Nursing administration Master course specification (2020-2021)

University: Port Said
Faculty: Nursing
Department: Nursing Administration

Index:

Content	Page number
Master program specification	
Cross matching Master	
specialty course specification	

University: Port-said
Faculty: Nursing
Department: Nursing Administration

Program Specification
(2020-2021)

A. Basic Information

1. Program Title: Master degree

2. Program Type:

Single √ **Double** _ **Multiple** _

3. Department: Nursing Administration

4. Last date of program specifications approval: / /

B. Professional Information

1- Program Aim:

The aim of this program is to enable the studentofnursing administration master degree to acquire knowledge, skills and attitudes needed for effective and efficient running of health service facility and /or educational institutions.Theprogram foster development of analytical and scientific thinking, questioning and research, long life learning and problem solving abilities among graduates.

2- Intended Learning Outcomes (ILOs):

By the end of the program the post graduate student should be able to:

2/1 Knowledge and Understanding:

a.1	Discuss the new trends in nursing administration.
a.2	Explain theories related to nursing administration.
a.3	Discuss principles of nursing research.
a.4	Discuss the key concepts of the disciplines that underpin the education and training of all health care professionals.

a.5	Explore the principles of quality improvement in health and educational fields.
a.6	Discuss the curriculum development process.
a.7	Identify principles of statistics.
a.8	Describe knowledge from behavioral science informatics and the humanities.
a.9	Identify the necessity for effective information and communication in different fields of health care and education.
a.10	Contrast between traditional and new concept, issues and trends related to own nursing administration.
a.11	Describe the principles element of organizational communication.
a.12	Discuss new concepts of community studies and its health problems.
a.13	Recognize basics and ethics of scientific research.
a.14	Identify principles and concepts of quality in professional practice.
a.15	Acquire advanced concepts of management and leadership skills required for professional practice.
a.16	Demonstrate understanding of different controlling technique

2/2 Intellectual Skills:

b.1	Discriminate between varied concepts related to quality
b.2	Select suitable decision making tools
b.3	Criticize the research papers.
b.4	Distinguish between different teaching/learning strategies.
b.5	Determine the training needs for nurses in a selected hospital.
b.6	Analyze work situation and use the appropriate leadership style.
b.7	Judge on moral\Ethical dilemmas and issues in patient care
b.8	Criticize the organizational chart for the nursing department in the different types of health service organization.
b.9	Design suitable methods and tools (quality, performance appraisal…….etc.) needed for effective and efficient running of health service facility and /or educational institutions according to the situation.
b.10	Analysis data using appropriate methods of statistical analysis according to nursing administration.
b.11	Select appropriate methods of teaching according to educational domain.
b.12	Evaluate safety measures at different health care organizations
b.13	Criticize human resources management and productivity activities in patient care unite.
b.14	Select knowledge from behavioral science informatics and the humanities into professional nursing practice in own nursing administration.

2/3/1 Professional Skills:

c.1	Solve problem at clinical areas utilizing the different quality tools.
c.2	Apply quality management programs using different tools.
c.3	Design an educational unit to meet the learning needs of patient and/or selected group of nursing personnel.
c.4	Appraise staff performance using different evaluation tools and techniques.
c.5	Utilize critical thinking skills to solve problems at different situations.

c.6	Apply steps of research methodology in own area of specialty.
c.7	Develop a plan for manage nursing shortage as aresult from absenteeism or turnover.
c.8	Demonstrate different leadership and management skills needed for effective and efficient running of health service facility and /or educational institutions.
c.9	Apply risk management in running of health service facility and /or educational institutions.
c.10	Write scientifically professional report covering running health care and educational service.
c.11	Use appropriate methods of teaching according to individuals or group abilities and the subject content.
c.12	Develop programs to control human and financial resources in educational and health care institutions.

2/3/2 General Skills:

d.1	Utilize time management effectively.
d.2	Demonstrate leadership skills
d.3	Work effectively in a team
d.4	Utilize technology in all professional practice
d.5	Apply appropriate communication skills among collages, health team members,patients and patients' family.
d.6	Participate frequently in lifelong learning activities
d.7	Collect needed data for managing the learning & professional situation using different resources
d.8	Practice self-evaluation regularly.
d.9	Upgrade student's English language skills
d.10	Develop research
d.11	Develop research project according to nursing administration
d.12	Contribute to the professional development of self and other to enhance nursing care practice
d.13	Utilize advanced computer skills

3-Program Academic Standards:

٣-١-مواصفات الخريج:

خريج برنامج الماجستير فى اى تخصص يجب ان يكون قادرا على :

١- اجادة تطبيق اساسيات ومنهجيات البحث العلمى واستخدام ادواته المختلفة.
٢- تطبيق المنهج التحليلى واستخدامه فى مجال التخصص.
٣- تطبيق المعارف المتخصصه ودمجها مع المعارف ذات العلاقة فى ممارسته المهنيه.
٤- اظهار وعيا بالمشاكل الجاريه والرؤى الحديثه فى مجال التخصص .
٥- تحديد المشكلات المهنية وايجاد حلولا لها .
٦- اتقان نطاق مناسب من المهارات المهنية المتخصصة واتخدام الوسائل التكنولوجية المناسبة بما يخدم ممارسته المهنية.

٧- التواصل بفاعلية والقدرة على قيادة فرق العمل.
٨- اتخاذ القرار فى سياقات مهنية مختلفة.
٩- توظيف الموارد المتاحه بما يحقق اعلى استفادة والحفاظ عليها.
١٠- اظهار الوعى بدورة فى تنمية المجتمع والحفاظ على البيئة فى ضؤ المتغيرات العالمية والاقليمية.
١١-التصرف بما يعكس الالتزام بالنزاهة والمصدقية والالتزام بقواعد المهنة.
١٢- تنمية ذاته اكاديميا ومهنيا وقادرا على التعلم المستمر.

3.2 Program Academic Standards:
National Academic Reference Standards for Post graduate Master Program

٢-٣ المعايير القياسية العامة

٢,١المعرفة والفهم

بانتهاء دراسه برنامج الماجستير يجب ان يكون الخريج على فهم ودراية بكل من:

أ. النظريات والاساسيات المتعلقة بمجال التعلم وكذا فى المجالات ذات العلاقة.
ب. التأثير المتبادل بين الممارسة المهنية وانعكاسها على البيئة.
ت. التطورات العلمية فى مجال التخصص.
ث. المبادئ الاخلاقية والقانونية للممارسة المهنية فى مجال التخصص.
ج. مبادئ واساسيات الجودة فى الممارسه المهنية فى مجال التخصص.
ح. اساسيات واخلاقيات البحث العلمى.

٢,٢المهارات الذهنية

بانتهاء دراسه برنامج الماجستير يجب ان يكون الخريج قادراعلى:

أ. تحليل وتقييم المعلومات فى مجال التخصص والقياس عليها لحل المشاكل.
ب. حل المشاكل المتخصصة مع عدم توافر بعض المعطيات.
ت. الربط بين المعارف المختلفة لحل المشاكل المهنية.
ث. اجراء دراسه بحثية و/او كتابة دراسه علمية منهجية حول مشكلة بحثية.
ج. تقييم المخاطر فى الممارسات المهنية فى مجال التخصص.
ح. التخطيط لتطوير الاداء فى مجال التخصص.
خ. اتخاذ القررات المهنية فى سياقات مهنية متنوعة.

٢. ٣المهارات المهنية

بانتهاء دراسه برنامج الماجستير يجب ان يكون الخريج قادراعلى:

أ-اتقان المهارات المهنية الاساسية والحديثة فى مجال التخصص.
ب- كتابة وتقييم التقارير المهنية.
ت- تقييم الطرق والادوات القائمة فى مجال التخصص.

٢,٤المهارات العامة والمنتقلة

بانتهاء دراسه برنامج الماجستير يجب ان يكون الخريج قادراعلى:

أ. التواصل الفعال بأنواعه المختلفة.

ب. استخدام تكنولوجيا المعلومات بما يخدم الممارسة المهنية.
ت. التقييم الذاتى وتحديد احتياجة التعلمية الشخصية.
ث. استخدام المصادر المختلفة للحصول على المعلومات والمعارف.
ج. وضع قواعد ومؤشرات تقييم أداء الاخرين.
ح. العمل فى فريق وقيادة فرق فى قياسات مهنية مختلفة .
خ. ادارة الوقت بكفاءة.
د. التعلم الذاتى والمستمر.

4-Benchmarks: NotApplicable (NA)

5- Program Structure and Contents:

a. Program duration:

1st,2nd, and 3rd semester, each semester 14 weeks

Student in order to get a master's degree in nursing science must successfully crossed (48 study credit hours),42 credit hours for the curriculum +6 credit hours for thethesis.

b. Program structure:

- **No. of hours**:

Preparatory:

Theory: 14 credit Practical: 0 Total: 14
Compulsory: 10 Selective: 4 Optional: NA

Specialty:

Theory: 22Practical: 6 Total: 28
Compulsory: 24Selective: 4 Optional: NA

- **Basic science courses:**

1subjects in 2nd semester (2 hours theory) + (0 hours practical)

total = (2 credit hours)

1 subjects in 3rdsemester (2 hours theory) + (0 hours practical)

total = (2 credit hours)

- **Specialty courses:**

  5 subjects in 2nd semester (9 hours theory) + (3 hours practical)

  total = (12 credit hours)

  5 subjects in 3rdsemester (9 hours theory) + (3 hours practical)

  total = (12 credit hours)

- **Others courses (preparatory courses) :**

  7 subjects in 1st semester (14 hours theory) + (0hourspractical)

  total= (14 credit hours)

  1 subjects in 2nd semester (2 hours theory) + (0 hours practical)

  total = (2 credit hours)

  1 subjects in 3rd semester (2 hours theory) + (0hourspractical)
  total = (2 credit hours)

- **Field work**

3hours in 2ndsemester + 3 hours in 3rdsemester = (6 credit hours)

c- Credit hours:

Level I/ First Semester(No of Units)

Compulsory: 5Selective: 2 Optional: NA

Level II/ Second semester(No of Units)

Compulsory: 5Selective: 1 Optional: NA

Level III/ Third semester(No of Units)

Compulsory: 5Selective: 1 Optional: NA

d. Program Courses:

a. Compulsory

Code No.	Course Title (Preparatory/Specialty)	No. of Units	No of Hours/Week		Grade &level	Semester
			Lect.	Exercise/Clinical field/lab		
GEN 911	Research methodology	___	2	___	Preparatory	First
GEN 912	Teaching strategies in nursing	___	2	___	Preparatory	First
GEN 913	Biostatic	___	2	___	Preparatory	First
GEN 914	New issue and trend in nursing		2	___	Preparatory	First
GEN 915	Information technology in nursing	___	2	___	Preparatory	First
NAD721	Nursing administration strategies (1)	___	3	___	Specialty	Second
NAD722	Nursing administration strategies practical (1)	___	___	2	Specialty	Second
NAD723	Nursing administration theories	___	2	___	Specialty	Second
NAD724	Manpower management in nursing	___	2	___	Specialty	Second
NAD725	Nursing education curriculum	___	2	1	Specialty	Second
NAD731	Nursing administration strategies (2)	___	3	___	Specialty	Third
NAD732	Nursing administration strategies practical (2)		___	2	Specialty	Third
NAD733	Quality management	___	2	1	Specialty	Third

Code No.	Course Title (Preparatory/Specialty)	No. of Units	No of Hours/Week		Grade &level	Semester
			Lect.	Exercise/Clinical field/lab		
NAD734	Crisis and disaster management	___	2	___	Specialty	Third
NAD735	System health services and parish	___	2	___	Specialty	Third

c. Selective

The student should select 4 credit hours in first semester, 2 credit hours in second semester, and 2 credit hours in third semester.

Code No.	Course Title	No. of Units	No of Hours/Week		No of Hours/Week	Semester
			Lect.	Exercise/Clinical field/lab		
GEN 916	Educational psychology	___	2	___	Preparatory	First
GEN 917	Community study and health problem	___	2	___	Preparatory	First
GEN 918	Health education I	___	2	___	Preparatory	First
GEN 919	Human relations	___	2	___	Preparatory	First
GEN 920	Scientific writing	___	2	___	Preparatory	First
NAD726	Hospital design	___	2	___	Specialty	Second
GEN 923	Information technology educational in nursing	___	2	___	Specialty	Second
GEN 921	Ethics & the laws of the profession	___	2	___	Specialty	Third
NAD736	Behaviors of nurses	___	2	___	Specialty	Third

d. Optional (NA)

Code No.	Course Title	No. of Units	No of Hours/Week Lect.	.lab	.Exercise	Grade &level	Semester
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5- Courses' content: Refer to courses specification

Course Code:

Course title:

Course content:According to postgraduate (Master) bylaw.

6. Program Admission Requirements:

A- The student must have a bachelor's degree in nursing science at least a rate (C) or a good grade in the Egyptian universities or an Equivalent degree from a faculty or a scientific institute recognized by the Supreme Council of Universities at least a rate (C) or a good grade in the subject of specialization.

B- The facultycouncil based on the recommendations of the department council accept the student's enrollment for a master's degree if he/she holds the bachelor of nursing science at a rate (D) or grade less than a good in addition to one of postgraduate diploma from a nursing faculties recognized by the Supreme Council of Universities colleges at a rate (B) or very good grade at least.

C- The College council may on the recommendation of the department

concerned council accept the non-Egyptians students who obtained the degree bachelor of Nursing Science from any college or a recognized scientific institute of the Supreme council of universities in condition of receiving a D or the rate of appreciation in an acceptable and The rate of C or grade good in subject of specialization.

D- The area of specialization is required to master for registration conformable to bachelor degree that obtained by the student in advance. Therefore, if bachelor's field of specialty was contrary, it is required to obtain diploma's degree in the master's specialty intended for registration as paragraph (B) mentioned previously.

E- Student should be free to study for at least two days a week and for a period of two academic years.

7. Regulations for progression and program completion:

1-Attend courses and clinical training in satisfactory manner and success in it.

2- Successfully pass prescribed testes in Article (30) of these Regulations.

3- Pass an English language exam (TOEFL) with minimum score of 450 not to have been more than two years on the last evaluation

4- The student should conduct research on agreed topic by the postgraduate and research counsel of the university based on the suggestions of department and the agreement of faculty counsel, after finishing preparatory and specialty study courses.

5- However, it isn't agreed to present the thesis at least one year from the acknowledgement of registering the research topic by faculty counsel.

6- The student should publicate a new scientific paper in one of the specialized scientific journals.

8. Methods and rules of student's evaluation:

Methods	Program Intended Learning Outcomes
Written exam	Knowledge & understanding, intellectual skills
Oral Exam	Transferable &Intellectual skills
Semester work (Seminars &oral presentation, clinical fieldwork) in addition to thesis.	Transferable**,** professional & practical skills

Evaluation system

100 score is calculated for each course and must break the score to the nearer score and is distributed as follows:-

1. Theoretical course that doesn't contain practical parts

- 20 % semester work
- 20 % mid-term exam
- 60% final written exam

2. Courses, which contain practical parts

- 10% semester work
- 10% the mid-term exam
- 20 % final practical exam
- 10% oral exam the end of the chapter

-50% final written exam

3. Clinical/ field Courses

- 20 % semester work
- 20 % mid-term exams
- 60% final exam

In all cases, the student must get 60% of the theoretical final exam's score in theoretical courses that contain or don't contain practical parts, and the final exam for clinical/ field courses.

Each exam's hour is specialized for each credit hour so that at least two hours and not more than three hours.

9. Evaluation of Program Intended Learning Outcomes

Evaluator	Tool	Sample
1. Senior candidate	Questionnaire	70-100%
2. Alumni	Questionnaire	70-100%
3. Stakeholders	Questionnaire (Structured interview)	30-50%
4-External Evaluator	Questionnaire	1-3
5. Other	**----**	**---**

Program Coordinator: **Head of the department**:

Prof. Sanaa Abdelazeem

Vice president for postgraduate and research **Dean of faculty**

Prof. AmalSobhy Prof. Amal Khalil

Date: 2020-2021

University: Port Said **Faculty:** Nursing	**Program title:**Master degree **Department**: Nursing administration

Program Matrix

(Master degreeofnursing administration**)**

Course content (Preparatory/Specialty)	**Knowledge And Understanding**	**Intellectual skills**	**Practical skills**	**General and Transferable skills**
Research methodology	a.1& a.3	b.3& b.10	————	d6, d.10, d11
Teaching strategies in nursing	a.4& a.9	b.4& b.11	————	d.1& d9
Biostatic	a.7	b.10	————	d.13
New issue and trend in nursing	a.1	b.9	————	d.6
Information technology in nursing	a.8	b.14	————	d.4&d.13
Educational psychology	a.1	b9	————	d5
Community study and health problem	a12	b11	————	d3
Health education I	a4, a9	b5	————	d1
Human relations	a8	b14	————	d3, d5
Scientific writing	a.1, a.3, a13	b3	————	d4
Nursing administration strategies (1)	a1, a4, a10, a16	b2, b9, b13	————	d1, d3, d5, d8
Nursing administration strategies practical (1)	————	b2, b5, b6, b9, b13	c.1,c.4, c5, c7, c8, c10	d1, d3, d4, d5, d7, d8
Nursing administration theories	a1, a2, a8, a9, a10, a11, a15	b2, b6, b9	————	d1, d2, d5, d7
Manpower management in nursing	a1, a4, a8, a10, a15, a16	b5, b6, b9, b13	————	d1, d3, d5, d7, d8, d12
Nursing education curriculum	a1, a5, a6, a9, a10	b4& b11	c.2,c.3, c4	d1, d3, d4, d5, d6, d7, d8, d9, d13

Nursing administration strategies (2)	a1, a10, a11, a15	b2& b6	————	d1, d3, d5, d7, d8, d12
Nursing administration strategies practical (2)	————	b4, b5, b6, b7, b12	c.3, c4, c5, c8, c10	d1, d3, d5, d6, d7, d8, d12
Quality management	a1, a2, a5, a7, a10, a14, a16	b1, b2, b9, b10, b12	c.1, c2, c5, c9, c10	d1, d3, d4, d5, d7
Crisis and disaster management	a1, a4, a9, a12	b1, b6, b12	————	d1, d3, d5, d7, d8
System health services and parish	a1& a15	b9	————	d1, d3, d4, d5, d7
Hospital design	a1, a5, a10, a16	b8& b12	————	d1, d3, d4, d5, d7
Information technology educational in nursing	a1, a4, a8, a9	b4, b11, b14	————	d1, d3, d4, d5, d6, d8, d9, d13
Ethics & the laws of the profession	a1, a2, a4, a8	b2& b7	————	d1, d5, d7, d8
Behaviors of nurses	a1, a8, a9, a10, a15	b6& b12	————	d1, d3, d5, d7, d8

Program Coordinator:

Head of the department:

Prof. Sanaa Abdelazeem

Vice president for postgraduate and research

Prof. AmalSobhy

Dean of faculty

Prof. Amal Khalil

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

1- Course data		
Code: NAD721	**Course title:** Nursing administration strategies (1)	**Grade / level:** post graduate master degree :2nd semester
Specialty: nursing administration	**No. of hours :** 3hours/week	**Theory:** 3hours/week **Practice: ----------**

2– Overall Aim of Course:	To empower the master nursing candidate with a range of knowledge, skills and positive attitude toward essential elements , key skills and implications that nurse manager must be learn in nursing administration strategies to improve quality of care in health care setting
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a.1- Define magnet hospital a.2- Identify fourteen forces of magnetism a3- Define Efficiency and Effectiveness a.4- Describe the main models of Organizational Effectiveness a.5- Identify principles of documentation a.6- List principles of delegation a.7- Explain delegate responsibilities a.8- Mention health care criteria for performance excellence frame work. a.9- Describe organizational change strategy in health care organization a.10- Define model of health care method a.11- Demonstrate principles of staffing a.12- Explain Ethics of staffing a.13- List Principles of time schedule a.14- Explain types of career a.15- Identify types of power a.16- Explain polarity management cycle a.17- Name guidelines for Creating a Polarity Map a.18- Explain phases of strategic planning a.19- Identify relationship between internal marketing and strategic plan

b-Intellectual Skills	b.1-Design magnet program b.2- Classify approaches to measuring the effectiveness of organization b.3- Differentiate between types of recording b.4- Distinguish between types of reporting b.5- Compare between types of delegation b.6- Differentiate between advanced and traditional models of health care b.7- Classify methods of determining staffing pattern b.8- Differentiate between individual and organization career planning b.9- Create a map for polarities management b.10- Formulate talent management strategies b.11- Distinguish between Ares of talent management b.12- Design plane for internal market
c-Professional and Practical Skills	----------
d-General and Transferable Skills	d.1.Manage team effectively d.2-Consider the ethics of the profession while practicing nursing d.3- Use the appropriate communication skills d.4- Utilize technology and information systems to develop professional & learning kills. d.5- Use different resources to collect the needed information. d.6- Assess self-educational learning needs
4- Course Contents	1. -Magnet Hospital 2. -Organizational Effectiveness 3. -Documentation 4. -Delegation 5. -Organizational Performance 6. -Organizational Change 7. -Models of Health Care 8. -Staffing and Scheduling 9. -Career Development 10. Power And Empowerment 11. -Polarity Management 12. Talent Management 13. -Strategic Plan 14. Marketing (Internal)
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: 5-1-Lecture 5-2-Discussion & brainstorming 5-3-Group presentation 5-4-Field work &reporting

<table>
<tr><td></td><td>5-5Reading assignment
5-6-Net search</td></tr>
<tr><td>6- Teaching and Learning Methods for learning low achievable students:</td><td>-Provide additional time for default students
-Increase engagement with post academic advisors</td></tr>
<tr><td colspan="2">7-Students assessment</td></tr>
<tr><td>a- Student Assessment Methods</td><td>Exam: to assess the ability to comprehend, interpret and apply the scientific background.
<table>
<tr><td>Participation in class</td><td>To asses knowledge and understanding.</td></tr>
<tr><td>Individual and group presentation</td><td>To asses knowledge and understanding</td></tr>
<tr><td>midterm exam(written)</td><td>To asses knowledge and understanding</td></tr>
<tr><td>Semester activities</td><td>To asses application of knowledge.</td></tr>
<tr><td>Ability for analysis</td><td>To asses intellectual skills.</td></tr>
</table></td></tr>
<tr><td>b- Time</td><td>Assessment 1st weekly presentation weekly
Assessment 2nd Final written exam Week 14th</td></tr>
<tr><td>c. Weighting of Assessments</td><td>Semester work 10 %
Mid-term Examination 10 %
Oral Examination 20 %
Final-term Examination 60 %
Total 100 %</td></tr>
<tr><td colspan="2">8- List of References</td></tr>
<tr><td>a- Course Notes</td><td>Not applicable</td></tr>
<tr><td>b- Essential Books (Text Books)</td><td>Not applicable</td></tr>
<tr><td>c- Recommended Book</td><td>• Charles. R.McConnell(2005):Management Skills,4th Edition ,library of congress cataloguing
• Ford .R, Sturman. M&Heaton .C.(2012): Managing quality service in hospitality, how organizations achieve excellence in the guest experience, ,Delmar,4th,united cengage learning
• Kelly.P(2012).: Nursing leadership & management, 3rd edition ,Delmar cengage learning
• Evans .J, Lindsay W(2011): The management and control of quality, ed 8, Australia, United kingdom, Thomson,</td></tr>
</table>

	South-Western • Marquis .B & Huston .(C2009).: Leadership roles and management functions in nursing, ed 6 united cengage learning • Tomey. A(2009): Guide to nursing management and leadership, ed 8, USA: Jones and Bartlett's publishers. • Sullivan .E& Ducker .P(2014): Effective leadership and management in nursing, ed 8 USA: Jones and Bartlett's publishers., • Aamodt .G.(2007): Industrial\organizational Jones and Bartlett's publishers. • Antai.O&Tong. D. (2007): Nurse-Client communication: A life span approach, Boston, London, , Jones and Bartlett Publishers
d- Periodicals, Web Sites, … etc	Journal of Nursing administration. Journal of Nursing management journal of nursing education nurse education today journal www.eulc.edu.eg http://www.who www.google.com

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Nursing Administration Strategies (1) **Course code:** NAD721

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Magnet hospital	Interactive Lectures	Oral examination Written examination	a.1, a.2	b.1	--------	d.1 , d.2, d.3 d.4, d.5
2. Organizational effectiveness	Small groupwork	Oral examination	a.3, a.4	b.2	--------	d.1 , d.3, d.4 , d.5
3. - Documentation	Small groupwork	Written examination	a.5	b.3, b.4	--------	d.3 , d.4,d.5
4. Delegation	Small groupwork	Oral examination	a.6, a.7	b.5	--------	d.3 , d.5
5. Organizational performance	Small groupwork	Written examination	a.8	---------	--------	d.1 , d.3, d.4 , d.5
6. - Organizational change	Small groupwork	Oral examination	a.9	---------	--------	d.1 , d.3, d.4
7. - Models of Health Care	Interactive Lectures	Written examination	a.10	b.6	--------	d.2
8. - Nursing staffing and scheduling	Interactive Lectures	Oral examination	a.11 a.12, a.13	b.7	--------	d.1 , d.2, d.3 , d.5
9. - Career development	Interactive Lectures	Written examination	a.14	b.8	--------	d.1 , d.2, d.3
10. -Power and Empowerment	Interactive Lectures	Oral examination Written examination	a.15	---------	--------	d.1 , d.2, d.3 , d.4
11. -Polarity management	Interactive Lectures	Oral examination Written	a.16, a.17	b.9	--------	d.1 , d.2, d.3 , d.4

		examination				
12. -Talent management	Small groupwork	Oral examination Written examination	----------	b.10, b.11	--------	d.3 , d.4
13. - Strategic planning	Small groupwork	Oral examination	a.18	-------	--------	d.4 , d.5
14. - Marketing(Internal)	Small groupwork	Written examination	a.19	b.12	--------	d.3 , d.4, d.5
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

2- Course data		
Code: NAD722	**Course title:** Nursing administration strategies – practical(1)	**Grade / level:** post graduate master degree :2nd semester
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory: ----------** **Practice:**2hours/week

2– Overall Aim of Course:	To empower master candidates to manage work environment in diverse interdisciplinary within health care setting using different administrative sheets
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	----------
b-Intellectual Skills	b.1-Classify levels of activity analysis b.2- Categorize areas of activity analysis b.3- Differentiate between types of schedules b.4- Create appropriate design of report b.5- Illustrate models of health care
c-Professional and Practical Skills	c.1- Use different Activity Analysis sheets: c.1.1- observe actual activities by nursing service staff during morning shift for six day c.1.2-apply daily tally sheet of number of activities by nursing service staff c.1.3-fill six – day tally of number of activities by nursing service staff c.1.4- apply summary sheet of total number of activities for all day by nursing service staff observed (levels and areas) c.1.5-use analytic tables to determine hours spent at different skills by nursing staff service activities (levels) c.1.6- use analytic tables to determine percent hours spent at different skills by nursing staff service activities (levels) c.1.7- use analytic tables to determine hours spent at different skills by nursing staff service activities (areas) c.1.8- use analytic tables to determine percent hours spent at different skills by nursing staff service activities (areas) c.2- Write incident report about extraordinary events c.3- Write report about health care setting c.4- Schedule staff nurse hours by using different types of

	schedules c.4- Use different models of health care: c.4.1-Apply case method of health care models c.4.1-Apply function method of health care models c.4.1-Apply team method of health care models c.5-Use empowerment strategies in health care setting c.6-Apply talent management strategies within health care setting c.7-Apply SOWT analysis tool within health care setting c.8-Apply internal market strategy within health care setting
d-General and Transferable Skills	d.1.Manage time effectively d.2.Manage team effectively d.3- Use the appropriate communication skills d.4- Utilize technology and information systems to develop professional & learning kills. d.5- Use different resources to collect the needed information.
4- Course Contents	1-Staffing and Schedule 2-Documentation 3-Models of Health Care 4-Empowerment 5-Talent Management 6-Strategic plan 7- Marketing (internal)
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: 5-1 -Interactive presentation 5-2 -Discussion and brainstorming 5-3 -Reading assignment 5-4 -Lecture 5-5 -Individual and group presentations 5-6- Assignment – problem solving
6- Teaching and Learning Methods for learning low achievable students:	----------
7-Students assessment	
a- Student Assessment Methods	Exam: to assess the ability to comprehend, interpret and apply the scientific background. Participation in class — To asses knowledge and understanding. midterm exam(written) — To asses knowledge and understanding

	Semester activities: To asses application of knowledge. Ability for analysis: To asses intellectual skills. Practice exercise: To asses professional and practical skills.
b- Time	Assessment 1st: weekly presentation: weekly Assessment 2nd: Final written exam: Week 14th
c. Weighting of Assessments	Semester work 20 % Mid-term Examination 20 % Final-term Examination 60 % Total 100 %
8- List of References	
a- Course Notes	Not applicable
b- Essential Books (Text Books)	Not applicable
c- Recommended Book	• Charles. R.McConnell(2005):Management Skills,4th Edition ,library of congress cataloguing • Ford .R, Sturman. M&Heaton .C.(2012): Managing quality service in hospitality, how organizations achieve excellence in the guest experience, ,Delmar,4th,united cengage learning • Kelly.P(2012).: Nursing leadership & management, 3rd edition ,Delmar cengage learning • Evans .J, Lindsay W(2011): The management and control of quality, ed 8, Australia, United kingdom, Thomson, South-Western • Marquis .B & Huston .(C2009).: Leadership roles and management functions in nursing, ed 6 united cengage learning • Tomey. A(2009): Guide to nursing management and leadership, ed 8, USA: Jones and Bartlett's publishers. • Sullivan .E& Ducker .P(2014): Effective leadership and management in nursing, ed 8 USA: Jones and Bartlett's publishers., • Aamodt .G.(2007): Industrial\organizational Jones and Bartlett's publishers. • Antai.O&Tong. D. (2007): Nurse-Client communication: A life span approach, Boston, London, , Jones and Bartlett Publishers
d- Periodicals, Web Sites, … etc	Journal of Nursing administration. Journal of Nursing management journal of nursing education nurse education today journal www.eulc.edu.eg

	http://www.who www.google.com

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Coursetitle:**Nursing Administration Strategies practical (1) **Course code:** NAD721

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Staffing And Schedule	Project-Based Learning	Practical exam	----------	b.1, b.2.	c.1	d.1, d.2, d.3, d.4, d.5
2. Documentation	Small groupwork	Practical exam	----------	b.4	c.2, c.3	d.1, d.2, d.3, d.4, d.5
3. Models of health care	Small groupwork	Practical exam	----------	b.5	c.4	d.1, d.2, d.3, d.4 d.5
4. Empowerment	Small groupwork	Practical exam	----------	----------	c.5	d.1, d.2, d.3, d.4 d.5
5. Talent management	Small groupwork	Practical exam	----------	----------	c.6	d.1, d.2, d.3, d.4 d.5
6. Strategic plan	Project-Based Learning	Practical exam	----------	----------	c.7	d.1, d.2, d.3, d.4 d.5
7. Marketing (internal)	Small groupwork	Practical exam	----------	----------	c.8	d.1, d.2, d.3, d.4 d.5
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

3- Course data		
Code: NAD725	**Course title:** Nursing administration theories	**Grade / level:** post graduate master degree :2nd semester
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory:** 2hours/week **Practice: ----------**

2– Overall Aim of Course:	Acquire the master student with the basic knowledge, intellectual skills derived from nursing administration theories
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a1- Explain the leadership theories a2-Illustrate leadership and administrative skills. a.3- Classify management theories a.4-Discuss motivation theories a.5- Discuss change theories a.6- Explain organizing theories a.7-discuss power and empower theory a.8-classify model of decision making theory a.9-discuss decision making theory. a.10- discuss communication theory a.11-Enumerate characteristics of conflict
b-Intellectual Skills	b1-Criticize the leadership styles b2- Differentiate between traditional and advanced style of leadership b3- Enhance the ability to reduce resistance to change b.4- Differentiate between different motivation techniques b.5 -Criticize the organizing theories. b.6-differentiate between power and empowerment theories. b.7- differentiate between conflict model
c-Professional and Practical Skills	----------
d-General and Transferable Skills	d1- Enhance the nurse attitude based on scientific theory d2- Enhance leadership and teamwork skill d3- Utilize technology and information systems to develop their professional & learning skills. d4- use different resources to collect the needed information. d5- perform self evaluation objectively

<table>
<tr><td>4- Course Contents</td><td>1-Leadership theories
2-Management theories
3-Change theories
4-Motivation theories
5-Organizing theories
6-Empowerment theory
7-Decision making theory
8-Conflict Theory
9-communication theory</td></tr>
<tr><td>5– Teaching and Learning Methods</td><td><u>The course is mainly taught through the following</u>:
5-1 -Interactive presentation
5-2 -Discussion and brainstorming
5-3 -Reading assignment
5-4 Lecture
5-5 Individual and group presentations
5-6- Assignment – problem solving</td></tr>
<tr><td>6- Teaching and Learning Methods for learning low achievable students:</td><td>Not applicable</td></tr>
<tr><td colspan="2">7-Students assessment</td></tr>
<tr><td>a- Student Assessment Methods</td><td>Exam: to assess the ability to comprehend, interpret and apply the scientific background.
<table><tr><td>Participation in class</td><td>To asses knowledge and understanding.</td></tr><tr><td>Individual and group presentation</td><td>To asses knowledge and understanding</td></tr><tr><td>midterm exam(written)</td><td>To asses knowledge and understanding</td></tr><tr><td>Semester activities</td><td>To asses application of knowledge.</td></tr><tr><td>Ability for analysis</td><td>To asses intellectual skills.</td></tr></table></td></tr>
<tr><td>b- Time</td><td>Week 14th</td></tr>
<tr><td>c. Weighting of Assessments</td><td>Semester work 20 %
Mid-term Examination 20 %
<u>Final-term Examination 60 %</u>
Total 100 %</td></tr>
<tr><td colspan="2">8- List of References</td></tr>
<tr><td>a- Course Notes</td><td>Not applicable</td></tr>
</table>

b- Essential Books (Text Books)	Alligoo M R: Nursing Theorists and Their Work, ed 8, Mosby,2014, Elsevier
c- Recommended Book	• Evans JR, Lindsay WM: The management and control of quality, ed 6, Australia, United kingdom, 2005, Thomson, South-Western • Marquis BL , Huston CJ: Leadership roles and management functions in nursing, ed 6, Philadelphia, New York, 2009, Wolters Kluwer \ Lippincott Williams &wilkins. • Tomey A: Guide to nursing management and leadership, ed 8, Canada,2009, Mosby, Elsevier. • Sullivan E, Ducker P: Effective leadership and management in nursing, ed 6, New Jersey, 2005, Pearson Prentice Hall. • Aamodt GM: Industrial\organizational psychology: An applied approach, Canada, Spain, 2007, Thomson, Wadsworth. • Almost (2006): Clark C: Creative nursing leadership and management, London, 2009, Jones and Bartlett Publishers. • Antai-Otong D: Nurse-Client communication: A life span approach, Boston, London, 2007, Jones and Bartlett Publishers
d- Periodicals, Web Sites, … etc	- www.eulc.edu.eg - All available periodicals in the library. - http://www.nursingworld.org/mods/mod551/ceout03.htm - Journal of nursing administration. - Journal of nursing management. - www.nursingcenter.com - www.rcn.org

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Nursing administration theories **Course code:** NAD725

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Leadership theories	Interactive Lectures	Written examination	a.1,a2,	b.1, b.2	--	d.1,d.2
2. -Management theories	Small groupwork	Written examination	a.3	--	--	d.1
3. -Change theories	Small groupwork	Written examination	a.5	b.3	--	d.1,d.2,d.3,d4,d5.
4. -Motivation theories	Small groupwork	Written examination	a.4	b.4	--	d.1,d.2
5. Organizing theories	Small groupwork	Written examination	a.6	b.5	--	d.1
6. Empowerment theory	Small groupwork	Written examination	a7	b7	--	-
7. Decision making theory	Project-Based Learning	Written examination	a8,a9	-	--	-
8. Conflict theory	Interactive Lectures	Written examination	a11	b7	--	-
9. Communication theory	Interactive Lectures	Written examination	a10	-	--	-
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

COURSE SPECIFICATIONS

4- Course data		
Code: NAD724	**Course title:** Manpower management in nursing	**Grade / level:** post graduate master degree :2nd semester
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory:** 2hours/week **Practice: ----------**

2– Overall Aim of Course:	The aim of this course is to introduce to the post graduate student (master degree) the basic functions carried out by the human resources management and the relationship of this administration with other departments in the organization and study fundamental aspects deal with by the Human Resource Management.
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a.1. Identify the basic concepts of human resource management a.2. Review the historical evolution of human resources management a.3. Introduce some major current debates in the field of HRM . a.4. Identify components of work flow analysis that must be considered a.5. Identify common approaches to varying job design a.6. Identify turnover rates and trends a.7. List HR strategic challenges faced by modern organizations a.8 List different ways that labor markets can be identified and approached. a.9. List Characteristic of positive work environment a.10.Recall the importance of strategic approach a.11 Introduce some definitions of career and career development a.12 Identify reasons for low productivity. a.13 Define minority groups a.14 Clarify the nature and purpose of performance management and performance appraisal
b-Intellectual Skills	b.1. Explain the different ways in which the term ‘human resource management’ is used b.2. Assess the resources necessary to provide services or products in the healthcare industry b.3 Explain how the diversity of the workforce affects HR Management functions

	b.4. Discuss global factors affecting healthcare resource allocation b.5. Describe different types of work teams and HR facets that must be considered b.6. Explain Staff retention strategies. b.7. Explain different means of internal and external training delivery. b.8. Explain Conflict process b.9 Discuss models and theories which help in understand career development b.10 Discuss Problems\ errors of performance appraisal b.11 Explain how does national context affect HRM
c-Professional and Practical Skills	----------
d-General and Transferable Skills	d. 1. Develop modern HR function d.2. Synthesize job descriptions to staff d.3. Uses Work Schedule Alternatives d.4.Use methods of job analysis d.5 Avoid the impact of staff turnover d.6 Link between strategic HR management and organizational strategies d.7 Uses internal sources for recruiting and issues associated with their use d.8.Build a positive work climate d.9 Give an example for each of the four levels of training evaluation d.10 Solve the conflict between staff effectively d.11 Support the organization in providing career development and management d.12 Improving Organizational Productivity d.13 Explore the implications which managing diversity in the organizations d.14 Implement performance management systems d.15. Practice time management effectively d.16. Work with team effectively
4- Course Contents	1-Introduction of human resource management 2-Workers, Jobs, and Job analysis 3-Job Design -4-Strategic human resource management and planning -5-Human Resource Recruitment and Labor markets -6-Staff retention -7-Creating Positive work environment - 8-Training and development of human resources 9-Career development and career management 10-Productivity 11-Diversity and equal opportunities

<table>
<tr><td></td><td>12-Performance management
13- International and comparative aspects of HRM</td></tr>
<tr><td>5– Teaching and Learning Methods</td><td><u>The course is mainly taught through the following</u>:
5-1 -Interactive presentation
5-2 -Discussion and brainstorming
5-3 -Reading assignment
5-4 -Lecture
5-5ndividual and group presentations
5-6- Assignment – problem solving</td></tr>
<tr><td>6- Teaching and Learning Methods for learning low achievable students:</td><td>Not applicable</td></tr>
<tr><td colspan="2">7-Students assessment</td></tr>
<tr><td>a- Student Assessment Methods</td><td>Exam: to assess the ability to comprehend, interpret and apply the scientific background.
<table>
<tr><td>Participation in class</td><td>To asses knowledge and understanding.</td></tr>
<tr><td>Individual and group presentation</td><td>To asses knowledge and understanding</td></tr>
<tr><td>midterm exam(written)</td><td>To asses knowledge and understanding</td></tr>
<tr><td>Semester activities</td><td>To asses application of knowledge.</td></tr>
<tr><td>Ability for analysis</td><td>To asses intellectual skills.</td></tr>
</table></td></tr>
<tr><td>b- Time</td><td>Assessment 1st weekly presentation weekly
Assessment 2nd Final written exam Week 16th</td></tr>
<tr><td>c. Weighting of Assessments</td><td>Semester work 20 %
Mid-term Examination 20 %
Final-term Examination 60 %
Total 100 %</td></tr>
<tr><td colspan="2">8- List of References</td></tr>
<tr><td>a- Course Notes</td><td>Not applicable</td></tr>
<tr><td>b- Essential Books (Text Books)</td><td>١. Mathis R . Jackson J: Human resources management. South-Western, Cengage Learning (2011)
2. Torrington D, Hall L. Taylor S T Human resources management. Spain: Pearson Education Limited (2005)</td></tr>
<tr><td>c- Recommended Book</td><td>• Kelly, p. (2012). Nursing leadership and management (3rd</td></tr>
</table>

	ed.). U.S.A: Delmar Cengage Learning. • 2- Marquis, B.L., & Huston, C.J. (2012). Leadership roles and management functions in nursing: Theory and application (7th ed.). Philadelphia: Lippincott Williams& Wilkins. • 3- Tyson S. Parry E. Managing People in a Contemporary Context. New Roman: Routledge (2014)
d- Periodicals, Web Sites, … etc	- www.eulc.edu.eg - All available periodicals in the library. - http://www.nursingworld.org/mods/mod551/ceout03.htm - Journal of nursing administration. - Journal of nursing management. - www.nursingcenter.com - www.rcn.org

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Manpower management in nursing **Course code:** NAD724

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Introduction of human resource management	Interactive Lectures	Written examination	a.1, a.2. a.3.	b.1., b.2.	--	d.1, d.15, d.16.
2. Workers, Jobs, and Job analysis	Small groupwork	Written examination	a.4, a.5..	b.3, b.5	--	d.2, d.3, d.4, d.15, d.16.
3. Job Design	Small groupwork	Written examination	a.4, a.5.	b.3, b.5	--	d.2, d.3, d.4, d.15, d.16.
4. Strategic human resource management and planning	Small groupwork	Written examination	a.7	b.3, b.4	--	d.6, d.15, d.16.
5. Human Resource Recruitment and Labor markets	Small groupwork	Written examination	a.8	b.3	--	d.6, d.7, d.15, d.16.
6. Staff retention	Interactive Lectures	Written examination	a.5.. a.6	b.3, b.6	--	d.5, d.15, d.16.
7. Creating Positive work environment	Interactive Lectures	Written examination	a.9	b.3, b.4	--	d.8, d.15, d.16.
8. Mid term	Interactive Lectures	Written examination	----	---	--	--
9. Training and development of human resources	Interactive Lectures	Written examination	a.10	b.3, b.7	--	d.9, d.15, d.16.
10.Career development and career management	Small groupwork	Written examination	a.11	b.9	--	d.11, d.15, d.16.
11.Productivity	Small groupwork	Written examination	a.12	b.4	--	d.12, d.15, d.16.
12.Diversity and equal opportunities	Interactive Lectures	Written examination	a.13	b.3	--	d.13, d.15, d.16.

13. Performance management	Interactive Lectures	Written examination	a.14	b.10	--	d.14, d.15, d.16.
14. International and comparative aspects of HRM	Interactive Lectures	Written examination	a.13	b.11	--	d.13, d.15, d.16.
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

5- Course data		
Code: NAD725	**Course title:** Nursing education curriculum	**Grade / level:** post graduate master degree :2nd semester
Specialty: nursing administration	**No. of hours :** 3hours/week	**Theory:** 2hours/week **Practice:** 1hour/week

2– Overall Aim of Course:	The aim of the course is to master knowledge, practice and attitudeof teaching strategies effectivelyin the field of nursing.
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a.1- Describe teaching process. a.2- Discuss characteristics of educational objectives. a.3- Explain methods of teaching. a.4- Discuss competency based teaching. a.5- Discuss different types of multimedia in teaching. a.6- Explain steps of program design. a.7- Discuss different methods of evaluation a.8- Describe adult learning. a.9-Identify factors interfering with educational program
b-Intellectual Skills	b.1- Assess learning development of nursing staff. b.2- Analyze methods of health education in real work environment. b.3- Critique the established educational objectives. b.4-Select methods of evaluation of educational unit according to different situation. b.5- Criticize a written exam b.6- Investigate teaching plan b.7-Develop program design
c-Professional and Practical Skills	c.1- Apply health teaching process c.2- Plan health educational program. c.3- Prepare an environment that is facilitating learning. c.4- Develop educational objectives . c.5-Apply different Methods of teaching c.6- Prepare independently health education topics. c.7- Practice teaching performance skills effectively.
d-General and Transferable Skills	d.1- Apply the presentation skills d. 2-demonstrate the ability to work in team. d.3- Communicate effectively with people in his learning environment.

	d.4- Maintain continuous learning d.5- Utilize technology and information systems to develop their professional & learning skills. d.6- use different resources to collect the needed information. d.7- perform self evaluation objectively on a regular basis.
4- Course Contents	1-Teaching Process 2-Teaching Methods 3--Planning In Teaching 4-Program Design 5-Teaching Skills & Presentation Skills 6-Implementation Of Teaching 7-Competency Based Teaching 8-Using Multimedia In Teaching 9-Evaluation Of Training. 10-Educational objectives. 11-Cognitive skills taxonomy & levels. 12-.Adult learning. 13-Course specification. 14-Factors interfering with educational program.
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: 5-1-Seminars 5-2presentation 5-3-Discussion &Brain storming. 5-4-Reading assignments. 5-5Individuals/ groups work. 5-6-Net research 5.7-Field work & reporting
6- Teaching and Learning Methods for learning low achievable students:	Not applicable
7-Students assessment	
a- Student Assessment Methods	1-Periodic practical exam(Semester work). 4- Final written exam.
b- Time	Week 32th
c. Weighting of Assessments	Semester work (written) 10 marks 10% midterm exam(written) 10 marks 10% Practical exam 20marks 20% oral exam 10 marks 10% Final-Examination (written) 50 marks 50 % Total 100 100 %

8- List of References	
a- Course Notes	Not applicable
b- Essential Books (Text Books)	• Not applicable.
c- Recommended Book	* Billing, D.M .,Halstead,J.A. (2009): Teaching in nursing :A guide for faculty . 3st ed.USA,Elesevier Inc. * Clark, C.C(2008):Classroom skills for nurse educators . Bosten:Jones and Barlett publisher. * Deyoung, S.(2009):Teaching strategy for nurse educator . 2nd ed New jersey:Pearson education. * Gaberson, K.B.,Oerman, M.H. (2006):Clinical teaching strategies in nursing . 2nd ed New York:Springer. *Young.I.E. (2006): Teaching nursing:Developing a student centered learning environment. 3rd ed., phileadelphia. Lippincott andWilkins.
d- Periodicals, Web Sites, … etc	Journal of Nursing Education Nurse Education Today Journal Journal of Medical Education J. Continuing Education in Nursing Education for Health Journal J. Experimental Education, J. Health Education, www.eulc.edu.eg

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Nursing education curriculum **Course code:** NAD725

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Teaching process	Interactive Lectures	Oral examination Written examination	a1	b1,b3	c1,c4	d3,d4,d4,d6
2. Teaching methods	Small groupwork Project-Based Learning	Practical examWritten examination	a2,a3,a4,a8	b2, b4	c2,c5,c6	d1,d4,d7
3. Planning in teaching	Small groupwork	Oral examination Written examination	a1,a7,a8	b1,b2,b3,b6	c1,c4 c2,c3,c6	d1, d2,d3,d4,d7
4. Program design	Small groupwork	Oral examination Written examination	a1,a2,a3,a5,a6	b2, b3, b4, b5, b6,b7	c2, c4, c5,c7,c3, c6	d7
5. Teaching skills & presentation skills	Small groupwork	Practical examWritten examination	a3,a5	b5,b2,b7 -	c3,c4 c5, c6,c7	d1, d2,d3,d4,d5, d7
6. Implementation of teaching	Small groupwork Project-Based Learning	Practical examWritten examination	a3,a5	b2, b4, b6	c5, c6,c7	d1,d3,d5,d6
7. Competency based teaching	Interactive Lectures	Oral examination Written	a4	b4	c3,c7	d1, d2,d3,d4,d5, d6,d7

		examination				
8. Using multimedia in teaching	Interactive Lectures	Practical exam Written examination	a3,a5,a7	b2,b3, b4	c3,c5,c7	d1, d2,d3,d5,d7
9. Evaluation of training	Interactive Lectures	Oral examination Written examination	a7	b4, b5,b6	c2	d3,d4,d5,d7
10.Educational objectives	Project-Based LearningSmall groupwork	Practical examWritten examination	a.2	b.3, b.6	c.1,c.7	d.7
11.Cognitive skills taxonomy & levels.	Small groupwork	Oral examination Written examination	a.2	b.3, b.6	c.1,c.7	d.7
12.Adult learning.	Interactive Lectures	Oral examination Written examination	a2,a3,a4,a8	b2, b4	c2,c5,c6	d1,d4,d7
13.Course specification	Interactive Lectures	Oral examination Written examination	a1,a2,a3,a5,a6	b2, b3, b4, b5, b6,b7	c2, c4, c5,c7,c3, c6	d7
14.Factors interfering with educational program.	Interactive Lectures	Oral examination Written examination	a.9	b.1	c.1,c.3	d4
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

6- Course data		
Code: NAD726	**Course title:** Hospital design	**Grade / level:** post graduate master degree :2nd semester
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory:** 2hours/week **Practice: ----------**

2– Overall Aim of Course:	The aim of this course is to provide the post graduate student (master degree) with knowledge and skills to participate in hospital renewing, restructure, reengineering and rearrangement
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a.1. Identify Health promoting hospital concept a.2. Enlist factors influencing the globalization of health care a.3. Enlist the role of hospitals in health promotion a.4. Enlist the components of healthy hospital environment . a.5 .Identify meaning of different biomedical waste . a.6. Memorize account principles and practice. a.7. Write advantages of reengineering, restructuring and redesigning a.8. Enumerate elements of marketing a.9. Enumerate factors influence organizational structure. a.10. Memorize the essential elements of the digital economy a.11. Memorize advantages of clinical pathways
b-Intellectual Skills	b.1. Describe hospital evolution system. b.2. Describe the process of globalization and its theoretical concepts. b.3. Understand the direct and indirect impact of globalization on health .b.4. Comprehend the positive and negative effects of globalization b.5 Explain the fundamental principles upon which the concept of health promoting hospitals is based. b.6. Explain sources of health care waste b.7. Understand norms of hospital planning b.8.Describe staff needed for the hospital b.9 Explain health care payment system b.10 Differences between restructuring and reengineering b.11. Understand the process of effective marketing and the

	role of nurse manager in marketing. b.12 Discuss types of organizational structure b.13 Discuss the relationship between digital economy and globalization b.14 Discuss pathway development and implementation process
c-Professional and Practical Skills	----------
d-General and Transferable Skills	d.1. Utilize critical nursing issues related to reengineering, redesigning, re-regulating, rightsizing, and restructuring. d.2. Participate in combining collaborative efforts in nursing in different countries to open up and consolidate spaces of effective action regarding nursing practice, research, management and education. d.3. Develop structural and functional system of health system d.4. Choose the ideal location for construction hospitals. d.5. Get rid of biomedical waste effectively d.6. Participate in purchase committee d.7. Participate in building hospital system. d.8.. Build new global nursing knowledge. d.9. Develop a culturally competent practice d.10. Participate in designing hospital d.11 Cite the methods by which by which administrative set up of hospital can be strengthened d.12 Develop strategic financial planning d.13 Apply tools of reengineering d.14 Develop marketing strategy for hospital d.15. Develop organizational chart for hospital d.16. Apply ethical issues of clinical pathway
4- Course Contents	1-Evolution of hospital system 2-Changing role of hospitals in a globalized society 3-Building health promoting hospitals 4-Healthy hospital environment 5-Hospital waste management 6-Planning and designing hospital 7-Hospital manpower 8-Clinical pathway 9-Health care financial issues 10-Hospital reengineering and restructuring 11-Marketing management 12-Organizational structure 13-Digital economy 14- Occupational safety and hospital security
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: 5-1 -Interactive presentation

<table>
<tr><td></td><td>5-2 -Discussion and brainstorming
5-3 -Reading assignment
5-4 -Lecture
5-5 -Individual and group presentations
5-6- Assignment – problem solving</td></tr>
<tr><td>6- Teaching and Learning Methods for learning low achievable students:</td><td>Not applicable</td></tr>
<tr><td colspan="2">7-Students assessment</td></tr>
<tr><td>a- Student Assessment Methods</td><td>Exam: to assess the ability to comprehend, interpret and apply the scientific background.
<table>
<tr><td>Participation in class</td><td>To asses knowledge and understanding.</td></tr>
<tr><td>Individual and group presentation</td><td>To asses knowledge and understanding</td></tr>
<tr><td>midterm exam(written)</td><td>To asses knowledge and understanding</td></tr>
<tr><td>Semester activities</td><td>To asses application of knowledge.</td></tr>
<tr><td>Ability for analysis</td><td>To asses intellectual skills.</td></tr>
</table></td></tr>
<tr><td>b- Time</td><td>Assessment 1st weekly presentation weekly
Assessment 2nd Final written exam Week 16th</td></tr>
<tr><td>c. Weighting of Assessments</td><td>Semester work 20 marks 20%
midterm exam(written): 20 marks 20%
Final-Examination (written) 60 marks 60 %
Total 100 100 %</td></tr>
<tr><td colspan="2">8- List of References</td></tr>
<tr><td>a- Course Notes</td><td>Not applicable</td></tr>
<tr><td>b- Essential Books (Text Books)</td><td>•Goel S, Gupta A., Singh A :Textbook of Hospital Administration: A problem solving approach. India, Elvister (2014)</td></tr>
<tr><td>c- Recommended Book</td><td>.١ Huber, D.L. (2014). Leadership and nursing care management (5th ed.). China: Saunders, an imprint of Elsevier Inc.
.٢ Marquis, B.L., & Huston, C.J. (2012). Leadership roles and management functions in nursing: Theory and application (7th ed.). Philadelphia: Lippincott Williams& Wilkins.</td></tr>
</table>

	٣. Finkelman, A.. (2012). Leadership and management for nurses, core competencies for quality care. Boston: Jones and Bartlett Publishers. 4. Ellis, J.R., &Hartely, C.L. (2009). Managing and coordinating nursing care (5th ed.). China: Lippincott Williams & Wilkins.
d- Periodicals, Web Sites, … etc	- www.eulc.edu.eg -All available periodicals in the library. -http://www.nursingworld.org/mods/mod551/ceout03.htm -Journal of nursing administration. -Journal of nursing management. -www.nursingcenter.com -www.rcn.org

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**hospital design **Course code:** NAD726

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Evolution of hospital system	Interactive Lectures	Written examination	a.1.	b.1.	--	d.1. d.7. d.8.
2. Changing role of hospitals in a globalized society	Small groupwork	Written examination	a.2.	b.2., b.3., b.4, b.13	--	d.1,d.2, d.7. d.8. d.9.
3. Building health promoting hospitals	Small groupwork	Written examination	a.1., a.3.	b.5	--	d.1., d.3, d.4. , d.7. d.8. d.9.
4. Healthy hospital environment	Small groupwork	Written examination	a.4	b.5	--	d.3, d.4. , d.7. d.8.
5. Biomedical waste management	Small groupwork	Written examination	a.5	b.6	--	d.5, d.7
6. Planning and designing hospital	Interactive Lectures	Written examination	a.4, a.7	b.7	--	d.1. d.3, d.4. d.7. d.8. d.10.
7. Hospital manpower	Interactive Lectures	Written examination	a.1	b.8	--	d.3. d.7. d.11.
8. Clinical pathway	Interactive Lectures	Written examination	a.11.	b.14	--	d.2. d.3. d.7. d.8. . d.9. d.16.
9. Health care financial issues	Interactive Lectures	Written examination	a.6	b.9	--	d.3, d.6
10. Hospital reengineering and restructuring	Small groupwork	Written examination	a.7.	b.10	--	d.1. d.7. d.12.
11.Marketing management	Small groupwork	Written examination	a.8.	b.11	--	d.4. d.8. d.14.
12. Organizational structure	Interactive Lectures	Written examination	a.9.	b.12	--	d.3 d.15

13. Digital economy	Interactive Lectures	Written examination	a.10.	b.2., b.3., b.4, b.13	--	d.1,d.2. d.8
14. Occupational safety and hospital security	Interactive Lectures	Written examination	a.4	b.6	--	d.3, d.4 . d.7. d.8.
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

7- Course data		
Code: GEN 923	**Course title:** Information technology educational in nursing	**Grade / level:** post graduate master degree :2nd semester
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory:** 2hours/week **Practice: ----------**

2– Overall Aim of Course:	The aim of this course is to introduce to the post graduate student (master degree) the use of technology and material to enhance teaching and learning in all nursing educational settings.
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a.1. Identify the natural of educational technology. a.2. Explain learning theory. a.3. Identify different types of hardware instructional aids a.4. Recognize on different types of software instructional aids . a.5. Explain special feature and characteristics of teaching strategies . a.6. Explain the meaning e- learning and its related term. a.7 Describe components of all E- learning systems a.8. Identify informatics terminology and standardized language. a.9. Identify information terminology a.10.listexamples of information terminology that applicator hospitals
b-Intellectual Skills	b.1. Distinguish between different form of educational technology. b.2. Differentiate between learning theory b.3. Explain different educational technology approaches . b.4. Discuss uses of each type of hardware instructional aids. b.5. Discuss uses of each type of software instructional aids. b.6.Analiys different concept of teaching and learning. b.7.distinguish between teaching devices and teaching method b.8. Compare between synchronous and a synchronous distance learning methods. b.9 Understand types of distance learning. b.10.Difference between nursing Informatics, health informatics and Information technology b.11Understand limitation of information and communications

	technology (ICT) b.12Understand advantages of each teaching way b.13 Point out challenges that facing of using computer in education
c-Professional and Practical Skills	----------
d-General and Transferable Skills	d.1. Relate learning theory to the education process d.2. Make course syllabi for effective teaching d.3. Apply teaching tactics in educational process. d.4. Participate in developing e- learning system in their workplace. d.5. Participate in developing informatics system in their workplace. d.6. practicing teaching skills through different teaching way d.7. Use online resources in learning d.8. Practice time management effectively d.9. Utilize technology and information system in nursing education d.10. Perform self-evaluation regularly d.11. Utilize learning theory in education appropriately. d.12. Operate with different devices with technology. d.13. Employ different types of software instructional aids . d.14. Manipulate different types of teaching strategies d.15. Deal with procedure adopted in micro teaching
4- Course Contents	1-Overview of education technology 2-Education technology and learning theory 3-Hardware instructional aids 4-Software instructional aids 5-Teaching strategies and devices 6-.Distance education and e- learning 7-Information technology and nursing informatics 8-Online Collaborative Learning 9-Information and communications technology (ICT) in Education 10-Digital Game-Based Learning 11-Academic online resources and global implication 12- -Micro teaching 13-Programmed learning 14-Computer in education
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: 5-1Interactive presentation 5-2 -Discussion and brainstorming 5-3 -Reading assignment 5-4 -Lecture

<table>
<tr><td></td><td>5-5 -Individual and group presentations
5-6- Assignment – problem solving</td></tr>
<tr><td>6- Teaching and Learning Methods for learning low achievable students:</td><td>Not applicable</td></tr>
<tr><td colspan="2">7-Students assessment</td></tr>
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<tr><td>b- Time</td><td>Assessment 1st weekly presentation weekly
Assessment 2nd Final written exam Week 16th</td></tr>
<tr><td>c. Weighting of Assessments</td><td>Semester work 20 marks 20%
midterm exam(written): 20 marks 20%
Final-Examination (written) 60 marks 60 %
Total 100 100 %</td></tr>
<tr><td colspan="2">8- List of References</td></tr>
<tr><td>a- Course Notes</td><td>Not applicable</td></tr>
<tr><td>b- Essential Books (Text Books)</td><td>1.Singh P .Introduction to Educational Technology. New Delhi: lotus pres (2006)
2.Mangal S. Essentials Of Educational Technology New Delhi: PHI Learning (2009)</td></tr>
<tr><td>c- Recommended Book</td><td>١. Yukiko- I. Bell S. Teaching with Educational Technology in the 21st Century:Britch. Library of congress(2006)
2. Saettler L . The Evolution of American Educational Technology. USA: Information Age publication (2006)</td></tr>
<tr><td>d- Periodicals, Web Sites, … etc</td><td>- www.eulc.edu.eg
-All available periodicals in the library.
-http://www.nursingworld.org/mods/mod551/ceout03.htm
-Journal of nursing administration.
-Journal of nursing management.</td></tr>
</table>

	-www.nursingcenter.com -www.rcn.org

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**IT educational in Nursing **Course code:** GEN 923

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Overview of education technology	Interactive Lectures	Written examination	a.1. a.4. a.9. a.10.	b.1, b.3, b.6	--	d.1, d.8. d.12
2. Education technology and learning theory	Small groupwork	Written examination	a.2.	b.2, b.6	--	d.1.d.2, d.8. d.11
3. Hardware instructional aids	Small groupwork	Written examination	a.3. .10.	b.4	--	d.3, d.8. d.12
4. Software instructional aids	Small groupwork	Written examination	a.4. a.10.	b.5	--	d.3, d.8. d.12. d.13
5. Teaching strategies and devices	Small groupwork	Written examination	a.5.	b.4., b.6.,b.7	--	d.3, d.8. d.14
6. Distance education and e-learning	Interactive Lectures	Written examination	a.5. a.6. a.7. a.10.	b.8, b.9	--	d.4. d.8, d.9, d.10. d.12
7. Information technology and nursing informatics	Interactive Lectures	Written examination	a.8.	b.10	--	d.4. d.8, d.9, d.10. d.12.d.14
8. Online Collaborative Learning	Interactive Lectures	Written examination	a.5. a.6. a.7.	b.8, b.9	--	d.4. d.8, d.9, d.10
9. Information and communications technology(ICT) in Education	Interactive Lectures	Written examination	a.8. a.9 a.10	b.10. b.11	--	d.4. d.8, d.9, d.10. d.12.d.14
10. Digital Game-Based Learning	Small groupwork	Written examination	a.5.	b.12	--	d.6 d.8, d.9, d.10. d.12
11. Academic online resources and global implication	Small groupwork	Written examination	a.5.	b.11. b.12, b.13	--	d.7. d.8, d.9, d.10, d.12

12. Micro teaching	Interactive Lectures	Written examination	a.5.	b.12	--	d.6, d.8, d.9, d.10, d.12,d.15
13. Programmed learning	Interactive Lectures	Written examination	a.5.	b.12	--	d.6, d.8, d.9, d.10, d.12
14. Computer in education	Interactive Lectures	Written examination	a.5.	b.13	--	d.6, d.8, d.9, d.10, d.12
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

8- Course data		
Code: NAD7٣1	**Course title:** Nursing administration strategies (2)	**Grade / level:** post graduate master degree :3rd semester
Specialty: nursing administration	**No. of hours :** 3hours/week	**Theory:** 3hours/week **Practice: ----------**

2– Overall Aim of Course:	To empower the master nursing candidate with a range of knowledge, skills and positive attitude toward essential elements , key skills and implications that nurse manager must be learn in nursing administration strategies to improve quality of care in health care setting
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a.1- Identify characteristics of a leader a.2- Illustrate conceptual modeling of team building a.3- Explain nurse executives and nurse manager roles in shared governance structure a.4- Identify importance of patient centered care a.5-Define critical thinking , problem solving and decision making a.6-Describe various model for problem solving and decision making a.7-Demonstrate Mobilizing nursing resources a.8- Explain different types of budget a.9- Explain value-based purchasing as it relates to quality and safety initiatives a.10-Identify the common politics in health care organization a.11- Discuss the basic functions of governing board in health care organization a.12-Define organization justice a.13- Explain effect of organization justice on the employees in work place a.14- Discuss organizational support system a.15-Define evidence based practice a.16-Describe effective strategies to use when implementing evidence based practice changes a.17- Define entrepreneurship a.18-Explain tips for aspiring entrepreneurs

b-Intellectual Skills	b.1-Compare between leadership and management process b.2-Differentiate between leadership styles b.3-Compare between group and team b.4-Recognize patient centered care principles b.5-Explore relationship between critical thinking and problem solving in nursing practice , leadership and management process b.6-Clarify critical thinking and decision making skills to conceptualize and analysis possible solutions in nursing practice b.7- Organize Politics in health service b.8- Classify types of governing board b.9-Recognize principles of evidence based practice
c-Professional and Practical Skills	----------
d-General and Transferable Skills	d.1. Manage time effectively d.2-Manage team effectively d.3- Consider the ethics of the profession while practicing nursing d.4- Use the appropriate communication skills d.5- Utilize technology and information systems to develop professional & learning kills. d.6- Use different resources to collect the needed information.
4- Course Contents	1-Leadership and management 2-Group and team building in health care service 3-Shared Governance 4 -Patient centered care 5-Critical thinking and decision making skills 6 -Mobilizing nursing resources 7 -Procuring and sustaining resources 8 -Politics in health care service 9 -The governing board in health care service 10 -Organizational Justice 11 -Organizational support 12-Evidence based practice 13-Enterpreneurship
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: 5-1-Lecture 5-2 -Discussion & brainstorming 5-3 -Group presentation 5-4-Field work &reporting 5-5Reading assignment 5-6-Net search

<table>
<tr><td>6- Teaching and Learning Methods for learning low achievable students:</td><td>-Provide additional time for default students
-Increase engagement with post academic advisors</td></tr>
<tr><td colspan="2">7-Students assessment</td></tr>
<tr><td>a- Student Assessment Methods</td><td>Exam: to assess the ability to comprehend, interpret and apply the scientific background.
<table>
<tr><td>Participation in class</td><td>To asses knowledge and understanding.</td></tr>
<tr><td>Individual and group presentation</td><td>To asses knowledge and understanding</td></tr>
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</table></td></tr>
<tr><td>b- Time</td><td>Assessment 1st weekly presentation weekly
Assessment 2nd Final written exam Week 14th</td></tr>
<tr><td>c. Weighting of Assessments</td><td>Semester work 10 %
Mid-term Examination 10 %
Oral exam 20 %
Final-term Examination 60 %
Total 100 %</td></tr>
<tr><td colspan="2">8- List of References</td></tr>
<tr><td>a- Course Notes</td><td>Not applicable</td></tr>
<tr><td>b- Essential Books (Text Books)</td><td>Not applicable</td></tr>
<tr><td>c- Recommended Book</td><td>• Charles. R.McConnell(2005):Management Skills,4th Edition ,library of congress cataloguing
• Ford .R, Sturman. M&Heaton .C.(2012): Managing quality service in hospitality, how organizations achieve excellence in the guest experience, ,Delmar,4th,united cengage learning
• Kelly.P(2012).: Nursing leadership & management, 3rd edition ,Delmar cengage learning
• Evans .J, Lindsay W(2011): The management and control of quality, ed 8, Australia, United kingdom, Thomson, South-Western
• Marquis .B & Huston .(C2009).: Leadership roles and</td></tr>
</table>

	management functions in nursing, ed 6 united cengagelearning • Tomey. A(2009): Guide to nursing management and leadership, ed 8, USA: Jones and Bartlett's publishers. • Sullivan .E& Ducker .P(2014): Effective leadership and management in nursing, ed 8 USA: Jones and Bartlett's publishers., • Aamodt .G.(2007): Industrial\organizational Jones and Bartlett's publishers. • Antai.O&Tong. D. (2007): Nurse-Client communication: A life span approach, Boston, London, , Jones and Bartlett Publishers
d- Periodicals, Web Sites, … etc	Journal of Nursing administration. Journal of Nursing management journal of nursing education nurse education today journal www.eulc.edu.eg http://www.who www.google.com

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Nursing Administration Strategies (2) **Course code:** NAD731

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. - Leadership and management	Interactive Lectures	Oral examination Written examination	a.1	b.1, b.2	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
2. -Group and team building	Small groupwork	Oral examination Written examination	a.2	b.3	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
3. -Shared governance	Small groupwork	Oral examination Written examination	a.3	--------	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
4. Patient centered care	Small groupwork	Oral examination Written examination	a.4,	b.4	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
5. - Critical thinking and decision making skills	Small groupwork	Oral examination Written examination	a.5 a.6	b.5, b.6.	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
6. - Mobilizing nursing resources	Interactive Lectures	Oral examination Written examination	a.7	----------	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
7. - Procuring and sustaining resources	Interactive Lectures	Oral examination Written examination	a.8, a.9	----------	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
8. -Politics in health service	Interactive Lectures	Oral examination Written examination	a.10	b.7	--------	d.1 ,d.2 ,d.3, d.4 ,d.5

9. The governing board	Interactive Lectures	Oral examination Written examination	a.11	b.8	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
10. -Organizational justice	Small groupwork	Oral examination Written examination	a.12, a.13	--------	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
11. -Organizational support	Small groupwork	Oral examination Written examination	a.14	---------	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
12. -Evidence based practice	Interactive Lectures	Oral examination Written examination	a.15 a.16.	b.9	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
13. - Entrepreneurship	Interactive Lectures	Oral examination Written examination	a.17 , a.18	---------	--------	d.1 ,d.2 ,d.3, d.4 ,d.5
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

COURSE SPECIFICATIONS

9- Course data		
Code: NAD732	**Course title:** Nursing administration strategies – practical(2)	**Grade / level:** post graduate master degree :3rd semester
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory: ----------** **Practice:** 2hours/week

2– Overall Aim of Course:	To empower master candidates to manage work environment in diverse interdisciplinary within health care setting using different administrative sheets
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	_____
b-Intellectual Skills	b.1- Differentiate between leadership and management process b.2- Recognize principles of evidence based practice B.4- Clarify important of entrepreneurs in health care setting
c-Professional and Practical Skills	c.1- Use different types of administrative papers to control work place environment : c.1.1-write time log sheet for head nurse activities c.1.2-Write shift report in appropriate manner c.1.3-Write daily conditional report in appropriate manner c.1.4- Use different tools of performance appraisal c.1.5- Fill in medication request sheet c.1.6- Fill in job description sheet to nursing staff service c.2. Use different tools of decision making c.3-Apply steps of critical thinking process to improve personnel self-corrector skills c.4-Use steps for developing and managing budget c.5-Implement effective strategies of evidence based practice changes c.6-Implement tips for aspiring entrepreneurs in health care setting
d-General and Transferable Skills	d.1.Manage time effectively d.2.Manage team effectively d.3- Use the appropriate communication skills d.4- Utilize technology and information systems to develop professional & learning kills. d.5- Use different resources to collect the needed information.

<table>
<tr><td>4- Course Contents</td><td>1- Leadership and management
2- Critical thinking and decision making skills
3- Procuring and sustaining resources
4- Evidence based practice
5- Entrepreneurship</td></tr>
<tr><td>5– Teaching and Learning Methods</td><td><u>The course is mainly taught through the following</u>:
5-1 -Interactive presentation
5-2 -Discussion and brainstorming
5-3Reading assignment
5-4 -Lecture
5-5 -Individual and group presentations
5-6- Assignment – problem solving</td></tr>
<tr><td>6- Teaching and Learning Methods for learning low achievable students:</td><td>----------</td></tr>
<tr><td colspan="2">7-Students assessment</td></tr>
<tr><td>a- Student Assessment Methods</td><td>Exam: to assess the ability to comprehend, interpret and apply the scientific background.<table><tr><td>Participation in class</td><td>To asses knowledge and understanding.</td></tr><tr><td>midterm exam(written)</td><td>To asses knowledge and understanding</td></tr><tr><td>Semester activities</td><td>To asses application of knowledge.</td></tr><tr><td>Ability for analysis</td><td>To asses intellectual skills.</td></tr><tr><td>Practice exercise</td><td>To asses professional and practical skills.</td></tr></table></td></tr>
<tr><td>b- Time</td><td>Assessment 1st weekly presentation weekly
Assessment 2nd Final written exam Week 14th</td></tr>
<tr><td>c. Weighting of Assessments</td><td>Semester work 20 %
Mid-term Examination 20 %
<u>Final-term Examination 60 %</u>
Total 100 %</td></tr>
<tr><td colspan="2">8- List of References</td></tr>
<tr><td>a- Course Notes</td><td>Not applicable</td></tr>
<tr><td>b- Essential Books (Text Books)</td><td>Not applicable</td></tr>
<tr><td>c- Recommended Book</td><td>• Charles. R.McConnell(2005):Management Skills,4th Edition ,library of congress cataloguing
• Ford .R, Sturman. M&Heaton .C.(2012): Managing quality service in hospitality, how organizations achieve excellence</td></tr>
</table>

	in the guest experience, ,Delmar,4th,united cengage learning • Kelly.P(2012).: Nursing leadership & management, 3rd edition ,Delmar cengage learning • Evans .J, Lindsay W(2011): The management and control of quality, ed 8, Australia, United kingdom, Thomson, South-Western • Marquis .B & Huston .(C2009).: Leadership roles and management functions in nursing, ed 6 united cengage learning • Tomey. A(2009): Guide to nursing management and leadership, ed 8, USA: Jones and Bartlett's publishers. • Sullivan .E& Ducker .P(2014): Effective leadership and management in nursing, ed 8 USA: Jones and Bartlett's publishers., • Aamodt .G.(2007): Industrial\organizational Jones and Bartlett's publishers. • Antai.O&Tong. D. (2007): Nurse-Client communication: A life span approach, Boston, London, , Jones and Bartlett Publishers
d- Periodicals, Web Sites, … etc	Journal of Nursing administration. Journal of Nursing management journal of nursing education nurse education today journal www.eulc.edu.eg http://www.who www.google.com

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Nursing Administration Strategies practical (2) **Course code:** NAD732

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Leadership and management	Small groupwork	Practical exam	----------	b.1	c.1	d.1,d.2,d.3,d.4,d.5
2. Critical thinking and decision making skills	Small groupwork	Practical exam	----------	----------	c.2, c.3	d.1,d.2,d.3,d.4,d.5
3. Procurement and sustaining resources	Project-Based Learning	Practical exam	----------	---------	c.4	d.1,d.2,d.3,d.4,d.5
4. Evidence based practice	Project-Based Learning	Practical exam	----------	b.2	c.5	d.1,d.2,d.3,d.4,d.5
5. Entrepreneu-rship	Small groupwork	Practical exam	----------	b.3	c.6	d.1,d.2,d.3,d.4,d.5
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

COURSE SPECIFICATIONS

10- Course data		
Code: NAD733	**Course title:** Quality management	**Grade / level:** post graduate_ master degree 3rd semester
Specialty:nursing administration	**No. of hours :** 3hours/week	**Theory:** 2hours/week **Practice:**1hour/week

2– Overall Aim of Course:	The aim of this course is to apply the total quality management process and measuring the performance by using different quality tools to improve nursing performance in health care settings and nursing educational institutions.
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a1.Identifyquality evolution. a2. Recognize the authors of quality. a3. Identify varied conceptsofquality. a4.Explain quality control process. a5. Discuss quality assurance process. a6. Identify quality improvement principles. a7. Discuss total quality management process. a8. Identify quality tools. a9. Explain the standards of patient safety. a10. Identify concept and types of benchmarking. a11. Explain six sigma processes. a12. Discuss techniques of utilization management a13. List important of business process reengineering to prove quality in health care setting.
b-Intellectual Skills	b1. Differentiate between philosophies of quality authors. b2. Discriminate between varied conceptsofquality. b3. Select appropriate process for improving the quality of nursing service. b4. Differentiate between types of quality tools. b5. Evaluate the standards of patient safety. b6. Criticize benchmarkingmethodology. b7. Determine the role of six sigma team to eliminate waste. b8. Discriminate techniques of utilization management b9. Dissect lean principles and tools thinking b10. Discriminate between six sigma methodology b11. Compare between six sigma and total quality management.
c-Professional and Practical	c1.Utilize different quality tools to collect the needed data and

Skills	information required for quality improvement. c2. Determine the defects of health system by using quality tools. c3. Solve common problems in quality of the health & educational system. c4. Conducts self-report of different health care settings and different nursing & health educational institutions. c.5. Develop improvement plans for different health care settings & health educational institutions. c6. Criticize patient safety according the standards in health service setting. c7. Apply benchmarking methodology in health service setting and educational institution. c.8. Criticize techniques of utilization management applied in health service setting.
d-General and Transferable Skills	d.1. Practice time management effectively as a principles of quality. d.2. Demonstrate leadership skills to manage the quality process effectively. d3. Work as quality management team. d4. Utilize technology and information systems to develop the quality of the work. d.5. Communicate effectively with quality management team. d.6. Maintain continuous learning in area pertaining to quality. d.7. Practice problem solving effectively. d8. Perform self-evaluation objectively on a regular basis
4- Course Contents	1.Authors of quality. 2. Quality concepts. 3. Quality control 4. Quality assurance 5. Quality improvement. 6. Total quality management. 7. Quality tools. 8. Benchmarking. 9. Patient safety. 10. Health care operations management. 11. Utilization management. 12. Business process reengineering.
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: **5.1-** Interactive presentation **5.2-** Discussion and brainstorming **5.3-** Reading assignment **5.4-** Lecture **5-5-** Individual and group presentations

<table>
<tr><td></td><td>5-6- Assignment – problem solving</td></tr>
<tr><td>6- Teaching and Learning Methods for learning low achievable students:</td><td>Not applicable</td></tr>
<tr><td colspan="2">7-Students assessment</td></tr>
<tr><td>a- Student Assessment Methods</td><td>Exam: to assess the ability to comprehend, interpret and apply the scientific background.
<table>
<tr><td>Participation in class</td><td>To asses knowledge and understanding.</td></tr>
<tr><td>Individual and group presentation</td><td>To asses knowledge and understanding</td></tr>
<tr><td>midterm exam(written)</td><td>To asses knowledge and understanding</td></tr>
<tr><td>Semester activities</td><td>To asses application of knowledge.</td></tr>
<tr><td>Ability for analysis</td><td>To asses intellectual skills.</td></tr>
<tr><td>Practice exercise</td><td>To asses professional and practical skills.</td></tr>
</table></td></tr>
<tr><td>b- Time</td><td>Week 15th</td></tr>
<tr><td>c. Weighting of Assessments</td><td>Semester work 10 %
Mid-term Examination 10 %
Oral Examination 10 %
Practical Examination 20 %
Final-term Examination 50 %
Total 100 %</td></tr>
<tr><td colspan="2">8- List of References</td></tr>
<tr><td>a- Course Notes</td><td>Not applicable</td></tr>
<tr><td>b- Essential Books (Text Books)</td><td>Not applicable</td></tr>
<tr><td>c- Recommended Book</td><td>• Evans JR, Lindsay WM: the management and control of quality, ed 6, australia, united kingdom, 2005, thomson, south-western
• Marquis BL,HustonCJ: leadership roles and management functions in nursing, ed 6, philadelphia, newyork, 2009, wolterskluwer \ lippincottwilliams&wilkins.
• TomeyA: guide to nursing management and leadership, ed8, canada,2009, mosby, elsevier.</td></tr>
</table>

	• **Sullivan E, Ducker P:** effective leadership and management in nursing, ed 6, new jersey, 2005, pearson prentice hall. • **AamodtGM**: industrial\organizational psychology: an applied approach, canada, spain, 2007, thomson, wadsworth. • **Almost (2006): Clark C:** creative nursing leadership and management, london, 2009, jones and bartlett publishers. • **Antai-otongD:** nurse-client communication: a life span approach, boston, london, 2007, jones and bartlett publishers
d- Periodicals, Web Sites, … etc	Journal of nursing administration. Journal of nursing management. Journal of nursing education nurse education today journal www.eulc.edu.eg http://www.who

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Quality management **Course code:** NAD733

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Authors of quality.	Interactive Lectures	Written examination	a1, a2	b1	----	----
2. Quality concepts.	Small groupwork	Oral examination Written examination	a3	b2	----	----
3. Quality control	Small groupwork	Oral examination Written examination	a4	b3	----	d1, d6, d5, d8
4. Quality assurance	Small groupwork	Written examination	a5	b3	c4	d1, d6, d5,d8
5. Quality improvement.	Small groupwork	Oral examination Written examination	a6	b3	c4,c5	d1, d6, d5, d8
6. Total quality management.	Small groupwork	Oral examination Written examination	a7	b3	c4	d1, d6, d5
7. Quality tools.	Interactive Lectures Project-Based Learning	Oral examination Written examination Practical Examination	a8	b4	c1,c2, c3	d7, d8
8. Benchmarking.	Small groupwork	Oral examination Written examination	a10	b6	c7	d2, d6
9. Patient safety.	Small groupwork	Oral examination Written	a9	b5	c6	d3,d4

		examination Practical Examination				
10. Health care operations management.	Small groupwork	Oral examination Written examination	a11	b7,b10,b11	----	d3,d4
11. Utilization management.	Small groupwork	Oral examination Written examination	a12	B8	C8	d3,d4
12. Business process reengineering.	Small groupwork	Oral examination Written examination	a13	B9	----	d2
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

11- Course data		
Code: NAD734	**Course title:** Crisis and Disaster Management	**Grade / level:** post graduate master degree :3rd semester
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory:** 2 hours/week **Practice: ----------**

2– Overall Aim of Course:	The aim of this course is to provide the post graduate student (master degree) to develop a better understanding of approaches to crisis, risk, disaster, and apply better management to them.
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a.1. Identify terminology related to crisis and risk management. a.2. list crisis management moot point. a.3.. State an overview of crisis communication a.4.. Memorize history of crisis communication a.5.. Identify causes of crisis a.6.. Define The importance of proactive reputation risk analysis. A.7.Identify factors determine the choice of source and method, for the study of a given disease . a.8. Identify types of risk. a.9. Identify principle of developing crisis team. a.10. Identify policies of Reconstruction and development.
b-Intellectual Skills	b.1. Difference between crisis, risk, disaster and conflict. b.2.Discuss disaster phases b.3. Categorize crisis. b.4.Explain activities of a risk management program b.5.Explain measurement of disability. b.6.Discuss role of every person in crisis management team. b.7.Discuss steps of making decision in crisis. b.8.Discuss standards in humanitarian relief
c-Professional and Practical Skills	----------
d-General and Transferable Skills	d.1. Utilize Risk management tools d.2. Develop skills and the spirit of working as a team, and upgrading crisis d.3. Dealing with crisis.

	d.4. Dealing with people who affected by crisis. d. 5. Practice time management effectively d. 6. Work with team effectively d.7. Communicate with team effectively d.8. Apply factors which contribute in crisis management successfully. d.9.Utilize prevention tips to prevent crisis. d.10. Develop risk management committee. d.11. locate high risk areas in hospital d.12. Construct needed data on community health d.13.Deal with major and recent public health problem
4- Course Contents	1-Introduction of crisis management 2-Fundamentals of epidemiology 3-Crisis communication 4-Risk management in nursing 5-Structuring crisis management team and leadership 6-Reconstruction and development. 7-Crisis response strategies 8-Decision analysis for crisis managers 9-Humanitarian logistics 10-Climate change, poverty and disaster management 11-Global health 12-Nutural disaster and their management 13-Crisis management:-preparedness and prevention 14-Safety management
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: 5-1 -Interactive presentation 5-2 -Discussion and brainstorming 5-3 -Reading assignment 5-4 -Lecture 5-5 -Individual and group presentations 5-6- Assignment – problem solving
6- Teaching and Learning Methods for learning low achievable students:	Not applicable
7-Students assessment	
a- Student Assessment Methods	Exam: to assess the ability to comprehend, interpret and apply the scientific background. Participation in class — To asses knowledge and understanding.

	Individual and group presentation	To asses knowledge and understanding
	midterm exam(written)	To asses knowledge and understanding
	Semester activities	To asses application of knowledge.
	Ability for analysis	To asses intellectual skills.
b- Time	Assessment 1st weekly presentation weekly Assessment 2nd Final written exam Week 16th	
c. Weighting of Assessments	Semester work 20 % Mid-term Examination 20 % Final-term Examination 60 % Total 100 %	
8- List of References		
a- Course Notes	Not applicable	
b- Essential Books (Text Books)	١. Mukhopadhya A .Crisis and Disaster Management Turbulence and Aftermath (2014) ٢. Coombs w, Helladay S. The Handbook of Crisis Communication (2012) 3. Curtin. T. Managing A Crisis: A Practical Guide.	
c- Recommended Book	• Perezgonzalez J. (2005): Construction safety management, A systems approach . Canada: Pearson Education, Inc. • Rowitz, L. (2014): Public health leadership: Putting principle into practice (3rd ed.). USA: Jones and Bartlett's publishers.	
d- Periodicals, Web Sites, … etc	- www.eulc.edu.eg - All available periodicals in the library. - http://www.nursingworld.org/mods/mod551/ceout03.htm - Journal of nursing administration. - Journal of nursing management. - www.nursingcenter.com	

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Crisis and Disaster Management **Course code:** NAD734

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Introduction of crisis management	Interactive Lectures	Written examination	a.1., a.2.	b.1, b.2, b.3	--	d.3. d.5. d.6. d.7. d.8. d.9.
2. Fundamentals of epidemiology	Small groupwork	Written examination	a.7.	b.5	--	d.3 d.5. d.6. d.7. d.12. d.13.
3. Crisis communication	Small groupwork	Written examination	a.3., a.4.	b.2	--	d.3. d.5. d.6. d.7. d.8. d.9.
4. Risk management in nursing	Small groupwork	Written examination	a.8	b.4	--	d.1. d.5. d.6. d.7. d.9. d.10.d.11
5. Structuring crisis management team and leadership	Small groupwork	Written examination	a.9	b.6	--	d.2, d.5. d.6. d.7. d.11.
6. Reconstruction and development.	Small groupwork	Written examination	a.10	b.2, b.3, b.5	--	d.1, d.5. d.6. d.7. d.13.
7. crisis response strategies	Interactive Lectures	Written examination	a.1., a.2.	b.2, b.3	--	d.3, d.5. d.6. d.7. d13.
8. Decision analysis for crisis managers	Small groupwork	Written examination	a.2.	b.7	--	d.3, d.5. d.6. d.7. d.13.
9. Humanitarian	Small groupwork	Written examination	a.4, a.5	b.8	--	d.3, d.4, d.5. d.6.

logistics						d.7. d.12. d.13.
10. Climate change, poverty and disaster management	Small groupwork	Written examination	a.1., a.2. a.4,a.5	b.8	--	d.3, d.4, d.5. d.6. d.7. d.12. d.13.
11. Global health	Small groupwork	Written examination	a.7.	b.8	--	d.3, d.4, d.5. d.6. d.7. d.12. d.13.
12. Natural disaster and their management	Small groupwork	Written examination	a.1., a.2. a.4	b.2, b.3	--	d.3, d.4. d.5. d.6. d.7. d.12. d.13.
13. Crisis management:- preparedness and prevention	Small groupwork	Written examination	a.2. a.3. a.6.	b.2, b.3,	--	d.1. d.5. d.6. d.7. d.9. d.11. d.12.
14-Safety management	Small groupwork	Written examination	a.6.	b.2, b.3,	--	d.1, d.5. d.6. d.7. d.9. d.11. d.12.
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

12- Course data		
Code: NAD735	**Course title:** Systems health services and parish	**Grade / level:** post graduate_ master degree 3rd semester
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory:** 2hours/week **Practice: ———**

2– Overall Aim of Course:	The aim of this course is toidentify the various health care delivery systems (ownership, role, activity, and size), organizational behavior, and culture.
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a1. Define organizational behavior a2. Define organization a3. State the purpose of employee discipline a4. Identify importance of management by objectives a5.Explain the common politics in health care organization a6. Discuss budgeting process a7.Discuss advanced methods of patient care delivery system a8. Identify ways individual nurses can become advocate for the profession a9. Describe common characteristics of any culture a10. Identify characteristics that are used to differentiate health care organizations a11. Identify the difference between the role of leaders and followers has in collective action
b-Intellectual Skills	b1. Discuss types of disciplinary action b2. Explain process of management by objectives b3. Critique the unnecessary costs in health care system. b4. Explain role of head nurse in budgeting process b5. Differentiates between various types of budget. b6. Explore techniques of supervision b7. Describe ways a manager can advocate for subordinate b8. Point out major challenges facing today's health care organizations and health care managers b.9. Categorize health consumers' interactions into three relationship structure b.10. Differentiate between politics and policy b.11. Analyze economic, social, demographic forces that drive the development of health care organization

	b12. Analyze the influence of culture on the selection of governance model or model of care delivery b13. Explain the organization development process
c-Professional and Practical Skills	----------
d-General and Transferable Skills	d.1. Use the appropriate communication skills d.2. Utilize technology and information systems to develop professional & learning kills. d.3. Use different resources to collect the needed information d4. Use the informatics properly in nursing activities. d.5. Examine strategies used for approaching specific personnel problems
4- Course Contents	1. Overview of health care organizations 2. Organizational behavior 3. Culture diversity in health care 4. Employee discipline 5. Management by objectives 6. Power, politics. 7. Nursing care delivery system. 8. Supervision 9. Managing cost and budget. 10. Workforce engagement. 11. Subordinate and professional advocacy 12. Consumer relationship 13. Organization development.
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: **5.1-** Interactive presentation **5.2-** Discussion and brainstorming **5.3-** Reading assignment **5.4-** Lecture **5-5-** Individual and group presentations **5-6-** Assignment – problem solving
6- Teaching and Learning Methods for learning low achievable students:	Not applicable
7-Students assessment	
a- Student Assessment Methods	Exam: to assess the ability to comprehend, interpret and apply the scientific background. Participation in class — To asses knowledge and understanding.

	Individual and group presentation	To asses knowledge and understanding
	midterm exam(written)	To asses knowledge and understanding
	Semester activities	To asses application of knowledge.
	Ability for analysis	To asses intellectual skills.
b- Time	Week 15th	
c. Weighting of Assessments	Semester work 20 % Mid-term Examination 20 % Final-term Examination 60 % Total 100 %	
8- List of References		
a- Course Notes	Not applicable	
b- Essential Books (Text Books)	Not applicable	
c- Recommended Book	• **Armstrong, M. (2012):** Armstrong's Handbook of Management and Leadership Developing effective people skills for better leadership and management.3rd ed., Kogan Page Limited, London • **Cherry, B., & Jacob, S.R. (2013)**: Contemporary nursing issues, trends, and management. 6th ed., Canada: Elsevier Mosby • **Ellis, J.R., & Hartley, C.L. (2012)**: managing and coordinating nursing care. 5th ed., USA: Wolters Kluwer Health / Lippincott Williams & Wilkins • **Finkelman, A. (2012)**: Leadership and management for nurses core competencies for quality care. 2nd ed., USA: Pearson Education, Inc • **Huber, D.L. (2014)**:Leadership and nursing care management. 5th ed., USA: Elsevier Saunders • **Kelly, P. (2010):** Essentials of nursing leadership and management. 2nd ed., USA: Delmar, Cengage Learning • **Marquis, B.L., & Huston, C.J. (2015)**: Leadership roles and management functions in nursing theory and application. *8th*ed., USA: Wolters Kluwer Health / Lippincott Williams & Wilkins • **Marshall, E.S. (2011):** Transformational leadership in nursing from expert clinician to influential leader. Springer	

	Publishing Company, New York • **Sullivan E, Ducker P (2009)**: Effective leadership and management in nursing, ed 7, New Jersey, Pearson Prentice Hall. • **Yoder-Wise, P.S. (2015):** Leading and managing in nursing. 6th ed., USA: Elsevier Mosby
d- Periodicals, Web Sites, … etc	Journal of nursing administration. Journal of nursing management. Journal of nursing education nurse education today journal www.eulc.edu.eg http://www.who

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Systems health services and parish **Course code:** NAD735

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Overview of health care organizations	Interactive Lectures	Written examination	a10, a2	b11	-------	-------
2. Organizational behavior	Small groupwork	Written examination	a1	b8	-------	-------
3. Culture diversity in health care	Small groupwork	Written examination	a9	-------	-------	-------
4. Employee discipline	Small groupwork	Written examination	a3	b1	-------	d1, d5
5. Management by objectives	Small groupwork	Written examination	a4	b2	-------	d1
6. Power, politics.	Small groupwork	Written examination	a5	b10	-------	-------
7. Nursing care delivery system.	Interactive Lectures	Written examination	a7	-------	-------	d1, d4
8. Supervision	Small groupwork	Written examination	-------	b6	-------	d1&d3
9. Managing cost and budget.	Small groupwork	Written examination	a6	b3, b4& b5	-------	d3
10. Workforce engagement.	Small groupwork	Written examination	a11	b12	-------	-------
11. Subordinate and professional advocacy	Small groupwork	Written examination	a8	b7	-------	d1, d5
12. Consumer relationship	Interactive Lectures	Written examination	-------	b9	-------	d1
13. Organization development.	Interactive Lectures	Written examination	-------	b13	-------	d1,d2

Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

University: Port-said
Faculty: Nursing
Department: Nursing Administration

COURSE SPECIFICATIONS

13- Course data		
Code: GEN 921	**Course title:** Ethics and the laws of the profession	**Grade / level:** post graduate_ Master degree3rd semester:
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory:** 2hours/week **Practice: ———**

2– Overall Aim of Course:	The aim of this course is to practice nursing role ethically.
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a1. Define the key terms used in ethics a2. List methods to prevent litigation a3. Identify the various roles and responsibility of people in authority over you a4. Define the nursing code of ethics. a5.Identify qualities and competences of good nurse manager a6. Identify the key ethical principles involved in organic donation and transplantation a7. Identify values that influence ethical decision making a8 Identify the role of conscience and intuition in our moral experience a9. Identify history of ethics.
b-Intellectual Skills	b1. Analyze the difference between laws and ethics b2. Discuss nursing code of ethics. b3. Differentiate between civil law from criminal law b4**.** Discuss board requirements of a sound code of ethics for nursing b5**.** Discuss the nurse's role in ethical dilemmas b6. Discuss laws, regulations, & health care policy shaping administrative practice b7 Illustrate the various forms in which power and authority are expressed in terms, line management, community nursing and corporate planning b8 Discriminate between nurses values and patient values during ethical decision making b9 Explain the nature and basis for universal human rights b10 Discuss theories of ethics b11 Distinguish between the right to freedom of action and one's responsibility as an autonomous moral agent to demonstrate commitment to a clear set of values

<table>
<tr><td>c-Professional and Practical Skills</td><td>Not applicable</td></tr>
<tr><td>d-General and Transferable Skills</td><td>d1. Use computer & net skills.
d2. Use the appropriate communication skills.
d3. Keep patient privacy</td></tr>
<tr><td>4- Course Contents</td><td>1- Ethics in nursing
2- History of ethics
3- Nursing law and liability
4- Nursing code of ethics.
5- Responsibility and accountability in nursing
6- Bioethical issues
7- Ethics and power-sharing in nursing
8- Ethical decision making
9- Direct responsibility in nurse-patient relationship
10- Moral theory: justifying our ethical policies
11- Making moral decisions
12- Conflicting demands in nursing group of patients
13- Laws, regulations, & health care policy shaping administrative practice</td></tr>
<tr><td>5– Teaching and Learning Methods</td><td><u>The course is mainly taught through the following</u>:
5.1- Interactive presentation
5.2- Discussion and brainstorming
5.3- Reading assignment
5.4- Lecture
5-5- Individual and group presentations
5-6- Assignment – problem solving</td></tr>
<tr><td>6- Teaching and Learning Methods for learning low achievable students:</td><td>Not applicable</td></tr>
<tr><td colspan="2">7-Students assessment</td></tr>
<tr><td>a- Student Assessment Methods</td><td>Exam: to assess the ability to comprehend, interpret and apply the scientific background.
<table>
<tr><td>Participation in class</td><td>To asses knowledge and understanding.</td></tr>
<tr><td>Individual and group presentation</td><td>To asses knowledge and understanding</td></tr>
<tr><td>midterm</td><td>To asses knowledge and</td></tr>
</table></td></tr>
</table>

	exam(written)	understanding
	Semester activities	To asses application of knowledge.
	Ability for analysis	To asses intellectual skills.
b- Time	Week 15th	
c. Weighting of Assessments	Semester work 20 % Mid-term Examination 20 % Final-term Examination 60 % Total 100 %	
8- List of References		
a- Course Notes	Not applicable	
b- Essential Books (Text Books)	Not applicable	
c- Recommended Book	*Catalano, J.T. (2015): Nursing now today's issues, tomorrow's trends, 7thed, F.A. Davis company, USA. * Moorhead, S. and Cowen, P.S. (2011): Current issues in nursing, 8thed, Mosby, USA. * Thomoson, I.E, Melia, K.M., Body, K.M., (2011): Nursing ethics, 4thed, Churchill livingstone, London.	
d- Periodicals, Web Sites, … etc	www.nursingethics.ca/ www.nursing-ethics.org www.nursing-world.org http://en.wikipedia.org" nursing ethics	

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Ethics and the laws of the profession **Course code:** GEN 921

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1-Ethics in nursing	Interactive Lectures	Written examination	a1	b1	–	d1
2-History of ethics	Small groupwork	Written examination	a9	–	–	d1
3-Nursing law and liability	Small groupwork	Written examination	a2	b3	_	d1,d2
4-Nursing code of ethics.	Small groupwork	Written examination	a4	b2	_	d1, d2, d3
5-Responsibility and accountability in nursing	Small groupwork	Written examination	a3, a5	b4	_	d1,d3
6-Bioethical issues	Small groupwork	Written examination	a6	b5	_	d1
7-Ethics and power-sharing in nursing	Interactive Lectures	Written examination	_	b7	_	d1
8-Ethical decision making	Small groupwork	Written examination	a7	b8	_	d1
9-Direct responsibility in nurse-patient relationship	Small groupwork	Written examination	_	b9	_	d1,d2
10- Moral theory: justifying our ethical policies	Small groupwork	Written examination	_	b10	_	d1
11- Making moral decisions	Small groupwork	Written examination	a8	_	_	d1, d2
12- Conflicting demands in nursing group of patients	Interactive Lectures	Written examination	_	b11	_	d1, d2

13- Laws, regulations, & health care policy shaping administrative practice	Interactive Lectures	Written examination	-	b6	-	d1
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

COURSE SPECIFICATIONS

14- Course data		
Code: NAD736	**Course title:** Behaviors of nurses	**Grade / level:** post graduate_ master degree 3rd semester
Specialty: nursing administration	**No. of hours :** 2hours/week	**Theory:** 2hours/week **Practice: ----------**

2– Overall Aim of Course:	The aim of this course is to provide the master student with behavior that should be followed to maintain skills acquired for (interviewing, social support & psychological interest's), and current and emerging health behavior theory, research & practice, and communication.
3 – Intended Learning Outcomes of Course (ILOs) By the end of this course each student will be able to;	
a-Knowledge and Understanding:	a1. Explain how personality is measured in organizational setting a2. Describe a variety models of personality a3. Define assertiveness a4. Describe the types of violence \ incivility that may occur in the workplace and its effects on productivity and moral a5. Define self-management a6.Identifypersonal and professional stressors a7. Identify contributions you could make and benefits you could drive from active involvement in professional organizations a8.Explain negotiation in relation to conflict. a9. Determine steps of successful delegation a10. Describe different techniques of communication a11. Identify barriers to effective communication a12. Determine phases of burnout a13. Identify how stress can negatively affect individuals and organizations a14. Identify factors that influence an individual's professional socialization
b-Intellectual Skills	b1. Analyze the effectiveness of different selection methods in assessing the personality of a candidates for a job b2. Discuss dimensions ofcitizenship behavior b3. Analyze risk factors for potential violence or disruption b4. Analyze strategies to decrease stress b5. Explain the manager's role in helping team members manage stress

	b6. Differentiate among career styles and how they can influence career options b7. Compare between conflict and competition. b8. Explore models of emotional intelligence b.9. Differentiate between content theories and process theories of motivation b.10. Differentiate between formal & informal socialization b.11 Describe developmental models of professional socialization and hoe they can be used.
c-Professional and Practical Skills	Not applicable
d-General and Transferable Skills	d.1. Manage team effectively d.2. Examine strategies used for approaching specific personnel problems d.3. Use the appropriate communication skills d4. Use different resources to collect the needed information d.5. Utilize technology and information systems to develop professional & learning kills.
4- Course Contents	1. Personality and individual differences 2. Citizenship behavior 3. Assertiveness 4. Workplace violence and incivility 5. Self-management: stress & time 6. Managing your career 7. Conflict management &negotiation skills 8. Delegation 9. Emotional intelligence 10. Workplace communication 11. Stress in the workplace & stress management 12. Motivation 13. Professional socialization
5– Teaching and Learning Methods	**<u>The course is mainly taught through the following</u>**: **5.1-** Interactive presentation **5.2-** Discussion and brainstorming **5.3-** Reading assignment **5.4-** Lecture **5-5-** Individual and group presentations **5-6-** Assignment – problem solving
6- Teaching and Learning Methods for learning low achievable students:	Not applicable
7-Students assessment	

<table>
<tr><td>a- Student Assessment Methods</td><td>Exam: to assess the ability to comprehend, interpret and apply the scientific background.
<table>
<tr><td>Participation in class</td><td>To asses knowledge and understanding.</td></tr>
<tr><td>Individual and group presentation</td><td>To asses knowledge and understanding</td></tr>
<tr><td>midterm exam(written)</td><td>To asses knowledge and understanding</td></tr>
<tr><td>Semester activities</td><td>To asses application of knowledge.</td></tr>
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<tr><td>b- Time</td><td>Week 15th</td></tr>
<tr><td>c. Weighting of Assessments</td><td>Semester work 20 %
Mid-term Examination 20 %
Final-term Examination 60 %
Total 100 %</td></tr>
<tr><td colspan="2">8- List of References</td></tr>
<tr><td>a- Course Notes</td><td>Not applicable</td></tr>
<tr><td>b- Essential Books (Text Books)</td><td>Not applicable</td></tr>
<tr><td>c- Recommended Book</td><td>• Armstrong, M. (2012): Armstrong’s Handbook of Management and Leadership Developing effective people skills for better leadership and management.3rd ed., Kogan Page Limited, London
• Cherry, B., & Jacob, S.R. (2013): Contemporary nursing issues, trends, and management. 6th ed., Canada: Elsevier Mosby
• Ellis, J.R., & Hartley, C.L. (2012): managing and coordinating nursing care. 5th ed., USA: Wolters Kluwer Health / Lippincott Williams & Wilkins
• Finkelman, A. (2012): Leadership and management for nurses core competencies for quality care. 2nd ed., USA: Pearson Education, Inc
• Huber, D.L. (2014):Leadership and nursing care management. 5th ed., USA: Elsevier Saunders
• Kelly, P. (2010): Essentials of nursing leadership and management. 2nd ed., USA: Delmar, Cengage Learning
• Marquis, B.L., & Huston, C.J. (2015): Leadership roles</td></tr>
</table>

	and managementfunctions in nursing theory and application. 8th ed., USA: Wolters Kluwer Health / Lippincott Williams & Wilkins • **Marshall, E.S. (2011):** Transformational leadership in nursing from expert clinician to influential leader. Springer Publishing Company, New York • **Sullivan E, Ducker P (2009)**: Effective leadership and management in nursing, ed 7, New Jersey, Pearson Prentice Hall. • **Yoder-Wise, P.S. (2015):** Leading and managing in nursing. 6th ed., USA: Elsevier Mosby
d- Periodicals, Web Sites, … etc	Journal of nursing administration. Journal of nursing management. Journal of nursing education nurse education today journal www.eulc.edu.eg http://www.who

Course Lecturer: **Head of Department:**

Date: 2020-2021 Prof. Sanaa Abdelazeem

University: Port Said **Faculty:** Nursing **Department**: Nursing administration	**Course title:**Behaviors of nurses **Course code:** NAD736

Course Matrix

Course content	Teaching Methods	Evaluation Methods	A. Knowledge And skills	B. Intellectual skills	C. Practical skills	D. General and Transferable Skills
1. Personality and individual differences	Interactive Lectures	Written examination	a1 &a2	b1	--------	d2
2. Citizenship behavior	Small groupwork	Written examination	--------	b2	--------	d4 & d5
3. Assertiveness	Small groupwork	Written examination	a3	--------	--------	---------
4. Workplace violence and incivility	Small groupwork	Written examination	a4	b3	--------	--------
5. Self-management: stress & time	Small groupwork	Written examination	a5& a6	b4 &b5	--------	d3
6. Managing your career	Small groupwork	Written examination	a7	b6	--------	d4 &d5
7. Conflict management &negotiation skills	Interactive Lectures	Written examination	a8	b7	--------	--------
8. Delegation	Small groupwork	Written examination	a9	--------	--------	d3 & d4
9. Emotional intelligence	Small groupwork	Written examination	--------	b8	--------	d2
10. Workplace communication	Small groupwork	Written examination	a10 & a11	--------	--------	d3
11. Stress in the workplace & stress management	Small groupwork	Written examination	a12 & a13	b4	--------	--------

12. Motivation	Interactive Lectures	Written examination	--------	b9	--------	--------
13. Professional socialization	Interactive Lectures	Written examination	a14	b10 & b11	--------	--------
Course Instructor			**Course Coordinator**			**Head of Department** Prof. Sanaa Abdelazeem

Date: 2020-2021

Chapter 1 Crisis, Chaos and Management --

1.1 Definitions 13; --

1.2 Crisis Concept 13; --

1.3 Crisis Management13; --

1.4 Crisis Management-Moot Points13; --

1.5 Crisis Management and Planning 13; --

1.6 Man Made Crisis Cases13; --

Chapter 2 Sturcturing a Crisis Management Team --

2.1 Turbulence and Crisis 13; --

2.2 Crisis Management Organizations 13; --

2.3 Crisis Management Teams 13; --

2.4 Management Organization Structures13; --

Chapter 3 Crisis Management-Preparedness and Prevention --

3.1 Definitions 13; --

3.2 Crisis Management 13; --

3.3 Some Crisis Cases 13; --

3.4 Hazard Management 13; --

Management --

4.1 Earth Quakes: Some Case Studies 13; --

4.2 An Analysis of Post-Disaster Management 13; --

4.3 Tsunamis 13; --

4.4 Cyclones, Hurricane, Typhoon and Tornado13; --

4.5 Supercyclones in Tamil Nadu in 1977 and Orissa in 199913; --

4.6 Floods 13; --

Chapter 5 Political Crisis and Management --

5.1 The Cuban Missile Crisis 13; --

5.2 Crisis Due to a Sex Scandal in UK13; --

5.3 Falkland Islands Crisis 13; --

5.4 Crisis Due to Watergate Affairs 13; --

Chapter 6 Industrial Crisis Management --

6.1 Industrial Crises-Typical Cases13; --

6.2 Crisis Due to Leakage of Gas from Union Carbide's Plant-Backdrop13; --

Chapter 7 Terrorism-A Global Crisis and Its Management --

7.1 Crisis in Brief 13; --

7.2 Post- Crisis Management 13; --

7.3 Long Term Crisis Management-Annihilation of Terrorism 13; --

7.4 What Happened After Afghanistan War13; --

7.5 Annihilation of Global Terrorism 13; --

Chapter 8 Coping with the Trauma in the Post Crisis Period --

Chapter 9 Conclusion –

https://books.google.com.eg/books?id=L_ttS6iZpOEC&pg=PA33&source=gbs_toc_r&cad=4#v=onepage&q&f=false