

**Faculty of Nursing, Srinakharinwirot University**  
**Course Syllabus, Bachelor of Nursing Science Program**  
**Summer semester, academic year 2019**

**Course code and name**      NID 310 Nursing Administration and Trends in Nursing Profession

**Credits**                      2 (1-2-3)

**Pre-requisite**                None

**Students**                      Third year nursing students

**Descriptions**

Concept of the administrative theory, general principles of the administration and nursing administration, working as a team, roles and functions in nursing administration team, nursing supervision, problem analysis and decision making, conflict management, risk management, quality assurance, creative innovation in nursing, changes and trends in nursing education, political, economic, society, and technology that have the impact on nursing profession and health organization management

**Expected Learning Outcomes (ELO)**

<b>ELO 5</b>	Communicating in Thai and English effectively
<b>ELO 6</b>	Using information and technology appropriately
<b>ELO 7</b>	Expressing leadership and having interpersonal skills to work with others

**General objectives**

Students are able to have knowledge and understanding about the concept of the administrative theory, general principles of the administration and nursing administration, working as a team, roles and functions in nursing administration team, nursing supervision, problem analysis and decision making, conflict management, risk management, quality assurance, creative innovation in nursing, changes and trends in nursing education, political, economic, society, and technology that have the impact on nursing profession and health organization management.

**Course Learning Outcomes/CLOs**

<b>CLO</b>	<b>Course Learning Outcomes</b>	<b>LO</b>	<b>ELO</b>
1.	Explain the principles and administrative	2.4, 2.5	7.

	processes related to management within the ward.		
2.	Explain the principles of the leaders, team building process and responsibility in the nursing team.	2.4, 2.5	7.
3.	Analyze the situation and decide to solve problems related to nursing supervision.	2.4, 2.5	7.
4.	Explain the principles of quality assurance and risk management in nursing administration.	2.4, 2.5	7.
5.	Explain the approaches to deal with conflicts that occur in nursing administration.	2.4, 2.5	7.
6.	Use communication skills to describe situations, changes and trends that have the impact on nursing profession and health organization management.	1.2, 3.1, 3.2, 3.4, 4.2, 4.3, 4.4, 5.2, 5.3, 5.4	5, 6, 7
7.	Create nursing innovations based on empirical knowledge and morality and ethics of the profession.	1.2, 3.1, 3.2, 3.4, 3.6, 4.2, 4.3, 4.4, 5.2, 5.3, 5.4	5, 6, 7

### Teaching and learning activities

1. Lecture
2. Discussion
3. Seminar
4. Research and presentation

### Teaching materials

1. Teaching documents
2. Academic articles or research in English
3. Power point presentation

### Assessment: 1 credit: Theory

2. knowledge			100 %
	Specify the exams (units, number of teaching hours), number of items in the exams		
	2.1 1 <sup>st</sup> written examination (units 1, 2, 3, 4 = 11 hours, 2 items each), 22 items	36.67 %	
	2.2 2 <sup>nd</sup> written examination (units 1-6 = 15 hours, units 1-4, 2 items per hour) = 38 items	63.33 %	

**Assessment: 1 credit: Practice**

<b>1. Morality and ethics</b>			<b>10 %</b>
1.1 Evaluation method/format/ instrument: Individual assessment Using NID 237 morality and ethics assessment form, assessed by classmates and lecturers while working together	5 %		
1.2 Using NID 237 morality and ethics assessment form, assessed by lecturers based on attendance, learning attention and punctuality	5 %		
<b>3. Intellectual skills</b>			<b>70 %</b>
3.1 Evaluation method/format/ instrument: Group assessment Report of issues and trends having the impact on nursing profession and health organization management (NID 206)	35 %		
3.2 Evaluation method/format/ instrument: Group assessment Nursing innovation	35 %		
<b>4. Interpersonal relationships and responsibilities</b>			<b>10 %</b>
4.1 Evaluation method/format/ instrument: Individual assessment Evaluating the analysis of situations using interpersonal relationship assessment form, assessed by lecturers (NID238)	5 %		
4.2 Using interpersonal relationship assessment form, assessed by lecturer (NID238)	5 %		
<b>5. Numerical analysis skills, communication and technology use skills</b>			<b>10 %</b>
5.1 Evaluation method/format/ instrument: Group assessment Evaluating communication skills in conducting seminars (NID 234)	5 %		
5.2 Evaluation method/format/ instrument: Group assessment Evaluating communication skills in presenting innovations (NID 234)	5 %		

**Notes:** The Formative Evaluation is as follows.

**1. Morality and ethics:** Week 8 of practice, lecturers and students use the morality and ethics assessment form (NID 237) to evaluate students and report the evaluation results and recommendations to students for further development without scoring. When the lecturers found that students may not pass the moral and ethical evaluation, the lectures have to inform it in the meeting of the program. After that, the lecturers have to report the results to the students and conduct student development and present at the meeting of the Bachelor of Nursing Science Program Committee.

**2. Interpersonal relationships and responsibilities:** Week 8 of practice, lecturers and students use the interpersonal relationship assessment form, assessed by lecturers

(NID238) to evaluate students and report the evaluation results and recommendations to students for further development without scoring.

**Evaluation:** Students have to attend class at least 80 percent to be eligible to take the exam. Norm-Referenced Evaluation is used. The passing criteria is not less than 60 percent and students can retake the exams 2 times. If they do not pass, they will get Grade E (not pass). Only the scores of 60 percent or more are graded. Grading includes A B<sup>+</sup> B C<sup>+</sup> C.

**Evaluation of morality and ethics:** The score assessed by classmates and lecturers must not less than 80 percent, to receive a grade evaluation.

### Complaint channel

Complaints of course evaluation must be processed within 15 days after knowing the scores or study results. Students can inform the course coordinator and the course coordinator will proceed accordingly according to the announcement of the Faculty of Nursing, Srinakharinwirot University: Complaints of students dated 1 February 2019.

### Content

Unit	Topic	CLO No.	Hrs.
1.	Concept of the administrative theory	1	1
2.	General principles and process of nursing administration	1	4
3.	Nursing team and roles in the team	2	4
4.	Nursing supervision and decision making	3	2
5.	Nursing risk management and quality assurance	4	2
6.	Conflict management	5	2
7.	Seminar on issues and trends having the impact on nursing profession and health organization management	6, 7	30
Total			45

### หนังสืออ่านประกอบ

#### 1. เอกสารและตำราหลัก

ธงชัย สันติวงษ์. 2553. องค์การและการบริหาร. พิมพ์ครั้งที่ 11. กรุงเทพฯ: ไทยวัฒนาพานิช.

นงนุช บุญยัง. 2554. การวางแผนกลยุทธ์ทางการพยาบาล. สงขลา: PC.Prospec.

ยุดา รักไทย และ ชนิกันต์ มาฆะศิรินันท์. 2552. เทคนิคการแก้ปัญหาและตัดสินใจ. กรุงเทพฯ: เอ็กซ์เปอร์เน็ท.

เรมวอล นันทศุภวัฒน์. 2552. ภาวะผู้นำทางการพยาบาลในองค์กร. เชียงใหม่ : โครงการตำรามหาวิทยาลัยเชียงใหม่.

เสาวลักษณ์ จิรธรรมคุณ. 2554. ถามและตอบ: การบริหารหอผู้ป่วย. กรุงเทพฯ: ฮายาบุสะ กราฟฟิก.

สิทธิศักดิ์ พุกษ์ปิติกุล. 2553. เส้นทางสู่ Hospital Accreditation. กรุงเทพฯ: สำนักพิมพ์ ส.ส.ท.

Kelly P. 2012. Nursing Leadership & Management. USA: Delmar.

Marquis B.L. and Huston C.J. 2012. Leadership roles and management functions in nursing: theory and application. 7<sup>th</sup> ed. Philadelphia: Lippincott.

Marquis B.L. and Huston C.J. 2012. Leadership and management tools for the new nurse: a case study approach. Philadelphia: Lippincott.

Tomey A M. 2009. Guide to nursing management and leadership. 8<sup>th</sup> ed. St.Louis: Mosby.

## 2. เอกสารและข้อมูลแนะนำ

ฐานข้อมูลและระบบสืบค้นอิเล็กทรอนิกส์ ได้แก่ web site สภาการพยาบาล The Cochrane Library, Proquest

Faculty of Nursing, Srinakharinwirot University

Timetable of Nursing Administration and Trends in Nursing Profession

Third year nursing students

Summer semester, academic year 2019

No.	Unit/topic	Teaching and learning activities and materials	Assessment
1 1 hr.	<b>Orientation</b> <b>Unit 1: Concept of the administrative theory</b> 1) Classic management 2) Behavioral management 3) Quantitative management 4) Current management concepts	- Lecture using power point - Asking-answering questions and giving examples	MCQ
2 2 hrs.	<b>Unit 2: General principles and process of nursing administration</b> 1) Nursing administration system 2) Application of principles and process of nursing administration 3) Administration in the wards - ward management - Administrative structure of hospitals and nursing organizations		MCQ

No.	Unit/topic	Teaching and learning activities and materials	Assessment
3 2 hrs.	<b>Unit 2: General principles and process of nursing administration (continued)</b> <ul style="list-style-type: none"> <li>- Management of patient care systems</li> <li>- Manpower management</li> <li>- Procurement and medical supplies management</li> </ul> 4) Nursing records and reports	<ul style="list-style-type: none"> <li>- Lecture using power point</li> <li>- Asking-answering questions and giving examples</li> </ul>	MCQ
4 2 hrs.	<b>Unit 3: Nursing team and roles in the team</b> <ol style="list-style-type: none"> <li>1) Leadership theory</li> <li>2) Nursing team</li> <li>3) Team composition               <ul style="list-style-type: none"> <li>- Team characteristics</li> <li>- Team management</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>- Lecture using power point</li> </ul>	MCQ
5 2 hrs.	<b>Unit 3: Nursing team and roles in the team (continued)</b> <ol style="list-style-type: none"> <li>4) Leadership in clinical management</li> <li>5) Responsibilities of team leader</li> <li>6) Responsibilities of team members</li> </ol>	<ul style="list-style-type: none"> <li>-Lecture using power point</li> <li>- Analyzing case studies in group</li> </ul>	MCQ
6 2 hrs.	<b>Unit 4: Nursing supervision and decision making</b> <ol style="list-style-type: none"> <li>1) Nursing supervision process</li> <li>2) Nursing problems</li> <li>3) Decision making and problem solving</li> </ol>	<ul style="list-style-type: none"> <li>- Lecture using power point</li> </ul>	MCQ
	<b>Exam: Unit 1-4: 22 items</b>		
7 2 hrs.	<b>Unit 5: Nursing risk management and quality assurance</b> <ol style="list-style-type: none"> <li>1) Nursing risk management</li> <li>2) Administration roles in quality control</li> <li>3) Concepts in nursing quality assurance               <ul style="list-style-type: none"> <li>- Nursing standards</li> <li>- Hospital Accreditation</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>- Lecture using power point</li> <li>- Analyzing case studies in group</li> </ul>	MCQ
8 2 hrs.	<b>Unit 6: Conflict management</b> <ol style="list-style-type: none"> <li>1) Concepts of conflict</li> <li>2) Types of conflicts</li> </ol>	<ul style="list-style-type: none"> <li>- Lecture using power point</li> <li>- Analyzing case</li> </ul>	MCQ

No.	Unit/topic	Teaching and learning activities and materials	Assessment
	3) The process of conflict development 4) Conflict management models	studies in group	
	<b>Exam: Unit 1-6: 38 items: Assessment</b>		

Practice: 1 credit: 15 weeks: 2 hours

Week	Unit/topic	Teaching and learning activities and materials	Assessment
Week 1	<b>Orientation</b> - Lectures on conducting seminars - Concept of innovation - Dividing 10 students in each group	Seminar guidelines, issues and trends	-
Week 2	Self-study and meeting with the lecturer	Group study room	Rubric
Week 3	Self-study and meeting with the lecturer	Group study room	Rubric
Week 4	Self-study and meeting with the lecturer	Group study room	Rubric
Week 5	Self-study and meeting with the lecturer	Group study room	Rubric
Week 6	Presenting seminars on issues and trends with advisors	Group study room	Rubric
Week 7	Seminars on issues and trends with: Group 1-6	Meeting room	Rubric
Week 8	Seminars on issues and trends with: Group 7-12	Meeting room	Rubric
Week 9	Self-study and meeting with the lecturer to present innovations	Group study room	Rubric
Week 10	Self-study and meeting with the lecturer to present innovations	Group study room	Rubric
Week 11	Self-study and meeting with the lecturer to present innovations	Group study room	Rubric
Week 12	Self-study and meeting with the lecturer to present innovations	Group study room	Rubric
Week 13	Self-study and meeting with the lecturer to present innovations	Group study room	Rubric
Week 14	Presenting nursing innovations	Meeting room	Rubric
Week 15	Presenting nursing innovations Assessment	Meeting room	Rubric