



COURSE OUTLINE

Faculty of Nursing. UNKLAB Jl. Arnold Mononutu, Airmadidi, No Minahasa Utara.
Sulawesi Utara

Course Title	:	KPRN 407 – NURSING MANAGEMENT AND LEADERSHIP
Instructor	:	JAMES R. MARAMIS, MAN
Credit	:	3 (THREE) UNITS
Schedule	:	1st Semester SY 2012/2013 ; MWTh 13 AUGUST – 05 OCT 2012
Place/Room	:	UNKLAB, Airmadidi Manado, Room: GK1, No.504

Course Description

This course deals with the application of the concepts, principles, theories, and methods of developing nursing leaders and the managers in the hospital and community-based settings. It also includes ethico-moral aspects of health care and nursing practice and the nurses' responsibilities for personal and professional growth.

Course Objectives

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

1. Assume responsibility for professional development, including the exploration of role diversification, and life-long learning.
2. Integrate concepts of basic organizational and systems leadership within the culture of the organization to coordinate and assume accountability for quality patient care.
3. Integrate theory and research knowledge in the formulation, implementation, and evaluation of nursing leadership/management actions.
4. Collaborate with intra/inter disciplinary team to optimize patient outcomes that reflect human caring.

5. Demonstrate professional values based on moral, ethical, and legal aspects of nursing practice.
6. Write personal response/reflection papers.

Course Methodology

This course will utilize dynamic class activities through the utilization of lectures and reading materials; students' participation such as reading reports and presentations; and library activities. Students must demonstrate satisfactory achievement of course objectives through fulfillment of course assignments and quizzes, as well as by contributing to class discussions and critiques.

Course Requirement

- Students are required to sit according to the arrangement and must be prepared for the class when the bell rings according to UNKLAB rules
- Wear the uniform allowed by faculty of nursing and dressed neatly
- Use SILENT mode or SWITCH OFF all your electronic devices at all times during the class
- Punctuality is our value. 3x late = 1 absent
- Submit the assignments according to the agreement. Point-cutting for delayed submission

Grading System

Fairness	5%
Attendance	10%
Assignment	15%
Mid exam	20%
Quiz	20%
<u>Final</u>	<u>30%</u>
Total	100%

Percentage

91 – 100 = A 70 – 74 = C +
85 – 90 = A - 67 – 69 = C
82 – 84 = B + 60 – 66 = C-
78 – 81 = B 40 – 59 = D
75 – 77 = B – 0 – 39 = F

Textbooks

Catalano, J. T. (2009), Nursing Now. Today's Issues, Tomorrow's Trends. 5th edition. F.A. Davis.

Philadelphia.

Ellis, J. R. & Hartley, C. L. (2012), Nursing in Today's World. Trends, Issues and Management. 10th edition. Lippincott.

Jones, R. A. P. (2007), Nursing Leadership and Management. Theories, Processes, and Practice. F. A.

Davis. Philadelphia.

Marquis, B. L. & Huston, C. J. (2005), Leadership Roles and Management Functions in Nursing: Theory & Application. 5th edition. Lippincott

Tappen, R. M., Whitehead, D. K., Weiss, S. A. (2010), Essentials of Nursing Leadership and Management.

5th edition. F. A. Davis. Philadelphia.

Leading and Managing in Nursing. Patricia S. Yoder-Wise

Effective leadership and management in nursing. Eleanor J. Sullivan, Phillip J. Decker

Class Time Table

No / Date	Topic	Content	Reference
1	Understanding the Theory of Leading, Following, and Managing	<ol style="list-style-type: none"> 1. Leading and Followership 2. Management Theory 3. Leadership Theories 	Textbook
2	Understanding Organizations (1)	<ol style="list-style-type: none"> 1. Organizational Structures 2. Legal and Ethical Knowledge 3. Organizations, Power, and Empowerment 4. Organizational Communication 	Textbook
3	Effective Leader (2)	<ol style="list-style-type: none"> 1. Decision Making, Problem Solving, and Critical Thinking 2. Leading Change 3. Productivity and Efficiency 	Textbook
4	Effective Manager (3, 4)	<ol style="list-style-type: none"> 1. Planning 2. Managing Quality and Patient Safety 3. Budgeting 4. Staffing and Scheduling 5. Maximizing employee performance 6. Cultural Diversity 7. Constructive Conflict Management 8. Delegation: an art of professional practice 9. Time Management 	Textbook
5	Skills for a Successful Career (5)	<ol style="list-style-type: none"> 1. Manage yourself for a more fulfilling career 2. Getting your first job 3. Career Development 4. Managing your professional and financial future 	Textbook

6	Facing the challenges of Today's Workplace (6)	<ol style="list-style-type: none"> 1. Moving from 'Novice to Expert' 2. Reality Shock 3. Work-related stress and burnout 4. Workplace Safety and Health/Promoting a Health Workplace 	Textbook
7	Valuing the Political Process (7)	<ol style="list-style-type: none"> 1. Relevance of the Political Process 2. Influencing the Political Process 3. Local Political Concern 4. Government's role in Healthcare 5. Development of Nursing Organizations / Nursing Organizations of Today 	Textbook
8	Issues in Delivering Care (8)	<ol style="list-style-type: none"> 1. Spirituality and Health Care 2. Cultural Diversity 3. Development in Current Nursing Practice 4. Client education: a moral imperative 5. Nursing Research and Evidence-Based Practice 6. Alternative and Complementary Healing Practice 	Textbook
9	Calculations used in Management Practice		Textbook