

Developing and Validating Job Description for Staff Nurses Working in Coronary Care Units

Thesis

Submitted for partial fulfillment of the requirements of the
Master Degree in Nursing Sciences
(Nursing Administration)

By

Dalia Atef Khalaaf

B. Sc Nursing 2002

Faculty of Nursing
Ain Shams University
2010

Developing and Validating Job Description for Staff Nurses Working in Coronary Care Units

Thesis

Submitted for partial fulfillment of the requirements of the
Master Degree in Nursing Sciences
(Nursing Administration)

Under supervision of

Dr. Sohair. E. Hassanin

*Professor of Nursing Administration
Faculty of Nursing
Ain Shams University*

Dr. Mona Moustafa Shazly

*Lecturer of Nursing Administration
Faculty of Nursing
Ain Shams University*

Faculty of Nursing
Ain Shams University
2010

تطوير وتأکید صلاحية التوصيف الوظيفى للممرضات اللاتى يعملن فى وحدات الرعاية المركزة للقلب

رسالة مقدمة توطنة للحصول علي درجة الماجستير
في علوم التمريض (إدارة التمريض)

مقدمة من

داليا عاطف خلاف

بكالوريوس تمريض 2002

كلية التمريض
جامعة عين شمس
2010

تطوير وتأکید صلاحية التوصيف الوظيفى للممرضات اللاتى يعملن فى وحدات الرعاية المركزة للقلب

رسالة مقدمة توطئة للحصول علي درجة الماجستير
فى علوم التمريض (إدارة التمريض)

تحت إشراف

أ.د. سهير حسنين

أستاذ إدارة التمريض
كلية التمريض – جامعة عين شمس

د. منى مصطفى شاذلى

مدرس إدارة التمريض
كلية التمريض – جامعة عين شمس

كلية التمريض
جامعة عين شمس

2010

Acknowledgement

First and foremost I submit my full thanks and sincere gratitude to ALLAH Who always helps and cares for me.

I wish to express my deep thanks and sincere appreciation to Dr. Sohair Hassanin, Professor of Nursing Administration, Faculty of Nursing, Ain Shams University, for her meticulous supervision, continuous encouragement, and for conveying her valuable knowledge and experience to complete this work.

I also present my heartily thanks and gratitude to Dr. Mona Shazly, Lecturer of Nursing Administration, Faculty of Nursing, Ain Shams University, for her generous help, continuous support and care, and constructive advice in every step of this work.

My very special thanks are due to all nurse leaders, staff nurses, and jury group members whose participation in this work made it possible.

ABSTRACT

Job description is the process used to determine duties of the job and the kind of people who should be hired to them. The study aim was to develop a job description for the staff nurse working at coronary care units of Ain Shams University and Specialized Hospitals, affiliated to Ain Shams University. The study was conducted in the coronary care units in Ain Shams University Hospitals. It involved 75 nurse leaders and 51 staff nurses, and a jury group of 15 nursing faculty and 15 cardiology physicians. Data were collected using a self-administered questionnaire sheet, an observation checklist, and an opinionnaire sheet for validation. The outcome of the opinionnaire was used as a basis to refine the proposed job description. The study findings revealed a high agreement of nurse leaders and staff nurses upon all proposed items. However, the performance of tasks by staff nurses was lower than their agreement upon them, especially in the University Hospital. There was a majority agreement upon almost all aspects of the face validity among jury group members, ranging between 93.3% and 100.0%. Also, their agreement upon tasks ranged between 90.0% and 100.0%. It is concluded that a validated job description for the staff nurse working in coronary care units was developed and is thus amenable to implementation. It is recommended to implement it in the study settings on a trial basis, and to revise it periodically. It can be used as a performance assessment tool, and in recruitment. Further research is proposed to assess the effect of implementation of the developed job description on nurses' performance and the quality of nursing care provided.

Keywords

Coronary Care Unit, Job description, Staff nurse

اسم الباحث	داليا عاطف خلاف
عنوان الرسالة	تطوير وتأکید صلاحية التوصيف الوظيفى للممرضات اللاتى يعملن فى وحدات الرعاية المركزة للقلب
الكلية	كلية التمريض- جامعة عين شمس
القسم العلمى المانح	إدارة التمريض
الدرجة العلمية	ماجستير التمريض (إدارة التمريض)
تاريخ المنح	2010
لغة الرسالة	الإنجليزية
المشرفون	أ.د. سهير حسنين - د. منى مصطفى شاذلى



كلية التمريض
جامعة عين شمس

شكر

خالص الشكر والتقدير لأستاذتي اللتين قامتا بالإشراف على
الرسالة

أ.د. سهير حسنين

أستاذ إدارة التمريض
كلية التمريض – جامعة عين شمس

د. منى مصطفى شاذلى

مدرس إدارة التمريض
كلية التمريض – جامعة عين شمس
كما أشكر كل من ساهم فى إخراج هذه الرسالة على هذا النحو



كلية التمريض
جامعة عين شمس

اسم الطالبة: داليا عاطف خلاف

اسم الدرجة: ماجستير التمريض (إدارة التمريض)

القسم التابع له: إدارة التمريض

اسم الكلية : كلية التمريض

الجامعة : عين شمس

سنة التخرج: 2002

سنة المنح: 2010



رسالة ماجستير

اسم الطالبة: داليا عاطف خلاف

عنوان الرسالة: تطوير وتأکید صلاحية التوصيف الوظيفى للممرضات اللاتى يعملن
فى وحدات الرعاية المركزة للقلب

اسم الدرجة: ماجستير التمريض (إدارة التمريض)

أ.د. سهير حسنين (عن المشرفين)

أستاذ إدارة التمريض - كلية التمريض - جامعة عين شمس

(ممتحن داخلى)

(ممتحن خارجى)

لجنة المناقشة

تاريخ البحث / / 2010

لجنة الحكم:

الدراسات العليا

أجيزت الرسالة: / / 2010

ختم الإجازة: / / 2010

موافقة مجلس الكلية

موافقة مجلس الكلية

/ / 2010

/ / 2010

TABLE OF CONTENTS

	Page
INTRODUCTION	1
AIM OF THE STUDY	5
REVIEW OF LITERATURE	6
• Job Description	6
- Definition	6
- Job description	8
- Purposes of job description	10
- Components of job description	13
- Who writes job descriptions	15
• Job Analysis	16
- Definition	16
- Uses of job analysis	17
- Tools used in performing job analysis	19
• Job Specification	22
• Job Design	24
CORONARY CARE UNIT	26
Coronary care nursing	32

	Page
Role of coronary care nurse	33
SUBJECTS AND METHODS	40
RESULTS	50
DISCUSSION	108
CONCLUSION	125
RECOMMENDATIONS	126
SUMMARY	128
REFERENCES	133
APPENDICES	
ARABIC SUMMARY	

LIST OF TABLES

Table	Page
1 Socio-demographic characteristics of nurse leaders and staff nurses of the study subjects.	52
2 Nurse leaders and staff nurses' agreement upon job title, summary, and accountability	54
3 Nurse leaders and staff nurses' agreement upon job requirements	56
4 Nurse leaders and staff nurses' agreement upon jobholder's assessment tasks	58
5 Nurse leaders and staff nurses' agreement upon jobholder's planning tasks	60
6 Nurse leaders and staff nurses' agreement upon jobholder's implementation tasks related to nursing care activities	62
7 Nurse leaders and staff nurses' agreement upon jobholder's implementation tasks related to documentation activities	64
8 Nurse leaders and staff nurses' agreement upon jobholder's implementation tasks related to administrative activities	66
9 Nurse leaders and staff nurses' agreement upon jobholder's implementation tasks related to infection control and health education activities	68
10 Nurse leaders and staff nurses' agreement upon jobholder's evaluation tasks	70
11 Socio-demographic characteristics of staff nurses in the observation sample according to hospitals	73
12 Staff nurses' performance of assessment tasks according to hospitals	75

Table	Page
13 Staff nurses' performance of planning tasks according to hospitals	77
14 Staff nurses' performance of implementation tasks related to nursing care activities according to hospitals	79
15 Staff nurses' performance of implementation tasks related to documentation activities according to hospitals	81
16 Staff nurses' performance of implementation tasks related to administrative activities according to hospitals	83
17 Staff nurses' performance of implementation tasks related to infection control and health education activities according to hospitals	85
18 Staff nurses' performance of evaluation tasks according to hospitals	87
19 Relation between staff nurses' total performance of tasks and their socio-demographic characteristics	90
20 Correlation between staff nurses' total performance scores and their socio-demographic characteristics	92
21 Best fitting multiple linear regression model for staff nurses' total performance scores	93
22 Socio-demographic characteristics of jury group members	94
23 Jury group agreement upon face validity of the developed job description	95
24 Jury group agreement upon job components and requirements of the developed job description	97
25 Jury group agreement upon assessment tasks of the developed job description	98

Table	Page
26 Jury group agreement upon jobholder's planning tasks	99
27 Jury group agreement upon jobholder's nursing care activities tasks	100
28 Jury group agreement upon jobholder's implementation tasks related to documentation activities	102
29 Jury group agreement upon jobholder's implementation tasks related to administrative activities	104
30 Jury group agreement upon jobholder's implementation tasks related to infection control and health education activities	105
31 Jury group agreement upon jobholder's evaluation tasks	107