

Course Title	Code	Semester	Theoretical (hours/week)	Practice (hours/week)	Laboratory (hours/week)	ECTS
<b>Management in Nursing</b>	HEM304	6. Semester / Fall	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 / GroupWork, Practise, Case Study, Problem / Problem Solving, Brainstorming, Project Design / Management, Other.					
Instructor(s)						
Goal	It is for students to obtain the necessary knowledge, skills and attitudes to fulfill their functions related to nursing management.					
Learning Outcomes	<ol style="list-style-type: none"> <li>1. Students define management, management styles and manager types.</li> <li>2. Students know the roles and qualities of professionalism of nursing services managers, gain the ability to perform activities in the management process and management functions.</li> <li>3. Hemşirelik uygulamalarında yönetim ve liderlikle ilgili etik ve yasal konuları analiz eder. Students analyze ethical and legal issues related to management and leadership in nursing practices.</li> <li>4. Students discuss the importance of planning, training and management of the number of nurses required to work according to patient care needs.</li> <li>5. Sağlık hizmeti sunumunda ekip çalışmasının önemini kavrar Students understand the importance of teamwork in health service delivery.</li> <li>6. Students can define tasks in health services management and discuss the concepts of motivation and job satisfaction by associating them.</li> <li>7. Students identify administrative problems and develop an alternation project for their solution.</li> <li>8. Students gain the ability to lead innovation and change for safe and quality care</li> <li>9. Students can apply appropriate methods to measure nurses' performance.</li> </ol>					
Content	<p>Concepts Related to Management, Management Styles and Management Theories, Management Processes, Nurse as a Manager, Nursing Services Management Process and Functions, Nursing Services Presentation Models, Nursing as a Profession, Professional Organization, Relationship between Leadership and Management, Leadership in Nursing, Task Analysis and Task Description, Work Schedules, Task Distribution in Services, Determination of the Number of Personnel, Selection of Personnel, Recruitment and Organization, In-Service Training Program, Transfer of Authority, Supervision Process Steps, Evaluation of Personnel, Motivation and Job Satisfaction, Team in Healthcare, Alternation Process, Conflict, Problem Solving and Decision Making process in Management, Time Management, SWOT Analysis, Ethics and Management, Health Legislation and Laws (Law No. 657, Law No. 2547, Nursing Law, Inpatient Treatment Institutions Regulation),</p>					
References	<ol style="list-style-type: none"> <li>1. Marquis BL., Huston CJ.(2017) Hemşirelikte Liderlik Roller ve Yönetim İşlevleri Teori ve Uygulama (Bahçecik AN &amp; Öztürk H., Çev Ed.) Nobel Tıp Kitabevi, İstanbul</li> <li>2. Uyer G, Kocaman G., (2016). Hemşirelik Hizmetleri Yönetimi El Kitabı. İstanbul, Koç Üniversitesi Yayınları.</li> <li>3. Tatar Baykal Ü. ve Ercan Türkmen E. (Ed.) (2014). Hemşirelik Hizmetleri Yönetimi. Akademi Basın ve Yayıncılık, İstanbul.</li> <li>4. SANERC. (2009). "Hemşirelik Hizmetlerinde Yönetici Geliştirme Kurs Notları". Koç Üniversitesi Hemşirelik Yüksekokulu Semahat Arsel Hemşirelik Eğitim ve Araştırma Merkezi.</li> <li>5. Sözen C. (2003) "Hemşirelikte Yönetim", Palme Yayıncılık İstanbul.</li> </ol>					

#### Course Outline Weekly

Weeks	Topics
1. Week	Concepts Related to Management, Management Styles and Management Theories, Management Processes
2. Week	Nurse as a Manager, Nursing Services Management Process and Functions,
3. Week	Nursing Services Presentation Models
4. Week	Nursing as a Profession, Professional Organization
5. Week	Relationship between Leadership and Management, Leadership in Nursing
6. Week	Task Analysis and Task Description, Work Schedules, Task Distribution in Services,
7. Week	Determination of the Number of Personnel, Selection of Personnel, Recruitment and Organization, In-Service Training Program,
8. Week	<b>MIDTERM</b>
9. Week	Transfer of Authority, Supervision Process Steps, Evaluation of Personnel
10. Week	Motivation and Job Satisfaction, Team in Healthcare
11. Week	Alternation Process
12. Week	Conflict, Problem Solving and Decision Making process in Management
13. Week	Time Management, SWOT Analysis,
14. Week	Ethics and Management
15. Week	Health Legislation and Laws (Law No. 657, Law No. 2547, Nursing Law, Inpatient Treatment Institutions Regulation)

**ECTS (Student Work-load Table)**

Activities	Number	Duration	Total Work Load
Length of course	14	2	28
Laboratory			
Practice			
Field Study			
Study time outside of classroom (Free-study/Group work/Pre-study)	14	3	42
Presentation (Video recording/Poster preparation/Focus Group Interview/Questionnaire/Observation and Writing reports)			
Seminar Preparation			
Project			
Case Study			
Role-play			
Writing articles-Make criticals			
Time to prepare for midterm exams	2	5	10
Time to prepare for final exam	1	6	6
<b>Total Work Load (hour) / 25(h)</b>	86/25=3		
<b>Course ECTS</b>	<b>3</b>		

**Evaluation System**

Workload within semester	Number	Contribution
Midterm Exam	1	%40
Quiz		
Laboratory		
Practice		
Field Study		
Course Internship (If there is)		
Assignments		
Presentations and Seminars		
Projects		
Other		
<b>Total Semester Work Load</b>	<b>1</b>	<b>%40</b>
<b>End-of-year Work Load</b>		
Final Exam	1	%60
Assignments		
Practice		
Laboratory		
<b>Total End-of-year Work Load</b>	<b>1</b>	<b>%60</b>
<b>Total</b>	<b>2</b>	<b>%100</b>

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

Programme Competencies		Lersning Outcomes								
		LO 1	LO 2	LO 3	LO 4	LO 5	LO 6	LO 7	LO 8	LO 9
1.	Have the knowledge and skills to fulfill their professional roles and functions.	5	3	3	3	3	3	3	3	3
2.	Performs, evaluates and records nursing practices toward professional principles and standards.		4							
3.	Practice the health care needs of the individual, family and society with a holistic approach, toward the nursing process.								4	
4.	Communicates effectively with the individual, family, community and health team members.					4	4			
5.	Performs professional practices toward current scientific data by using information and maintenance technologies.								4	
6.	Have a foreign language proficiency to reach scientific information and communicate effectively.									
7.	Behaves in accordance with professional, cultural and ethical values in nursing practices.			4						
8.	Considers the relevant laws, regulations and legislation in nursing practices.			4						
9.	Uses the learning-teaching and management process in nursing practices.	4	4	4	4	4	4	4	4	4
10.	Uses lifelong learning, problem solving, critical thinking and career planning skills to contribute to professional development.									3
11.	With the awareness of social responsibility, takes part in research, projects and activities in cooperation with the health team and other disciplines.									
12.	Contributes to the provision and development of safe and quality health care.	4		4		4			4	
<b>Contribution to the level of proficiency: 1: Lowest, 2: Low/Mdium, 3: Average, 4: High, 5: Excellent</b>										