

Course Title	Code	Semester	Theoretical (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
Management in Nursing	HEM304	3.Year/6. Semester / Spring	2	0	0	3
Prerequisites	None					
Language of Instruction	Turkish					
Course Type	Compulsory					
learning and teaching techniques of the Course	Lecture, Discussion, Question & Answer, Observation, Field Trip, Team / Group Work, Practise, Case Study, Problem / Problem Solving, Brainstorming, Project Design / Management, Other.					
Instructor(s)						
Goal	To gain required knowledge, skill and attitude in order to fulfill the functions related to nursing managements of students.					
Learning Outcomes	1. Gains knowledge about management science and development. 2. Understands the management process. 3. Learns the basic concepts about Nursing Services Administration. 4. Gains knowledge about organizations of Health Services in Turkey. 5. Gains knowledge about laws related to Health management. 6. Can criticism about Nursing Services Administration, may offer suggestions. 7. Can define the leadership characteristics of nurse managers. 8. After the Nursing management practices, can determine, solve and evaluate the problem.					
Content	Nursing, Management, Nurse Manager, Nursing Legislation, Nursing Law, Bed Therapy Institutions Business Regulation, Development of Management, Development of Management in Our Country, Nurse Managers and Leadership Relations, Nursing Services Management Process and Functions, Data Collection, Planning, Organization, Orientation/Execution, Determination of Number of Employees, Control/Inspection, Evaluation, Quality Assurance, Coordination.					
References	1.Eren, N. (1987) "Sağlık Hizmetlerinde Yönetim" . Hatiboğlu Yayınevi, 3. Basım, Ankara. Velioğlu, P. (1970) "Hemşirelikte Yönetim". Bozok Matbaası, İstanbul. 2.Abaan ve ark. (1996) "Hemşirelik Hizmetleri Yönetimi El Kitabı", Editör: Gülten Uyer, Vehbi Koç Vakfı Yayınları No :15, Birlik Ofset, İstanbul. 3.Eren, E. (2000) "Örgütsel Davranış ve Yönetim Psikolojisi", Beta Yayım 4.Uyer, G. (1993) "Hemşirelik ve Yönetim", Hürbilek Matbaacılık, Ankara. 5.Kavuncubaşı, Ş. (2000) " Hastane ve Sağlık Kurumları Yönetimi" , Siyasal Kitabevi, Ankara. 6.Çoruh. M. (editör)(1999) " Toplam Kalite Yönetimi Prensiplerinin Sağlık Hizmetlerinde Uygulamaları ", Haberal Eğitim Vakfı, Ankara. 7.Budak, G. (2003). Liderlik ve Liderlik Kuramlarına Bütünleşik Bir Yaklaşım. Dokuz Eylül Üniversitesi Yayınları, No: 03.050.322, İzmir. 8.Budak, G. (2008). Yetkinliğe Dayalı İnsan Kaynakları Yönetimi. Fakülteler Kitabevi, Barış Yayınları, İzmir. 9.Eren, E. (2001). Yönetim ve Organizasyon (Çağdaş ve Küresel Yaklaşımlar), 5. Bası, İstanbul: Beta Basım Yayım Dağıtım A.Ş. 10.Eren, E. (2004). Örgütsel Davranış ve Yönetim Psikolojisi, Genişletilmiş 6. Baskı, İstanbul, Beta Basım Yayım Dağıtım A.Ş. 11.Kaynak T. Ve ark. (2000) İnsan Kaynakları Yönetimi. İkinci Baskı, İstanbul Üniversitesi İşletme Fakültesi yayınları, No: 7.					

**Course Outline Weekly:**

<b>Weeks</b>	<b>Topics</b>
1. Week	Concepts related to management, Forms of management and theories of management, Professional Criteria and Professionalism
2. Week	Management Processes and Nurse as Administrator Nursing Services Management Processes and Functions, Data Collection, Nursing Services Management Needs and Opportunities
3. Week	Management of Health Politics and Health Services, Development of Management in Our Country, Responsibilities of the Nurses to the profession, other members of the team to the colleagues, the institution,
4. Week	Nursing as a Profession, Healthcare Team
5. Week	Leadership and Management Relationship, Patient Safety, Occupational Health and Safety
6. Week	Task Analysis and Task Definition, Task Schedules, Task Distribution in Services, Nursing Services Presentation Systems
7. Week	<b>I. MIDTERM EXAM</b>
8. Week	Delegation of Authority, Determination of the Number of Personnel, Drawing of Personnel to Institution, Selection and Organization
9. Week	Management of Emergency Health Services, Responsibilities of Judicial Foundations and Nurses, Ethics and Administration
10. Week	In-service training program, Auditing process steps, Personnel evaluation, Problem personnel, Motivation and Job Satisfaction
11. Week	Communication, Problem Solving and Decision Making, Power and Authority
12. Week	Change Process and Management, Stress Management, Use of Defense Mechanisms in Management Process
13. Week	Time Management, SWOT Analysis, Total Quality Management in Health Services, Coordination,
14. Week	Health Legislation and Laws (Law No. 657, Law Nr. 2547, Nursing Law, Regulation on Bed Treatment Institutions)
15. Week	Women in management
16. Week	<b>FINAL EXAM</b>

**Evaluation System**

<b>Mid-Term Studies</b>	<b>Number</b>	<b>Contribution</b>
Midterm exams	1	%50
Quiz		
Laboratory		
Practice		
Field Study		
Course Internship (If There Is)		
Homework's		
Presentation and Seminar		
Project		
Other evaluation methods		
<b>Total Time To Activities For Midterm</b>		%50
<b>Final works</b>		
Final	1	%50
Homework		
Practice		
Laboratory		
<b>Total Time To Activities For Midterm</b>		%50
Contribution Of Midterm Studies On Grades		%50
Contribution Of Final Exam On Grades		%50
<b>Total</b>		100

**ECTS (Student WorkLoad Table)**

<b>Activities</b>	<b>Number</b>	<b>Duration</b>	<b>Total Work Load</b>
Course Duration (X14 )	14	2	28
Laboratory			
Practice			
Field Study			
Study Time Of Outside Of Class (Pre-Study, Practice, Etc.)	14	2	28
Presentations (Video shoot/Poster preparation/Oral presentation, Etc.)			
Seminars			
Project			
Case study			
Role playing, Dramatization			
Writing articles, Critique			
Time To Prepare For Midterm Exam	2	6	12
Final Exam Preparation Time	1	7	7
Total Work Load ( hour) / 25(s)	75/25=3		
<b>ECTS</b>	3		

The relationship between learning outcomes and the program qualifications of the courses

Program Qualifications	Learning outcomes				
	L.O.1	L.O.2	L.O.3	L.O.4	L.O.5
1. Competent and has the capabilities to fulfill their occupational duties.	5	5			
2. Knows the theories and models that form the basis of Professional practice.		4			
3. Has the general knowledge required to be both an individual and a member of the occupation.					
4. Carries out nursing practice based on the principles and standards.					
5. Meets the health-care needs of the individuals, families and the society with a holistic approach.					
6. Makes use of effective communication.					
7. Utilizes information and care technologies in professional practice and research.					
8. Uses scientific principles and techniques in Nursing practice.					
9. Follows the latest advances and communicates with colleagues in a foreign language.					
10. Behaves according with the professional ethics and values.					
11. Takes the related legislation and regulations into account in Nursing practice.					
12. Follows the politics and regulations affecting the Nursing profession.					
13. Uses the learning-teaching and management processes in Nursing practice.	4	4	5	5	5
14. Uses the life-long learning, problem-solving and critical thinking abilities.	4	4	4	4	4
15. With a sense of social responsibility takes part in studies, projects and some other activities with other team members and other disciplines.					
16. Joins in activities that can contribute to professional development.	4	4	4	4	4
17. Sets as a model for colleagues and the society with their professional identity.					
18. Protects the basic values and social rights.					
<b>Contribution to the level of proficiency: 1. Lowest, 2. Low / Medium, 3. Average, 4. High, 5. Excellent</b>					