Course Syllabus

1	**Course title**	Management and Leadership in Nursing
2	**Course number**	0711413
3	**Credit hours**	3 credit hours (Theory)
	Contact hours (theory, practical)	3 contact hours (Theory)
4	**Prerequisites/corequisites**	0702309
5	**Program title**	B.Sc. in Nursing
6	**Program code**	----
7	**Awarding institution**	The University of Jordan
8	**School**	School of Nursing
9	**Department**	Community Health Nursing
10	**Course level**	Fourth year
11	**Year of study and semester (s)**	2022-2023 –2nd Semester
12	**Other department (s) involved in teaching the course**	----
13	**Main teaching language**	English
14	**Delivery method**	✔ Face to face learning ☐Blended ☐Fully online
15	**Online platforms(s)**	✔ Moodle Microsoft Teams ☐Skype ☐Zoom ☐Others…………
16	**Issuing/Revision Date**	10/2022

17 Course Coordinator:

Name: Waddah D'emeh, PhD, RN.   Contact hours: S (11-12) , T & Th. (3-4)

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18 Other instructors:

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Office Hours: Sunday ,Wednesday(12-1)pm
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19 Course Description:

This course is designed to provide the student with the basic concepts and principles in management and leadership that necessary to promote student's ability to manage health care and make appropriate decisions. Also, it helps students develop leadership ability that enables him/her to influence the quality of health care and work as a change agent. Management process is used as a framework in designing the content of the course.

20 Course aims and outcomes:

   A- Aims:

   B- Students Learning Outcomes (SLOs):

   Upon successful completion of this course, students will be able to:

PILOs SLOs of the course	SLO (1)	SLO (2)	SLO (3)	SLO (4)
1. **Demonstrate competency in performing and providing the role of a professional nurse in quality care provision for**	--	--	--	--

	program and strategies for ongoing systems monitoring	safety and to promote quality health care within organizations.		
6. **Translate organizational, leadership, interprofessional collaboration, and management concepts into nursing care for individuals, families, and groups**	6.1. Differentiate between leadership roles and management functions while recognizing the need to integrate both in most contemporary leadership positions. 6.2. Demonstrate ability to understand concepts, principles regarding management and leadership in nursing. 6.3. Analyze selected leadership and management theories pertinent to the delivery of quality healthcare in various settings. 6.4. Examine the process, principles and strategies of problem-solving and decision making in nursing. 6.5. Apply systematic problem-solving and decision-making models/tools to maximize the quality of personal decision making. 6.6. Explore the influence of personal and professional components on decision making. 6.7. Discuss fundamental aspects of the operational, strategic, and fiscal planning in today's healthcare environment. 6.8. Examine steps necessary in successful strategic planning 6.9. Demonstrate basic knowledge of healthcare finance including national and global healthcare trends 6.10. Identify the organizational designs for structuring nursing service and the models for organizing patient care, and the impact of each on the delivery of nursing care 6.11. Identify appropriate strategies for actively creating constructive organizational cultures and for directing subordinate behavior as necessary to achieve both personal and organizational goals. 6.12. Develop political and personal power-building techniques that can be used in the change agent, advocate, and leader–manager roles 6.13. Recognize staffing strategies appropriate for recruiting, hiring, retaining, and socializing an employee workforce. 6.14. Describe major components of an effective and efficient quality assurance/ quality improvement program and strategies for ongoing systems monitoring 6.15. Discuss strategies and tools nurse leader–managers can use to assure client safety			

	and to promote quality health care within organizations.
	6.16. Review principles and strategies appropriate for evaluating nursing personnel in healthcare settings.

7. **Utilize evidence based practice in providing care for individuals, families, and groups**	--	--	--	--

21. Topic Outline and Schedule:

Week	Lecture	Topic	Intended Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
Week 1 26/2-2/3/2023	1.1	Introduction and course overview		Face to Face	--	Synchronous Lecturing		
	1.2	Classical views of Leadership & Management	6.1, 6,2, 6.3	Face to Face	--	Synchronous Lecturing	Exams	Ch.2
	1.3	Classical views of Leadership & Management	6.1, 6,2, 6.3	Face to Face	--	Synchronous Lecturing	Exams	Ch.2
Week 2 5-9/3/2023	2.1	Classical views of Leadership & Management	6.1, 6,2, 6.3	Face to Face	--	Synchronous Lecturing	Exams	Ch.2
	2.2	Twenty -first century ; Thinking about Leadership & Management	6.1, 6,2, 6.3	Face to Face	--	Synchronous Lecturing	Exams	Ch.3
	2.3	Twenty -first century ; Thinking	6.1, 6,2, 6.3	Face to Face	--	Synchronous Lecturing	Exams	Ch.3

		about Leadership & Management						
Week 3 12-16/3/2023	3.1	Decision Making, Problem Solving, & Critical Thinking	3.1, 3.3, 4.1, 6.4, 6.5, 6.6	Face to Face	--	Synchronous Lecturing	Exams	Ch.1
	3.2	Decision Making, Problem Solving, & Critical Thinking	3.1, 3.3, 4.1, 6.4, 6.5, 6.6	Face to Face	--	Synchronous Lecturing	Exams	Ch.1
	3.3	Decision Making, Problem Solving, & Critical Thinking	3.1, 3.3, 4.1, 6.4, 6.5, 6.6	Face to Face	--	Synchronous Lecturing	Exams	Ch.1
Week 4 19-23/3/2023	4.1	Organizational Planning	3.2, 6.7, 6.8	Face to Face	--	Synchronous Lecturing	Exams	Ch.7
	4.2	Organizational Planning	3.2, 6.7, 6.8	Face to Face	--	Synchronous Lecturing	Exams	Ch.7
	4.3	Organizational Planning	3.2, 6.7, 6.8	Face to Face	--	Synchronous Lecturing	Exams	Ch.7
Week 5 26-30/3/2023	5.1	Organizational Planning	3.2, 6.7, 6.8	Face to Face	--	Synchronous Lecturing	Exams	Ch.7
	5.2	Organizational Planning	3.2, 6.7, 6.8	Face to Face	--	Synchronous Lecturing	Exams	Ch.7
	5.3	Organizational Planning	3.2, 6.7, 6.8	Online	--	Synchronous Lecturing	Exams	Ch.7
Week 6 2-6/4/2023	6.1	Fiscal Planning	6.7, 6.9	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.10
	6.2	Fiscal Planning	6.7, 6.9	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.10
	6.3	Fiscal Planning	6.7, 6.9	Face to Face	--	Synchronous Lecturing	Quizzes	Ch.10

							Exams	
Week 7 9-13/4/2023	7.1	Organizational Structure	4.2, 6.10, 6.11	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.12
	7.2	Organizational Structure	4.2, 6.10, 6.11	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.12
	7.3	Organizational Structure	4.2, 6.10, 6.11	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.12
Week 8 16-20/4/2023	8.1	Organizational Structure	4.2, 6.10, 6.11	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.12
	8.2	Organizational Structure	4.2, 6.10, 6.11	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.12
	8.3	Organizational Structure	4.2, 6.10, 6.11	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.12
Week 9 23-27/4/2023	9.1	Organizational , Political , personal power	2.2, 4.3, 6.12	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.13
	9.2	Organizational , Political , personal power	2.2, 4.3, 6.12	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.13
	9.3	Organizational , Political , personal power	2.2, 4.3, 6.12	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.13
Week 10 30/4-4/5/2023	10.1	Organizing Patient care	5.2, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.14
	10.2	Organizing Patient care	5.2, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.14
	10.3	Organizing Patient care	5.2, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.14

Week 11 7-11/5/2023	11.1	Employee Recruitment and Selection	5.2, 6.13, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.15
	11.2	Employee Recruitment and Selection	5.2, 6.13, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.15
	11.3	Employee Recruitment and Selection	5.2, 6.13, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.15
Week 12 14-18/5/2023	12.1	Staffing Needs and Scheduling Policies	6.13, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.17
	12.2	Staffing Needs and Scheduling Policies	6.13, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.17
	12.3	Staffing Needs and Scheduling Policies	6.13, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.17
Week 13 21-25/5/2023	13.1	Quality Control	3.4, 5.1, 5.2, 6.14, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.23
	13.2	Quality Control	3.4, 5.1, 5.2, 6.14, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.23
	13.3	Quality Control	3.4, 5.1, 5.2, 6.14, 6.15	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.23
Week 14 28/5-1/6/2023	14.1	Performance Appraisal	6.16	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.24
	14.2	Performance Appraisal	6.16	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.24
	14.3	Performance Appraisal	6.16	Face to Face	--	Synchronous Lecturing	Quizzes Exams	Ch.24

Week 15 4-6/6/2023	15.1	Revision		
Final Exams Period 8-20/6/2023	To be announced			

22 Evaluation Methods:

Opportunities to demonstrate achievement of the SLOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	SLOs	Period (Week)	Platform
Midterm Exam	30%	− Classical views of Leadership & Management − Twenty -first century ; Thinking about Leadership & Management − Decision Making, Problem Solving, & Critical Thinking − Organizational Planning − Fiscal Planning		19-30/4/2023	On campus
Quizzes	20%	– Organizational structure – Organizational , Political , personal power		14-18/5/2023	On campus
Final Exam	50%	All topics of the course		8-20/6/2023	On campus

23 Course Requirements

– Each student registered in this course should have a computer and internet connection

– Each student should have access and account on Microsoft Teams application

– Attending lectures of the course is mandatory. Each student should be available and attend both face to face and synchronous online lectures of the course (the time of the lecture is the time that approved by the Admission and Registration Department)

– All announcements of the course will be posted on the university e-learning website (Moodle)

24 Course Policies:

A- Attendance policies:

- Attending both face to face and online lectures of the course is mandatory. The university attendance policy will be applied in this course.

B- Absences from exams and submitting assignments on time:

- Failure in attending a course exam other than the final exam will result in zero mark unless the student provides an official acceptable excuse to the instructor who approves a make up exam.

- Failure in attending the final exam will result in zero mark 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.

C- Health and safety procedures:

- Students should comply with the health and safety procedures imposed by the university and the school

D- Honesty policy regarding cheating, plagiarism, misbehavior:

Cheating, plagiarism, misbehaviour are attempts to gain marks dishonestly and includes; but not limited to:

- Copying from another student's work.

- Using materials not authorized by the institute.

- Collaborating with another student during a test, without permission.

- Knowingly using, buying, selling, or stealing the contents of a test.

- Plagiarism which means presenting another person's work or ideas as one's own, without attribution.

- Using any media (including mobiles) during the exam

➢ **The participation or the commitment of cheating will lead to applying penalties according to the University of Jordan Students' Discipline rules and regulations No. (94, 49, 47,27, 29): http://units.ju.edu.jo/ar/LegalAffairs/Regulations.aspx**

E- Grading policy:

- A grade of (D) is the minimum passing grade for the course.

F- Available university services that support achievement in the course:

- E-Learning website
- Microsoft Teams application

25 References:

A- Required book(s), assigned reading and audio-visuals:

Marquis, B.L., & Huston, C.J. (2017). *Leadership roles and management functions in nursing: Theory and application* (9th Ed.). Philadelphia: Lippincott Williams & Wilkins

B- Recommended books, materials, and media:

- ❖ Marquis, B.L., & Huston, C.J. (2015). *Leadership roles and management functions in nursing: Theory and application* (8th Ed.). Philadelphia: Lippincott Williams & Wilkins

- ❖ Yoder-Wise. P. S. (2014) *Leading & managing in nursing*. 6th ed. St. Louise, M I :Mosby

- ❖ Davidson,S ., Weberg.D.,O"Grady,T.,&Malloch.K., (2017) .Leadership for evidence-Based Innovation in Nursing and Health professions. MA: Jones& Bartlett

- ❖ O"Grady,T.,&Malloch,K.(2016)Leadership in Nursing Practice: changing the Landscape of Health care . 2nd edition MA: Jones & Bartlet

- ❖ Huber, D., (2014)Leadership and Nursing care management 5th ed .St Louis: Saunders/Elsevier

- ❖ Sullivan, E. & Decker. P. (2013). Effective leadership and management in nursing. 8th ed. Upper saddle River, NJ: Pearson Prentice Hall

A- Electronic resources
- The University of Jordan Library : http://library.ju.edu.jo/

Relevant Website and Journals

- Faculty members website

26 Additional information:

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مركـز الاعتماد
وضمان الجودة
ACCREDITATION & QUALITY ASSURANCE CENTER

Name of Course Coordinator: Waddah D'emeh   Signature: Date: 9/10/2022

Head of Curriculum Committee/Department: Signature:

Head of Department: Dr.Mamdouh Alhneiti   Signature:

Head of Curriculum Committee/Faculty: ------------------------------------- Signature: -------------------------

Dean: --- Signature: ---