



Sub.	Course Description – توصيف مقرر دراسي	الموضوع	 <b>كلية المعرفة</b> ALMAAREFA COLLEGE
Date		التاريخ	

Course Code & No	RSTH 482		رقم المقرر ورمزه
Course Name	Management and Leadership in Health Care		اسم المقرر
Credit Hours	2		عدد الساعات المعتمدة
Pre-requisite	Cardiopulmonary Disease II ( RSTH 352)		المتطلب السابق

<b>General Description</b>	<b>توصيف عام</b>
<p>This course offers an introduction to Theories and principles of leadership and management in health care, which provide the foundation for management of self, health care providers, multiple clients and the profession in the delivery of health care. Career paths, job seeking skills and professional responsibilities are explored. Management roles within various health care settings are reviewed within the context of selected theories. Concentration is on managerial processes performed within the health care system. Some management functions include Joint Commission (JC) standards, staff scheduling, departmental budgeting, quality assurance, evaluation of personnel, purchasing and grievance procedures.</p>	

<b>Course Objectives</b>	<b>أهداف المقرر</b>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Identify strategies for planning, decision-making, and goal setting to promote delivery of health services.</li> <li>List advantages and limitations of management.</li> <li>List at least 3 management theories.</li> <li>Identify medical regulation agencies in Saudi Arabia and worldwide .</li> <li>Identify pathway to management success.</li> <li>State at least 3 levels of managerial.</li> <li>Define key items relevant to leadership.</li> <li>Define key terms related to health care management principles.</li> </ul> <p><b>Identify selected quality improvement programs</b></p> <p><b>Cognitive Skills.</b></p> <ul style="list-style-type: none"> <li>Describe management principles for organizing and providing care to individuals and groups of clients.</li> <li>Discuss leadership styles.</li> <li>Distinguish between management and leadership</li> <li>Discuss essential concepts used in health care management.</li> <li>Compare and contrast various methods of patient care delivery.</li> <li>Compare and contrast common approaches to structuring an organization.</li> <li>Discuss effective leadership skills in the application of management and organizational principles in a defined setting.</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrate Team work skills.</li> <li>Show Leadership skills.</li> </ul>	

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<ul style="list-style-type: none"> <li>• Develop skills to accommodate and absorb criticism.</li> <li>• Use different strategies to Avoid conflict.</li> <li>• Demonstrate patients’ rights and safety.</li> </ul> <p><b>Communication, Information Technology, Numerical</b></p> <ul style="list-style-type: none"> <li>• Demonstrate the utilization of Proper communication channels.</li> <li>• Show Personal professional development skills.</li> <li>• Appraise different modern technologies and communications methods.</li> </ul> <p><b>Psychomotor</b></p> <ul style="list-style-type: none"> <li>• Develop department organization chart</li> <li>• Develop department staff working schedule</li> <li>• Develop a student resume</li> <li>• Perform with colleague job seeking interview</li> </ul>
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Course Outlines	مفردات المقرر
<ol style="list-style-type: none"> <li>1. Principles of leadership</li> <li>2. Leaders versus managers</li> <li>3. Leadership theories</li> <li>4. Leadership styles</li> <li>5. Management principles and management functions</li> <li>6. Delivery care system</li> <li>7. Communication in leadership and management</li> <li>8. Power, Change</li> <li>9. Decision-making and Managing conflicts</li> <li>10. Motivations</li> <li>11. Organizational theory</li> <li>12. Organizational structure</li> <li>13. Art of Delegation</li> <li>14. Human resources management</li> <li>15. Interviewing techniques</li> <li>16. Performance appraisal</li> <li>17. Career development and staff development</li> <li>18. Staffing and scheduling</li> <li>19. Budgeting fiscal resources</li> <li>20. Quality control</li> <li>21. Time-management</li> <li>22. Team building and group dynamics</li> </ol>	

References	المراجع
<p><b>Required Text</b></p> <ul style="list-style-type: none"> <li>• Tappen, R. (2001) Nursing Leadership and Management Concepts and Practice . F.A. Davis Company, U.S.A.</li> <li>• Marriner, A. (2000) Guide to Nursing Management and Leadership, 6th ed. Mosby ‘Inc. U.S.A.</li> </ul> <p><b>Essential References</b></p> <ul style="list-style-type: none"> <li>• Kelly, P., (2012): Nursing Leadership and Management, 3rd Edition. Clifton Park, NY:</li> </ul>	

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<p>Cengage Learning.</p> <ul style="list-style-type: none"> <li>• Handouts from instructor</li> </ul> <p><b>Recommended Books and Reference Material (Journals, Reports, etc...) (Attach List.)</b></p> <ul style="list-style-type: none"> <li>• Electronic Materials, Web Sites etc ...Other learning material such as computer-based programs/CD, professional standards/regulations</li> </ul>	
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