**Nursing and Midwifery Department**

**Administration & Management in Nursing/7402407 \2hrs**

*First Semester / Final Assignment Exam*

*Miss Samah Ishtieh*

**Group Assignment**

The assignment is about a selected topic, which related to management or leadership. The assignment aims to reinforce the group dynamic process through interacting of group members with each other during preparing and presenting the project. Students should be divided into groups of two members according to the total numbers of the class. Group members should choose a leader who will distribute the work load to all group members. The group is to follow a proposed guideline prepared by the instructor and seek advice as needed. By completing the Assignment, the student will be able to:

1. Collaborate and interact with each other in teamwork.

2. Make use of available resources to accomplish the desired project.

3. Utilize managerial skills and apply gained knowledge in theoretical part and clinical settings.

4. Improve writing skills and critical thinking and analytical skills.

**Part 1: Case study project**

**Q1 Case study:** Mrs. Mona is a nursing director at Al-Istishari Arab Hospital, she has seven new employee recruited by Human resource manager at her hospital. She put one nurse at CCU department and one of them put at emergency department, one of them put at ICU, one at Cardio-Thoracic Unit, one of them at Operating Unit, one of them at Kidney unit, and the last one at PICU. She delivered and received each of them to the head nurse in that department. The head nurse at each of her/his department asked the nursing director to start orientation program to new employee.

**Proposed Topics for Group Assignment:**

1. Please mention the main elements of job description that must be found in job description form that will be providing to new staff during orientation.

2. Why each of head nurse will be starts to do orientation program to new staff?

3. Creating a Job Description for each new employee in her/his department.

**Proposed Topics for Group Assignment: (Creating & Developing a Job Description for):**

1- Registered Staff Nurse Working In Cardiac Care Unit (CCU)

2- Registered Staff Nurse Working in Emergency Unit

3- Registered Staff Nurse Working in Intensive Care Unit (ICU)

4- Registered Staff Nurse Working in Cardio-Thoracic Unit

5- Registered Staff Nurse Working in Operating Unit

6- Registered Staff Nurse Working in Kidney Unit (Dialysis)

7- Registered Staff Nurse Working in Pediatric Intensive Care Unit (PICU)

8- Registered Staff Nurse Working in Operating Unit as Anesthetic nurse

9- Registered Staff Nurse Working in Oncology Unit

Groups should submit the assignment according to the scheduled and appointed deadline which will be on **30/12/2020- Wednesday**, at **12 PM**.

**Choose one of this and write Student Names in Group Divisions**

|  |  |
| --- | --- |
| **Topic** | **Name of Students** |
| 1) Developing a job description for  Registered Staff Nurse Working In Cardiac Care Unit (CCU) |  |
| 2) Developing a job description for Registered Staff Nurse Working in Emergency Unit |  |
| 3) Developing a job description for Registered Staff Nurse Working in Intensive Care Unit (ICU) |  |
| 4) Developing a job description for Registered Staff Nurse Working in Cardio-Thoracic Unit |  |
| 5) Developing a job description for Registered Staff Nurse Working in Operating Unit |  |
| 6) Developing a job description for Registered Staff Nurse Working in Kidney Unit (Dialysis) |  |
| 7) Developing a job description for Registered Staff Nurse Working in Pediatric Intensive Care Unit (PICU) |  |
| 8- Registered Staff Nurse Working in Operating Unit as Anesthetic nurse |  |
| 9- Registered Staff Nurse Working in Oncology Unit |  |

**Group Assignment Guideline:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Grade** | **Group mark** |
| **1.** | **Title / Cover Page: An-Najah University / Faculty of Nursing Administration & Management in Nursing Assignment ( ) : About ------- Instructor : ------ Prepared By : -------- Date : ----------** | **5%** |  |
| **2.** | **Content Outline** | **5%** |  |
| **3.** | **Objectives** | **5%** |  |
| **4.** | **Introduction** \* Introduce your topic of interest \* The Importance of the Topic to Nursing \* The Importance of the Topic to the Organization | **10%** |  |
| **5.** | **The Body of the Paper**  \* Job Title  \* Job Summary  \* Qualifications (Personal & Professional)  \* Authority & Job Relationships  \* Main Duties & Responsibilities  \* Span of Control  \* Working Conditions  \* Literature Review about the Topic | **30%** |  |
| **6.** | **Conclusion** | **10%** |  |
| **7.** | **Group Work Experience** | **10%** |  |
| **8.** | **Recommendations** | **10%** |  |
| **11.** | **References** | **5%** |  |
| **12.** | **Organizing and Arrangement** | **10%** |  |
|  | ***Total Marks*** | ***100%*** |  |

**Part 2: Discuss as group then answer: 10%**

**Q2. In your employment, has someone ever coached you, either formally or informally, to develop your career? For example, has an employer told you about career or educational opportunities? Have they offered tuition reimbursement? If so, how did you find out about such policies? Have you ever coached (something more than just encouraging) someone to pursue educational or career goals?**

**Part 3: Case study project: 20%**

**Corona virus and update and new in COVID-19**

1. How COVID\_19 make a big change in your life, and in the world.
2. Is it affect you and how? Make Analysisand data.
3. What are the greatest barriers to this change? What are the strongest driving forces?
4. If you are the Palestinian Minister of Health what procedures and protocols can you develop as a plan for implementation and control?
5. What are the short / long term forecasts (expectations)?
6. Who’s responsible for making policies? Discuss that.
7. Is that disaster? What should do?

**Good luck**