

بسم الله الرحمن الرحيم

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بقسم التوثيق الإلكتروني بمركز الشبكات وتكنولوجيا المعلومات دون أدنى مسئولية عن محتوى هذه الرسالة.

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Developing and Validating a Job Description for Directors of Technical Nursing Institutes

Thesis

Submitted for Partial Fulfillment of the requirements of Master Degree in Nursing Sciences

(Nursing Administration)

By Eman Abd Elsamee Elsayed

B.Sc Nursing

Faculty of Nursing -Ain Shams University

Faculty of Nursing
Ain Shams University
2020

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Under Supervision of Prof. Dr. Mona Mostafa Shazly

Professor of Nursing Administration Head of Nursing Administration Department Faculty of Nursing –Ain Shams University

Dr. Samah Mohammed Elsayed

Lecturer of Nursing Administration Department Faculty of Nursing –Ain Shams University

Faculty of Nursing
Ain Shams University
2020



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Developing and Validating a Job Description for Directors of Technical Nursing Institutes **Abstract**

Background The role of the director of technical nursing institute in technical institute of nursing schools needs to be clarified and standardized. Job description is the process used to determine duties of the job and the kind of people who should be hired to them. The Aim of study: This study aim was to develop job description for the directors of technical nursing institutes. Research design: A descriptive cross-sectional design was used in the execution of this study. Subject & methods: The study was carried out at (40) technical nursing institutes related to General organization teaching hospitals and institutes, Ministry of Health and Population, General honest for specialist centers, General honest for psychiatric healthy, Treating agency. Two groups of subjects were included; all directors working at the technical nursing institutes (40) directors and (30 expertise) of the training administrator of Cairo -general organization of insurance & academic expertise. Tools of data collection three tools were used; selfadministered questionnaire sheet, an observational checklist and opinionnaire sheet. The results showed that the majority of the directors of technical nursing institutes were agreed upon all proposed planning responsibilities, lowest agreement upon preparatory planning before the beginning of academic year students'. As well the majority agreed upon the mechanisms of teaching process activities based upon the set rules of the academic year. Statistically significant differences were revealed between the responsibilities which were agreed upon by director of technical institute of nursing. The majority of jury members agreed upon the face validity items of the proposed job description, and upon all activities and responsibilities in the proposed job description. Conclusion: The validity of the proposed job description for the director of technical nursing institute. **Recommendation:** Implement the proposed job description for the director of technical nursing institute in the study settings on a trial basis and revise it periodically as well it can be used as a performance assessment tool, and in recruitment.

Keywords: director, job description, nursing

Introduction

A job description is an internal document that clearly states the essential job requirements, job duties, job responsibilities, and skills required to perform a specific role. As well as; details of job description imply elements of employees' performance measurement. Job description is an informative documentation of the scope, duties, tasks, responsibilities and working conditions related to the job listing in the organization through the process of job analysis. (**Human Resources Topics**, **2018**).

Job Description also details the skills and qualifications that an individual applying for the job needs to possess. It basically gives all the details which might be good for both the company and the applicant so that both parties are on the same page regarding the job posting. Basically, job analysis is bifurcated into two components namely job description and job specification. The job description is used in the recruitment process to inform the applicants of the job profile and requirements, and used at the performance management process to evaluate the employee's performance against the description (Barlow and Weller, 2011 & Mbaskool, 2018).

Identify their roles and responsibilities are a job description. Job description may take many formats but all should include at least job title, department name, approval date signatures, general summary of job's primary purpose, and a list of principal job duties. Other optional elements include minimum requirements education, skills and abilities, degree of supervision received and given working condition and physical and mental efforts required (Saiyadn, 2013).

Job description is a list that a person might use for general tasks, or functions, and responsibilities of a position. It may often include to whom the position reports, specifications such as the qualifications or skills needed by the person in the job, or a salary range. Job descriptions also prevent problems from gradually changing the nature of the job. Further, it helps to prevent misunderstanding between employees and their supervisors about specific job duties (Barlow and Weller, 2013).

A job description is usually developed by conducting a job analysis, which includes examining the tasks and sequences of tasks necessary to perform the job. The analysis considers the areas of knowledge and skills needed for the job. A job usually includes several roles (Walter, 2013). The job description might be broadened to form a person specification or may be known as terms of reference. The person/job specification can be presented as a

stand-alone document. Though in practice, it is usually included within the job description. A job description is often used in employment (a new position that needs to be filled (**Academic Human Resource**, 2012).

Importantly, the advancement of nurse education practice is contingent upon clarification of role boundaries and role description. Lastly, because of the importance of the director of technical nursing institute role to prepare the nurse students to play different roles during their studies and after graduation or in clinical setting and affect on her students, there must be a clear job description for the directors of technical nursing institute to clarify their roles and responsibilities (**Diekelmann, 2012**).

The Director may be described as the solar orboround whom all the teacher planets revolve .The director is a man who is the head teacher of a school / man heading the staff of a private teacher in School. In Britain. the charge of a school is called the director. In America, these terms refer onlyto teachers in charge of private schools. The teacher in charge of any other kind o f school is called the principal. In Brittan; the person in charge of a college is often calledaprincipal. In the United States, the person charge of a college is usually called a president (Harper, 2014).

Also the directors should have some distinguished qualities with him which will certify his integrity as a good director and goodman. The director should have the following personal qualities; physical qualities, social qualities, intellectual qualities, and emotional qualities. Directors of schools have seven major roles. These roles are; planning, organization, teaching, supervision, guidance, maintaining relations and general administration (**Diksha, 2015**).

Technical nursing institute is of educational a type institution, or part thereof, providing education and training to fully qualified nurse. become a The nature of nursing education and nursing qualifications varies considerably across the world. Since the mid-20th century nursing education in many countries has undergone many enhancements. In technical nursing institute, there is usually a person in charge of the students, staff, and day-to-day operations. This role if commonly fulfilled by an institute's principal (Brueilly, 2012).

In some institutes, the person in charge is known as a director. This role requires that institute members have graduate preparation in education courses, in an editorial, similarly states that "It is critical that are continue our efforts to develop nursing pedagogies that are firmly rooted in the research on learning to find a way to best prepare nurses for the 21st century, in writing

about the scholarship of teaching, acknowledges that nursing, as well as other disciplines, has been "painfully remiss in including in graduate curricula the content and applied experiences necessary to support the critical academic role of teaching." Preparation for the role of director of student learning is crucial for providing faculty with the essential background in teaching-learning pedagogies, curriculum designs, and the complex issues associated with the assessment of student learning, the curriculum and the nursing program (**Brueilly**, **2012**).

Significance of the study:

During the round as supervisor on all technical institutes and schools. The researcher noticed that the director is corner stone of process of education, and his/her role is important to improve the education and performance of teacher that affect of education to student and there no a clear job description for director. So the researcher develops a job description for directors to clarify their roles and responsibilities. Using job description will help an organization to understand the experience and skills base needed to enhance the success of it: they help in hiring, evaluation, and potential termination of employee. They are also helpful in preparing, promotion, transfer, and training of new employees.

Aim of the study

This study aimed at developing and validating job description for directors of technical nursing institute through:-

- 1-Determining the contents of job description from point of view the directors & review of literature.
- 2-Identifing activities performed by directors based on observing their performance.
- 3-Verifying the proposed job description according to experts' opinions.

Research questions:

- 1. What are the contents of job description for directors of technical nursing institutes from the point of view?
- 2. Is the designed format of job description technical nursing institutes of the directors of valid?