Assignment systems for staffing.
  - Scheduling of staff.
  - Variables influencing staffing.

- **Unit VII: Roles and Functions in Controlling**
  - Performance Appraisal
  - Quality improvement

Tentative Class Schedule

Week No.	Topic	Reading Assignments
Week 1 (19 – 23/9)	Introduction and course overview	Chapter 2
	Introduction to Management & Leadership	Chapter 2
Week 2 (26 – 30/9)	Introduction to Management & Leadership	Chapter 3
Week 3 (3 -7/10)	Decision Making, Problem Solving, & Critical Thinking	Chapter 1
Week 4 (10 – 14/10)	Operational and Strategic Planning	Chapter 7
Week 5 (17 – 21/10)	Operational and Strategic Planning	Chapter 7
Week 6 (24 – 28/10)	Planned change	Chapter 8
Week 7 (4/11 – 31/10)	Budgeting	Chapter 10
31/10/2010	**Midterm Exam (5 – 6 pm)**	
Week 8 (7/11 – 11/11)	Organizational Structure	Chapter 12
Week 9 (14/11 – 18/11)	Organizational Structure	Chapter 12
Week 10 (21/11 – 25/11)	Understanding Organizational, Political, and Personal Power	Chapter 13
Week 11 (28/11 – 2/12)	Organizing Patient Care	Chapter 14
28/11/2010	**Second Exam (5 – 6 pm)**	
Week 12 (5/12 – 9/12)	Employee Recruitment and Selection	Chapter 15
Week 13 (12/12 – 16/12)	Staffing Needs and Scheduling Policies	Chapter 17
Week 14 (19/12 – 23/12)	Quality improvement	Chapter 23
Week 15 (26/11 – 30/12)	Performance Appraisal	Chapter 24
	Final Exam	