

<b>SCHOOL</b>	<b>SCHOOL OF HEALTH SCIENCES</b>		
<b>DEPARTMENT</b>	<b>NURSING DEPARTMENT</b>		
<b>LEVEL OF EDUCATION</b>	<b>UNDERGRADUATE</b>		
<b>LESSON CODE</b>	0805.8.005.0	<b>SEMESTER</b>	8 <sup>th</sup>
<b>LESSON TITLE</b>	<b>Organization and Administration of Nursing Services</b>		
<b>SELF-ENDED TEACHING ACTIVITIES</b>		<b>TEACHING HOURS/WEEK</b>	<b>CREDITS</b>
Theory		2	
Tutoring			
Practical Workshop			
Clinical Placement			
Total		2	3
<b>COURSE TYPE:</b>	Compulsory		
<b>PREREQUISITE COURSES</b>	None		
<b>LANGUAGE (S) OF INSTRUCTION/ EXAMINATION</b>	Greek		
<b>THE COURSE IS OFFERED TO ERASMUS STUDENTS</b>	None		
<b>ELECTRONIC COURSE PAGE</b>	<a href="https://eclass.hmu.gr/courses/NURS118/">https://eclass.hmu.gr/courses/NURS118/</a>		
<b>Learning Results</b>			
<p>After successful completion of the course, in terms of knowledge, students will be able to:</p> <ul style="list-style-type: none"> <li>• understand and recognize the basic principles-definitions and theories of management,</li> <li>• describe and understand administrative models and how they are used in nursing environment,</li> <li>• recognize the basic functions of management,</li> <li>• recognize the advantages and disadvantages of nursing work systems,</li> <li>• understand and recognize the main mechanisms of staff mobilization and introducing changes,</li> <li>• recognize the importance of work culture and the factors that influence it form,</li> <li>• understand and choose specific criteria and methods for evaluating its quality nursing care,</li> <li>• recognize the basic principles of staff evaluation.</li> </ul>			
<b>General Skills</b>			
<p>Search, analysis and synthesis of data and information, with the use of the necessary technologies, Adaptation to new situations, Decision making, Autonomous work, Team work, Work in an international environment, Work in an interdisciplinary environment, Project planning and management, Respect for diversity and in multiculturalism, Demonstration of social, professional and ethical responsibility and sensitivity to gender issues, promotion of free, creative and inductive thinking.</p>			

Course content - Theory outline	
1st week	Introduction to the theory of Management - General concepts of management - Principles of management
2nd week	Management theories I.
3rd week	Management theories II.
4th week	Trends that shape leadership. Emotional intelligence in management. Change complexity and creativity. Planning - planning.
5th week	Organization.
6th week	Staffing.
7th week	Types of leadership-characteristics
8th week	Control and evaluation.
9th week	Quality Management I- General introductory concepts Quality Management II in Health services (indicators)
10th week	Introduction to the theory of Management - General concepts of management - Principles of management
11th week	Management theories I.
12th week	Management theories II.
13th week	Trends that shape leadership. Emotional intelligence in management. Change complexity and creativity. Planning - planning.

TEACHING AND LEARNING METHODS - EVALUATION	
<b>TEACHING METHOD</b>	<ul style="list-style-type: none"> <li>• Lectures using power point software.</li> <li>• Exercises</li> <li>• Student-led learning</li> </ul> Reflecting on clinical experiences. Critical analysis of how to organize and provide nursing care. Discussion in groups. Analysis and student feedback from a clinical patient case.
<b>TECHNOLOGIES OF INFORMATION AND COMMUNICATION USE</b>	Slides show using power point software. Showing video in digital form. Using the e-class online platform for storage educational material in digital form, for easy access by students. At the same time, using e-class platform entails frequent communication with the students for actions related to the educational process.
<b>TEACHING ORGANIZATION</b>	<b>Activity</b> <b>Lectures (total 13x2 hours)</b> <b>Course</b> <b>Total (26 hours)</b> <span style="float: right;"><b>Semester Workload: 90</b></span>
<b>STUDENTS EVALUATION</b>	Written final exam.

**RECOMMENDED BIBLIOGRAPHY (into Greek language)**

Κωδικός Βιβλίου: [13256325].Νοσηλευτική Διοίκηση και Ηγεσία. Swansburg Russell C., Swansburg Richard J. Έκδοση 1η. ISBN: 9789604890026. Εκδότης: BROKEN HILL PUBLISHERS LTD, Αθήνα 2010

Κωδικός Βιβλίου: [16353].Διοίκηση Νοσηλευτικών Υπηρεσιών. Μερκούρης Α. Έκδοση 1η. ISBN: 978- 960-697-010-8. Εκδότης: Γ.ΠΑΡΙΚΟΣ & ΣΙΑ ΕΕ, Αθήνα 2008

Κωδικός Βιβλίου:[38123872]. Εισαγωγή στη Διασφάλιση Ποιότητας στη Νοσηλευτική. Αρετή Σταυροπούλου. ISBN: 978-960-7875-84-6. Έκδοση 1η. Εκδότης: ΛΑΓΟΣ ΔΗΜΗΤΡΙΟΣ, Αθήνα, 2013

Κωδικός Βιβλίου:[7311].Διοίκηση και Ηγεσία θεωρία και εφαρμογή στις νοσηλευτικές υπηρεσίες. Bessie Marquis,Carol Huston. ISBN: 978-960-7875-51-8. Έκδοση 6η. Εκδότης: ΛΑΓΟΣ ΔΗΜΗΤΡΙΟΣ, Αθήνα, 2010

Κωδικός Βιβλίου:[94643644].Υπηρεσίες Υγείας-Συστήματα και Πολιτικές. Πολυσυγγραφικό, Συντονισμός Σαράφης Πάυλος. Έκδοση 1η. ISBN: 9789925575305. Εκδότης: BROKEN HILL PUBLISHERS LTD, Αθήνα 2020