



كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة



جامعة المجمعة
Majmaah University

NURSING



Skills Laboratory Manual in NURSING MANAGEMENT & LEADERSHIP (NRS 483)

Document Revision Control History

Author	Revision No.	Description	Reviewed by	Approved by	Release Date
Dr. Amira Yahia Dr. Evelyn Feliciano Dr. Cris Adolfo	0	Initial release	Mrs. Mehrunisha	Department Council	01 March 2020



NRS 483 ACTIVITY 2nd Semester, 1440-1441		
Week	Date	Activity
1	Jan 19-23	Activity 1: <ul style="list-style-type: none">• Orientation
2	Jan 26-30	Assignment 1: <ul style="list-style-type: none">• Start giving instructions related to creating Nursing Department mission, vision, objectives, and philosophy. Activity 2: <ul style="list-style-type: none">• Illustrating department organizational hierarchy and structure (tall and flat types).
3	Feb 2-6	Assignment 1: <ul style="list-style-type: none">• Submission – Mission, vision, objectives, philosophy Activity 7.1 (Practice/College): <ul style="list-style-type: none">• Scenario-based activities<ol style="list-style-type: none">1. Designing Kardex2. Dietary list3. Medication list
4	Feb 9-13	Activity 10.1 (Practice/College): <ul style="list-style-type: none">• Scenario-based activities<ol style="list-style-type: none">1. Identifying appropriate number of staff nurses per shift (morning, afternoon, evening) using KSA standard staffing calculation.2. Creating/designing/plotting staff roster for scheduling.
5	Feb 16-20	Activity 3: <ul style="list-style-type: none">• Illustrating hospital organizational hierarchy and structure (tall and flat types). Activity 4: <ul style="list-style-type: none">• Identifying hospital modes/modalities of patient care. Activity 7.2 (Hospital-based): <ul style="list-style-type: none">• Designing Kardex• Dietary list• Medication list
6	Feb 23-27	Activity 10.2 (Hospital-based):



		<ul style="list-style-type: none">Identifying appropriate number of staff nurses per shift (morning, afternoon, evening) using KSA standard staffing calculation.Creating/designing/plotting staff roster for scheduling.
7	Mar 1-5	<p>Activity 5:</p> <ul style="list-style-type: none">Designing a job description for staff nurse/charge nurse position after assessing hospital organizational requirement/protocol. <p>Activity 6:</p> <ul style="list-style-type: none">A report interview with the head nurse regarding decision-making and problem-solving processes use/adopt (Hospital-based) with critique analysis (further recommendations).Optional: Giving scenario which the students will critically analyze situation to determine decision-making and problem-solving processes to be used in managing/addressing issues/concerns reflected in the scenario (in the College). <p>Activity 9:</p> <ul style="list-style-type: none">Interview with the head/administrative nurses towards practiced delegation process.
8	Mar 8-12	<p>Assignment 2:</p> <ul style="list-style-type: none">Submission – Job description <p>Activity 8:</p> <ul style="list-style-type: none">Interview with the staff/head nurses related to communication and reporting processes practiced by the organization. <p>Activity 11:</p> <ul style="list-style-type: none">Identifying organizational performance appraisal used.Assessing any disciplinary measures practiced within the organization.
9	Mar 15-19	<p>Final Submission of Student Portfolio</p> <p>Revision for Clinical Exams 1-2</p>
10	Mar 22-26	<p>Clinical Exam 1 focusing on the following:</p> <ul style="list-style-type: none">Organizational mission, vision, objectives, and philosophyOrganizational hierarchy and structure (tall and flat)



كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة



جامعة المجمعة
Majmaah University

		<ul style="list-style-type: none"> • Modalities of patient care • Kardex, dietary, and medication list • Staffing and scheduling
11	Mar 29 - Apr 2	Clinical Exam 2 focusing on the following: <ul style="list-style-type: none"> • Job description – role of nurse in different levels and areas • Decision-making and problem-solving • Communication in organization and reporting • Delegation • Performance appraisal and disciplinary measure
12	Apr 5-9	Review or Enhancement
13	Apr 12-16	FINAL CLINICAL EXAM (tentative)
14	Apr 19-23	FINAL EXAM
15	Apr 26-30	FINAL EXAM
16	May 3-7	FINAL EXAM
17	May 10-14	FINAL EXAM

Situation:

You are the head nurse of the neurosurgical unite, the nursing staff at your department are qualified as follows:

Nursing staff	qualifications	Years of experience
A	Baccalaureate degree	20 years.
B	Baccalaureate degree	18 years.
C	Baccalaureate degree	15 years.
D	Baccalaureate degree	10 years.
E	Associate degree	25 years.
F	Associate degree	20 years.
G	Associate degree	10 years.
H	Associate degree	2 years.



كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

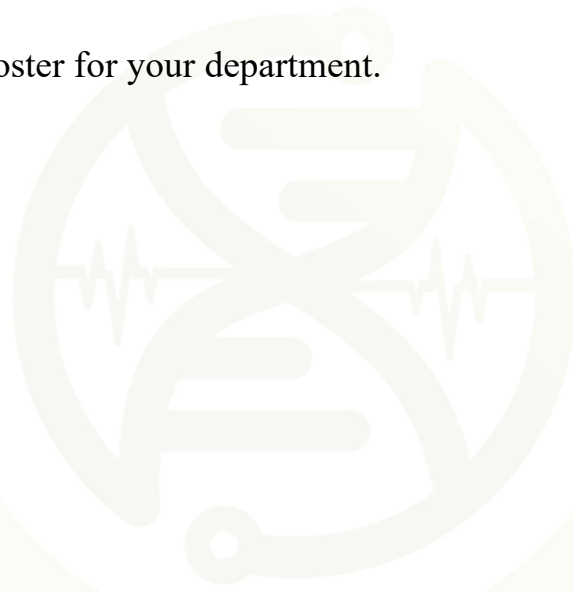
المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة



جامعة المجمعة
Majmaah University

I	2 years Diploma	10 years.
K	2 years Diploma	8 years.
L	2 years Diploma	6 years.
M	2 years Diploma	4 years.

Develop the monthly roster for your department.





كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة



جامعة المجمعة
Majmaah University

REQUIRED NUMBER OF NURSES

No. of BEDS = 26

Need of nurses per day = 9 nurses.

Number of Nurses X Working Hours per Day X 7 Days (1 Week)

Total Working Hours per Week

$9 \times 8 \times 7$

----- = 12.6

WTE = 13

40

13+ (23%) 3= 16

So the required number of nurses inMMW..... = 16 nurses

Staff At Present : 13 NURSES

Khaleel Aljohani



كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة



جامعة المجمعة
Majmaah University

Distribution of Nurses by Shift

Morning Shift	-	45%
Afternoon Shift	-	37%
Night Shift	-	18%



كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة



جامعة المجمعة
Majmaah University

Compute these staff

The Surgery Ward has 25-bed capacity and only 15 nurses and head nurse are assigned to the area to cover the whole shift.

- Calculate the required total number of staff nurses for the area.
- Calculate how many staff nurses are needed per shift.

Items	Calculations
Formula	
No. of Staff nurses required	
No. of staff nurses on OFF	



كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة



جامعة المجمعة
Majmaah University

Total number of the staff nurses required	
Morning shift	
Evening shift	
Night shift	



كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة



جامعة المجمعة
Majmaah University

National Commission for Academic Accreditation & Assessment

NURSING MANAGEMENT AND LEADERSHIP (NRS 483)

OUTLINE OF THE CLINICAL REQUIREMENTS



NURSING MANAGEMENT AND LEADERSHIP CLINICAL (NRS 483)

LIST OF CLINICAL REQUIREMENTS WITH MARKS

S. NO.	CLINICAL REQUIREMENT	NUMBER	MARKS	REMARKS
1.	Organizational Chart	1	5	
2.	Job Description of nursing personnel	1	5	
3.	Staff Duty Roster (monthly)	1 in each area	10	
4.	Physical layout of the unit	1	5	
5.	Kardex	According to no. patients available in the area each week	10	
6.	Medication List	According to no. patients available in the area each week	2.5	
7.	Dietary List	According to no. patients available in the area each week	2.5	
8.	Nursing Modalities	1 / week	5	
9.	Inventory List	1	5	
10.	Develop Standards / protocol	1 procedure	10	
11.	Problem Solving	1	10	
12.	Anecdotes, incident report & day report	1 in each area	10	
	TOTAL MARKS		80	



NURSING MANAGEMENT AND LEADERSHIP (NRS 483)

AREA: _____

KARDEX

NAME OF PATIENT:	DATE OF ADMISSION:
AGE:	DIAGNOSIS:
HOSPITAL NO.:	

SIGNATURE OF STAFF NURSE



NURSING MANAGEMENT AND LEADERSHIP (NRS 483)

MEDICATION LIST

AREA:		TOTAL NO. OF PATIENTS IN AREA:			DATE:
S. NO.	NAME OF PATIENT	AGE	DIAGNOSIS	MEDICATIONS / INJECTIONS	TOTAL DOSAGE IN 24 HRS / PER DAY

SIGNATURE OF STAFF NURSE



NURSING MANAGEMENT AND LEADERSHIP (NRS 483)

DIETARY LIST

AREA:		TOTAL NO. OF PATIENTS IN AREA:			DATE:
S. NO.	NAME OF PATIENT	AGE	DIAGNOSIS	TYPE OF DIET	REMARKS

SIGNATURE OF STAFF NURSE

NURSING MANAGEMENT AND LEADERSHIP (NRS 483)

NAME OF NURSING MODALITY: _____

AREA:		TOTAL NO. OF PATIENTS IN AREA:			DATE:
S. NO.	NAME OF PATIENT	AGE	DIAGNOSIS	NAME OF STAFF NURSE	NATURE OF ACTIVITIES

SIGNATURE OF STAFF NURSE



NURSING MANAGEMENT AND LEADERSHIP (NRS 483)

MONTHLY STAFF DUTY ROSTER

AREA: _____

NAME OF STAFF	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

SIGNATURE OF HEAD NURSE _____



كلية العلوم الطبية التطبيقية
College of Applied Medical Sciences

المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة



جامعة المجمعة
Majmaah University

DEVELOPMENT OF STANDARDS / PROTOCOLS

AREA:	NAME OF THE PROCEDURE:
--------------	-------------------------------

S. NO.	STEPS OF PROCEDURE	RATIONALE

SIGNATURE OF STAFF NURSE