

University of Baghdad

College of Nursing

BSN. Program

Course Syllabus

Leadership and Administration in Nursing

2022/2023

1st Semester

This syllabus is subject to change. Changes will be announced to students.

It is the responsibility of the student to comply with any changes.

Created: February 25, 2023 by Prof. Hala S. Abdulwahid, PhD

Course Description: Epidemiology: This course is describing the outlines of leadership and administration in nursing through presentation of the main concepts and principles and their theories.

General Information & Policies

Course Number and Title:

Number of Credit Hours: (3) **Credit hours:** 3credits/ **One Semester:** Theory 2 Hours (2) credits, Practice (3) hours at the hospital.

Times &Places:

Day/week	Curriculum	Time	Lecturers	Place
Sunday	Leadership and Administration in Nursing/theory	8.00-10.00	Prof.Hala S. Abdulwahif Lucturer.	Hall No.4 in Nursing College/University of Baghdad
	Leadership and Administration in Nursing/Practice	10.00-12.00	Aysen K. Mohamed Noory	

Course Calendar:

(2) Hours Theory/(3) Hours practical for (15) weeks.. Total: 75 Hours

Prerequisites: None

Lecturers: Prof. Hala S. Abdulwahid, PhD
Prof. Wissam J. Kassim, PhD

Course Description:

The course is designed to cover two major topics; leadership in nursing and management in nursing, to orient the students about the concepts related to managements, the process of management and how to be a good manager in nursing, then discuss the types of leadership and how to be a leader in the workplace.

Teaching Methods:

1. The use of data show for lecture presentation
2. The use of immediate discussion.
3. The use of daily, monthly and seasonal examinations

Teaching media:

1. Hand out, Data show,
2. Slides on power points

Evaluation Methods: Unit exam(s), group discussion, assignments of scenarios related to the application of theory in practice and issues of management in nursing.

Faculty, Contact Information, and Office Hours:

Professor Dr. Hala Saadi Abdulwahid

Professor Dr. Wissam J. Kassim

hala_63@conursing.uobaghdad.edu.iq dr.wissamjk@conursing.uobaghdad.edu.iq

Office hours ► 2 Hours Weekly for Leadership and management in nursing, and other hours according to the weekly scheduled.

Required Textbook(s) and Other Materials:

- 1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company .
- 2- Carroll, P (2006) : Nursing Leadership and Management; A practical Guide, Cengage Learning.

Academic Dishonesty: Academic honesty is required in all aspects of a student's relationship with the university. Students are advised that cheating and plagiarism are not tolerated. If that happens, the student shall earn zero and be under the legal circumstances.

Course Objectives

Upon completion of the course, the student will be able to:

1. Define management, leadership and related concepts.
2. Identify the management theories.
3. Know how to manage.
5. Identify the manager skills and roles.
6. Know what is change management and risk management.
7. Know what is job description and job analysis.
8. Know what is time management and strategic management.
9. Identify the electronic management.
10. Know the leadership theories and styles.

Course Requirements

To complete the course successfully, the student must:

1. Adhere to the policies stated in this syllabus and printed in the *College of Nursing Student Handbook*.
2. Complete and submit assignments by the due date and time. Failure to do so without prior permission will result in a **loss of 10%** of the points from the total grade.
4. Earn a grade of **50% or higher**. The aforementioned grade in NURS courses **is the minimum passing grade at the graduate level**.
5. Attend classes! Based on *The Student Guideline*, the student shall be marked “failure” if (s)he absents 10% of the total hours.
6. If a student does plagiarism (even in ONE paragraph or sentence), (s)he will be penalized based on the rules of academic dishonesty.

Evaluation & Grading

Distribution of Points:

Theory weightage	
15%	First Mid Term Exam
15 %	Second Mid Term Exam
10%	Scenarios
40%	Total

Course Schedule and activities

*All the above objectives are based on specific criteria that are explained in the grading rubrics.

Content:

Date of Class	Unit to be Covered and/or Activity	Assigned Readings to be Completed Before Class	Course Learning Outcomes
Week 1	Part 1: Management 1.1 What is Management? 1.2 What do manager do? 1.3 Basic management skills 1.4 How to be a better manger? 1.5 Levels of managements.	1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company .	1

<p>Week 2</p>	<p>Part 2: Management Skills Pyramid:</p> <p>Level I: Management Skills for Beginners a. Plan b. Organize c. Direct d. Control</p> <p>Level II: Management Skills for Team Building Motivation b. Training and .a Coaching</p> <p>Level III: Management Skills .b for Personal Development Skills for Managers</p> <p>Level IV: Management Skills for Leadership Skills</p>	<p>1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company .</p>	<p>4 &5</p>
<p>Week 3</p>	<p>Part 3: Manager's Roles</p> <p>3.1. Coach 3.2. Mentor 3.3. Teacher 3.4. Parent 3.5. Mediator</p>	<p>1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company .</p> <p>2- Carroll, P (2006): Nursing Leadership and Management; A practical Guide, Cengage Learning.</p>	<p>5</p>

Week 4	Part 4:Types of Management Theories 4.1. System Theory 4.2. Chaos Theory 4.3. Freedom-based Theory 4.4. Management Theory 4.5. Contingency Theory 4.6. Global Theory	2- Carroll, P (2006): Nursing Leadership and Management; A practical Guide, Cengage Learning.	2
Week 5	Part 5: How to Manage? 5.1. Top Ten Things to be A Better Manager	1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company .	3
Week 6	Part 6: Strategic Management 6.1. Definition 6.2. Levels 6.3. Stages and activities in strategic Mangement process 6.4. Strategy Formulation 6.5. Strategy Implementation 6.6. Strategy Evaluation	2- Carroll, P (2006): Nursing Leadership and Management; A practical Guide, Cengage Learning.	8
Week 7	The First Midterm Exam		

Week 8	Part 7: Functions of Management 7.1. Planning 7.2. Organizing 7.3. Staffing 7.4. Directing 7.5. Coordinating 7.6. Controlling 7.8. Decision Making 7.9. Evaluating	1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company . .	2
Week 9	Part 8: Job Description and Job Analysis 8.1. Definition of Job . Description 8.2. Steps in Developing Job . Description 8.3. How to Write a Job description 8.4. Definition of Job Analysis 8.5. Activities of Job Analysis 8.6. Ten Top Concerns of Today's Managers	1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company . .	7
Week 10	Part 9: Change Management and Risk Management 9.1. Why Do We Manage the Change 9.2. What is the Goal of Change . Management 9.3. What is Risk Management . 9.4. Methods of Risk Management . 9.5. Principles of Risk Management . 9.6. Process .	1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company . 2- Carroll, P (2006): Nursing Leadership and Management; A practical Guide, Cengage Learning.	9

Week 11	Part 10: Time Management and Electronic Management 10.1.Definitions. 10.2.Personal Time 10.3.Management Skills 10.4.Top Five Time Management Tips 10.5.Components of Electronic Management	1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company .	9
Week 12	Part 11: Leadership 11.1.Definition 11.2.What is a Leader . 1.3.Traits and Skills of a Leader 11.4.Why Leaders Don not Always . Lead 11.5.Leaders are Always Positive . 11.6. Secrets of Leadership Success	1- Weiss, A. S.; Tappen, M. R. (2015). Essentials of Nursing Leadership and Management. Sixth Edition, F. A. Davis Company .	10
Week 13	Part12: Lewin's Leadership Styles 12.1.Authoritarian Autocratic Leadership 12.2.Participative Leadership 12.3. Democratic Leadership 12.4. Delegative Leadership 12.5. Characteristics of a Successful Leadership Style	2- Carroll, P (2006): Nursing Leadership and Management; A practical Guide, Cengage Learning.	10
Week 14	Part 13: Leadership Theories 13.1.Great Man Theories 13.2.Trait Theories 13.3.Contingency Theories. 13.4.Situational Theories . 13.5.Behavioral Theories . 13.6.Participative Theories . 13.7.Management Theories . 14.8. Relationship Theories	. 2- Carroll, P (2006): Nursing Leadership and Management; A practical Guide, Cengage Learning.	10

Week 15	The Second Midterm Exam
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التاريخ	اسم المحاضر	اسم المحاضرة	ت
2/10	أ.د. هالة سعدي عبد الواحد	Management	
9\10	أ.د. هالة سعدي عبد الواحد	Management Skills Pyramid	
16\10	أ.د. هالة سعدي عبد الواحد	Manager's Roles	
23\10	أ.د. هالة سعدي عبد الواحد	Types of Management Theories	
30\10	أ.د. هالة سعدي عبد الواحد	How to Manage?	
	أ.د. هالة سعدي عبد الواحد	Strategic Management	
6/11		The First Midterm Exam	
13\11	أ.د. هالة سعدي عبد الواحد	Functions of Management	
20\11	أ.د. وسام جبار قاسم	Job Description and Job Analysis	
27/11	أ.د. وسام جبار قاسم	Change Management and Risk Management	
4\12	أ.د. وسام جبار قاسم	Time Management and Electronic Management	
11\12	أ.د. وسام جبار قاسم	Leadership	

Lewin's Leadership Styles

أ.د. وسام جبار
قاسم

18\12

Leadership Theories

أ.د. وسام جبار
قاسم

25\12

The Second Midterm Exam

1/1

Due Dates

• The first midterm exam	6\11\2022
• The second midterm exam	1\1\2023
• Practical Exam	4/1/2023