



University of Thi-Qar
College of Nursing
Undergraduate Program
Nursing Management and Leadership

1. Course Title: Nursing Management and Leadership

2. Course Number: (401)

3. Credit Hours: Total (3) credits:
Theory (1) credits
Lab. (2) credits
Clinical (3) credits

4. Course Calendar: Total (14) hours weekly of (15) weeks:
Theory (2) hrs.
Lab. (-) hrs.
Clinical (3) hrs.

5. Placement: Fourth Years / First Semester

6. Course Description:

This course is designed to enable students to acquire in-depth understanding of Nursing Management, Leadership, Nursing Services in hospital, and professional responsibilities.

7- Course objectives : At the end of the course The student will be able to:

1. Understand the principles and functions of management
2. Understand the elements of administration
3. Appreciate the management of nursing services in the hospital.
4. Apply the concepts, theories and techniques of organizational behavior, communication and public relationship.
5. Develop skills in planning and organizing.
6. Understand the management of nursing educational institutions.
7. Describe the ethical and legal responsibilities of a professional nurse
8. Understand the various opportunities for professional advancement in electronic Management such electronic health care
9. Understand the Research in management
10. Understand Risk management

8. Course Outline:

Part I: Management in Nursing:

- 1.1. Definition of Management:
- 1.2. Definition of Manager:
- 1.3. Management Process:
- 1.4. Levels of Management :
- 1.5. Principles of Management:
- 1.6. Roles Performed by Managers:
- 1.7. Functions of the Management:
- 1.8. Management Needs/Resources:
- 1.9. Factors Effecting on Management:
- 1.10. Theories in Nursing Management

Part II: Nursing Administration:

- 2.1. Definition of Administration in Nursing:
- 2.2. Elements of Administration:
 - 2.2.1. Planning
 - 2.2.2. Organizing
 - 2.2.3. Staffing
 - 2.2.4. Staff development definition and activities
 - 2.2.5. Directing and Supervising
 - 2.2.6. Time Management
 - 2.2.7. Coordinating
 - 2.2.8. Reporting and Recording
 - 2.2.9. Budgeting
 - 2.2.10. Evaluating

Part III: Leadership:

- 3.1. Definition of leadership and leader:
- 3.2. Characteristics of leader
- 3.3. Leaders' Roles:
- 3.4. Leadership Theories:
- 3.5. Leadership Styles in Nursing:
- 3.6. Factors effecting on leadership

Part IV: Communication and Public Relations :

- 4.1. Definition of communication:
- 4.2. Communication Process:
- 4.3. Functions of communication

- 4.4.Directions of communication:
- 4.5.Types of communication:
- 4.6.Benefits of communication:
- 4.7.Barriers of communication:

Part V: Hospital Management:

- 5.1. Definition of Hospital:
- 5.2. Functions of Hospital:
- 5.3. Classification of Hospitals:
- 5.4. Hospital Departments:
 - 5.4.1. Professional health services departments:
 - 5.4.2. Non Professional health services departments

Part VI: Nursing Services Administration:

- 6.1. Philosophy of Nursing Services Administration:
- 6.2. Nursing Services Administration Unit:
- 6.3. Purposes of Nursing Services in Hospital:
- 6.4. Objectives of Nursing Services in Hospital:
- 6.5. Clinical supervision:
- 6.6. Evaluation of Nursing Services:
 - 6.6.1.Purposes of evaluation:
 - 6.6.2. Types of Evaluation:
 - 6.6.3.Job Evaluation:
 - 6.6.3.1. Definition:
 - 6.6.3.2.Job analysis:
 - 6.6.3.3.Job description

Part VII: Electronic Management

- 7.1.E. Health Care
- 7.2.E. Reports and Records

Part VIII: Professional Ethics

Part IX: Research and Management

Part X: Risk Management