

**COLLEGE OF PROFESSIONAL STUDIES - INTERNATIONAL CENTER OF PROFESSIONAL
STUDIES**

(hereinafter: **ICEPS**)

Study program:

master professional studies

MASTER OF NURSING

~ COURSE BOOK ~

Courses by semesters and years of study program Nursing, undergraduate professional studies

- **Marks for Form of Teaching:** **theor lect** = theoretical lectures; **exer** = theoretical exercises; **other** = other forms of teaching (individual work with students, project work...); **st-res pap** = study-research paper (Degree Paper...); **prof pract** = professional (clinical) practice (in the School's Teaching Bases)
- **Marks for Mandatory/Elective courses:** **m** = mandatory course; **mm** = mandatory module course; **e** = elective course
- **Marks for Type of Courses:** **ag** = academic-general education; **p** = professional; **pa** = professional-applicative

No	Course Code	Course Name	Sem.	Active Lessons				Prof pract	ECTS	Course m/e	Course Type
				theor lect	theor exer	other forms	st-res pap				
THE FIRST YEAR											
1	mss zn-01	Prevention in Health Care	1	30	30	0	0	0	5	m	pa
2	mss zn-02	Ethical Approaches and Communication Skills in Health Care	1	30	30	0	0	0	5	m	pa
3	mss zn-03	Public Health 2	1	30	30	0	0	0	13	m	ag
4	mss zn-06	Mental Health	1	30	30	0	0	0	5	m	ag
5	mss zn-09	Qualitative Research in Health Care and Paper Writing	1	30	30	0	0	0	5	m	pa
6	mss zn-05	Research, Research Methods and Statistics	2	30	30	0	0	0	5	m	pa
7	mss zn-04	Quality Control 2	2	30	30	0	0	0	5	m	pa
8	mss zn-07	Health Care Legislation with a Focus on Patient's Rights	2	30	30	0	0	0	5	m	ag
9	mss zn-08	Management of Health Institutions 2	2	60	60	0	0	0	12	m	pa
Total number of classes and ECTS per year:				300	300	0		0	60		
THE SECOND YEAR											
10	mss zn-10	Human Resources Management in Health Care	3	45	45	0	0	0	8	m	pa
11	mss zn-11	Public Relations Management 2	3	45	45	0	0	0	8	m	pa
12	mss zn-12	Professional Practice	3	0	0	0	0	120	5	m	pa
13	mss zn-13	Mandatory Module Course 1	3	60	60	0	0	0	8	mm	
13a	mss zn-13-a	Modern Theories of Care in Nursing (module: Nursing)	3	60	60	0	0	0	8	mm	pa
13b	mss zn-13-b	Healthy Lifestyle (module: Nursing)	4	60	60	0	0	0	8	mm	pa
14	mss zn-14	Mandatory Module Course 2	4	60	60	0	0	0	8	mm	
14a	mss zn-14-a	Health Promotion (module: Public Health)	3	60	60	0	0	0	8	mm	ag
14b	mss zn-14-b	Epidemiology (module: Public Health)	4	60	60	0	0	0	8	mm	pa
15	mss zn-izb-01	Elective Course 1	4	30	30	0	0	0	5	e	
15a	mss zn-izb-01-a	Stress in Health Care and Supervision	4	30	30	0	0	0	5	e	pa
15b	mss zn-izb-01-b	Manual Medicine and Manual Therapy	4	30	30	0	0	0	5	e	ag
16	mss zn-izb-02	Elective Course 2	4	30	30	0	0	0	5	e	
16a	mss zn-izb-02-a	Time Management	4	30	30	0	0	0	5	e	pa
16b	mss zn-izb-02-b	Financial Management in Health Care	4	30	30	0	0	0	5	e	ag
17	mss zn-izb-03	Elective Course 3	4	30	30	0	0	0	5	e	
17a	mss zn-izb-03-a	Career Development of Employees and Coaching	4	30	30	0	0	0	5	e	pa
17b	mss zn-izb-03-b	Integrative Methods in Nursing	4	30	30	0	0	0	5	e	pa
18	mss zn-16	Degree Paper	6	0	0	0	150	0	8	m	pa
Total number of classes and ECTS per year:				300	300	150		120	60		

Total number of classes and ECTS per all three years of studies:				1.350				120	120		
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CAREER DEVELOPMENT OF EMPLOYEES AND COACHING

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Career Development of Employees and Coaching				
Language of instruction: Serbian				
Course status: elective				
Semester: second year, fourth semester				
ECTS: 5				
Requirement: no				
Course objective: The objective of the course is the acquisition of fundamental knowledge in the domain of human resource management in health care. A special emphasis is put on the skill of human resources management in a group, the leadership skills and the difference between the leader and the superior (director). The objective of the course is also the awareness of the importance of training and acquisition of ability to recognize employee potentials and importance of the appropriate assignment of duties which a person can discharge with a maximum performance and job satisfaction.				
Course outcome: Having passed the exam, the student is capable of applying methods and techniques used in the business function of health care human resources management. The student will be trained to critically think on the competences of individuals to perform duties in this department of health-care institution. In addition to that, students are trained in leadership skills, importance of training of employees, recognition of employee potentials and optimum work position of each individual in which he/she can give his/her maximum performance and feel job satisfaction.				
Course content: <i>Theory classes</i> Assignment analysis; human resources planning in health care; CV examination, recruitment among potential candidates; candidate selection; employee training; coaching; feedback; leadership, difference between leaders and director, leader skills; individual and group business meetings; team spirit and team-building; evaluation of employee performance; personal development plan of an employee; motivation; employee development; rule system defining, positive and negative bonus; pay system, performance-based pay, percentage pay; labour relations and collective bargaining; leaving the company, employment agreement termination, dismissal; change of position of an employee, recognition of employee potential and optimum job; horizontal and vertical mobility; jobs in health-care sector, human resources planning in health care at the national level. <i>Practical classes</i> CV examination – workshop; candidate recruitment, candidate selection – simulation; employee training – workshop; coaching – simulation; feedback – simulation; leadership, difference between leader and director, leader skills – workshop, simulation; individual and group business meetings – simulation; team spirit and team-building – workshop; evaluation of employee performance, personal development plan of an employee – case studies and simulation; motivation – workshop; rule system defining, positive and negative bonus – workshop; leaving the organization, termination of employment agreement, dismissal – workshop, simulation; change of position of an employee, recognition of employee potential and optimum jobs – workshop; a visit from business sector (director of a successful company with a great number of employees).				
Literature: <i>Literature in Serbian:</i> 1. Bogičević Milikić B.: Menadžment ljudskih resursa, udžbenik, Centar za izdavačku delatnost, Ekonomski fakultet, Beograd, 2011. 2. Northouse P. G.: Liderstvo, Data Status, Beograd, 2008. <i>Literature in English:</i> 3. Torrington D., Hall L., Taylor S.: Management of human resources, Prentice Hall, Essex, 2005. 4. Collins J.: Good to Great, Random House Business, New York, 2001. 5. Bartholomew B.: Conscious Coaching, Bartholomew Strength LLC, Omaha, 2017.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments		Points	Final Exam	Points
Lecture attendance		3	Exam	30
Activity		7		
Projects/Seminars		0		

Exercises/professional practice	30		
Colloquiums	30		

DEGREE PAPER

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Degree Paper				
Language of instruction: Serbian				
Course status: mandatory				
Semester: second year, fourth semester				
ECTS: 20				
Requirement: all exams passed				
Course objective: The objective is to train students to apply basic, academic general-education, specialist and specialist-applicative knowledge and methods in solving specific issues within Degree Paper topic. Within the Degree Paper, students, examining the available literature or through work in a health care institution or laboratory, or by statistical data analysis, deal with an issue, its structure and complexity and on the basis of the analyses made draw conclusions on possible ways of its solving. Students are also trained in writing the Degree Paper, presenting it within the set deadline and discuss the Paper with specialists in the relevant area.				
Course outcome: On the basis of knowledge and skills acquired in the course of their studies, students are able to do the paper in a health care institution or laboratory or to bibliographically collect specialist literature, write the paper and present it before the relevant board.				
Course content: Degree paper presents a specialist or research work of a student in which he/she familiarizes with the research methodology in all areas of importance for health care. The paper topic may be experimental or bibliographical. Upon the conducted research, student prepares his/her degree paper in the form containing the following chapters: introduction, theoretical part, paper methodology, results and discussion, conclusion, abbreviations (optional), enclosures (optional), literature, candidate CV, key documentation information. Paper defense consists of oral presentation of the paper by the student, asking questions by defense board members and student's answer to those questions.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
0	0	0	300	0
Methods of teaching: In the course of degree paper writing, mentor gives necessary instructions to the student, directs him/her to relevant literature, assists student in the selection of research methods, in the analysis and processing of the obtained results, in drawing appropriate conclusions etc. Within this part of work on degree paper student has additional consultations with the mentor and, if necessary, with other teachers dealing with matters in the area of degree paper topic as well. If the paper relates to a health care institution, it is necessary to obtain approval of the institution.				
Grading (maximum 100 points)				
Degree Paper grade is a total of points obtained for: <ul style="list-style-type: none"> - writing the paper, 20 points; - paper subject matter, 30 points; - paper presentation at its defense, 20 points; - answers to questions of Defense Board members within Degree Paper defense, 30 points (3 x 10, three Board members). 				

EPIDEMIOLOGY

Study program: Master of Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Epidemiology				
Language of instruction: Serbian				
Course status: mandatory course of module Public Health				
Semester: second year, fourth semester				
ECTS: 8				
Requirement: no				
Course objective: The objective of the course is that the student understands and is trained to apply epidemiological methods, appropriate measures in disease prevention and containing through procedures of general and special nursing.				
Course outcome: The outcome of the course is possession of knowledge of epidemiological methods of work, familiarization with epidemiological characteristics of contagious and mass diseases of unknown etiology and capability of students to take measures in their prevention and their containing. The outcome of the course is also the ability of the student to perform epidemiological supervision of carrying out procedures in general and special nursing in everyday work at all levels of health protection by applying the epidemiological questionnaire, immunoprophylaxis, seroprophylaxis and chemoprophylaxis in regular and emergency situations and epidemics.				
Course content: <i>Theory classes</i> Objects, definition and tasks of epidemiology, epidemiological methods; epidemiological monitoring; epidemiological models; agent, host and environment; pathways of transmission of contagious diseases; epidemiological characteristics of epidemics; measures of prevention and containing of contagious diseases; epidemiology of contagious diseases; epidemiology of diseases of unknown etiology; screening; hospital infection. <i>Practical classes</i> Sources of data on falling ill and dying – importance, legal bases, registration technique, types of registrations, use of data, use of the internet in information collecting, professional aspects; main indicators of the scale of epidemiological issue, disease indicators, mortality indicators, general, specific and standardized rates; main epidemiological methods; unit of epidemiological testing, definition, importance, types of groups, practical examples; epidemiological supervision, basic notions; immunization, types of vaccines and their application, vaccination contraindications, organization of vaccination, record keeping, registration of unwanted effects; immunization, systematic immunization, vaccination according to epidemiological and clinical indications, vaccination of passengers in international transport, vaccination calendar, examples; epidemiological questionnaire – importance of the questionnaire, parts of the questionnaire, questionnaire creation; research of the epidemic, data sources for epidemic detection, steps in the research of contagious disease epidemic, examples of research of contagious disease epidemic, respiratory epidemics, contact-traced epidemics, hydric epidemic, malnutrition-related epidemic; hospital infections, definitions, criteria, importance, types of supervision; hospital infections, prevention, precautionary measures, protocols of aseptic procedures; levels of prevention, prevention of mass diseases, prevention programmes; HIV infections, epidemiological characteristics, pathways of transmission, importance for healthcare professionals.				
Literature: <i>Literature in Serbian:</i> 1. Radovanović Z. i sar.: Opšta epidemiologija, Medicinski fakultet, Novi Sad, 2012. 2. Radovanović Z.: Najčešće bolesti i povrede: epidemiologija, etiologija i prevencija, CIBID, Beograd, 2004. 3. Benenson A. S.: Priručnik za sprečavanje i suzbijanje zaraznih bolesti, CIM, Beograd, 2000. 4. Puntarić D., Ropac D. i sar: Higijena i epidemiologija, Medicinska naklada, Zagreb, 2016. <i>Literature in English:</i> 5. Greenberg R., Daniels S., Flanders W., Eley J., Boring J.: Medical Epidemiology: Population Health and Effective Health Care, McGraw Hill, New York, 2015.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
60	60	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments		Points	Final Exam	Points
Lecture attendance		3	Exam	40
Activity		7		

Projects/Seminars	0		
Exercises/professional practice	20		
Colloquiums	30		

ETHICAL APPROACHES AND COMMUNICATION SKILLS IN HEALTH CARE

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Ethical Approaches and Communication Skills in Health Care				
Language of instruction: Serbian				
Course status: mandatory				
Semester: first year, first semester				
ECTS: 5				
Requirement: no				
Course objective: Training as well as encouraging students to individually work on their ethical development aimed at evaluating the righteousness of their own position and conduct within the profession; understanding and knowing differences between ethical and legal issues, development of critical thinking in the process of ethical analysis; understanding national, EU and international legal regulations; knowing rights and obligations in health protection relating to ethical issues, as well as awareness of rights and obligations of providers of health care services, their beneficiaries and third parties.				
Course outcome: To provide students with elementary knowledge on any codes of medical ethics, legal and moral norms relating to the health-care profession; upon the completion of the course students will be able to critically contemplate normative principles and ethical principles and to know the difference between legal and ethical issues, in other words, student will be trained to comply with the laws regulating different aspects of health-care profession, rights and obligations of health care professionals, patients and third parties relating to ethical issues.				
Course content: <i>Theory classes</i> Fundamental ethical issues. Freedom as a foundation of a morality phenomenon, the notion of right and wrong from an ethical aspect, virtues and vices The moral character and structure of a moral action. Medical profession and risks. Ethical aspects of life, illness, disability and death; medical law in Serbia and the EU. Ethics and empathy. Good clinical practice. Ethical aspects of biomedical and clinical studies. Experiments on animals and humans. Court of honour. Ethics of authorship, co-authorship, publishing and quoting, education of research staff in ethical issues: codes, declarations, conventions. Helsinki Declaration and its revisions. Lisbon Declaration (patient and his right). Ethical issues in the domain of communication. <i>Practical classes</i> Ethical codes in research work – examples; approaches and practice relating to ethical issues in pharmacy, biomedicine and clinical studies – principles of good clinical practice, examples; experimental works from an ethical aspect – examples; ethical aspects of the disease, developmental challenge and other pathological conditions, life, cerebral death, death – examples.				
Literature: <i>Literature in Serbian:</i> 1. Vučković Dekić Lj., Milenković P., Šobić V.: Etika naučno-istraživačkog rada u biomedicini. Akademija medicinskih nauka, Srpsko lekarsko društvo Beograd, Beograd, 2002. 2. Perović M. A.: Etika, Grafomedija, Novi Sad, 2001. 3. Grujić V., Martinov Cvejtin M., Legetić B.: Socijalna medicina, udžbenik, Medicinski fakultet, Novi Sad, 2001. 4. Zakon o pravima pacijenta Republike Srbije, Sl. glasnik RS 45/2013. 5. Zakon o zdravstvenoj zaštiti, Sl. glasnik RS 107/2005, 72/2009 - dr. zakon, 88/2010, 99/2010, 57/2011, 119/2012, 45/2013 - dr. zakon, 93/2014, 96/2015, 106/2015 i 113/2017 - dr. zakon. <i>Literature in English:</i> 6. Fregmen B. F.: Medical Law and Ethics, Prentice Hall, New Jersey, 2011.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments		Points	Final Exam	Points
Lecture attendance		3	Exam	40
Activity		7		
Projects/Seminars		0		
Exercises/professional practice		20		
Colloquiums		30		

FINANCIAL MANAGEMENT

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Financial Management				
Language of instruction: Serbian				
Course status: elective				
Semester: second year, fourth semester				
ECTS: 5				
Requirement: no				
Course objective: The aim of the course is to acquire theoretical knowledge related to the conceptual definition of investment and financial management, as well as practical knowledge related to the development and implementation of investment projects.				
Course outcome: Upon completion of this course, students will be able to analyze financial flows of investments, design the scope and structure of financing, assess the efficiency of investments and know how to compare costs and benefits of investments and propose strategies for implementing investment projects.				
Course content: <i>Theory classes</i> Concept and classification of investments. Investment project management. Analysis of financial flows of investments. Projection of the balance sheet and income statement in the investment project. Projection of cash flow, economic life and residual value. Projection of the volume and structure of financing. Investment efficiency assessment methods. Application of cost-benefit analysis. Strategy of realization of investment projects. <i>Practical classes</i> Practicing and repeating teaching units that have been covered in theoretical classes. Investment project management - workshop, presentation, discussion. Investment efficiency assessment methods - workshop, presentation, discussion. Application of cost-benefit analysis - workshop, presentation, discussion. Strategy of realization of investment projects, presentations, discussions.				
Literature: <i>Literature in Serbian:</i> 1. Malešević E., Malešević Đ.: Upravljanje investicijama, udžbenik, Ekonomski fakultet, Subotica, 2011. 2. Ratković-Abramović M.: Korporativne finansije, Beogradska poslovna škola - Visoka škola strukovnih studija, Beograd, 2015. 3. Bodie Z., Kane A., Markus A.: Osnovi investicija, udžbenik, Data status, Beograd, 2009. <i>Literature in English:</i> 4. Jordan B., Miller T., Dolvin S.: Fundamentals of Investments: Valuation and Management, Mc Graw-Hill, New York, 2012.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments	Points	Final Exam	Points	
Lecture attendance	3	Exam	40	
Activity	7			
Projects/Seminars	0			
Exercises/professional practice	20			
Colloquiums	30			

HEALTH CARE LEGISLATION WITH A FOCUS ON PATIENT’S RIGHTS

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Health Care Legislation with a Focus on Patient’s Rights				
Language of instruction: Serbian				
Course status: mandatory				
Semester: first year, second semester				
ECTS: 5				
Requirement: no				
Course objective: Familiarization with the facts relating to health-care and social-security legislation (to a greater extent than at undergraduate professional studies), ability to tell the difference between ethical and legal issues, development of critical thinking in case of an ethical or legal dilemma, understanding national, EU and international legal regulations, possession of knowledge on the rights and obligations in the domain of health protection, health insurance, as well as familiarization with the rights and obligations of health-care services providers, their beneficiaries and third parties.				
Course outcome: Having passed the exam, the student will be able to think critically on the normative and legal issues, know the difference between legal and ethical issues; student will possess knowledge enabling him/her to critically evaluate ethical and legal aspects at the provision of health-care services and he/she will be able to comply with the laws regulating the aspects of health-care, rights and obligations of health-care professionals, patients and third parties.				
Course content: <i>Theory classes</i> National health-care policy, health-care regulations, EU regulations, global trends; current challenges, harmonization with EU regulations; law on health protection, legal acts and bylaws; European and international regulations in the sphere of health care; non-compliance with codified principles; legal regulations on specific situations (drug tests, suicide, placebo, euthanasia, protection of confidential information on patients and drugs); ethics in pre-clinical and clinical trials; Serbian Medical Chamber; medical council; medical licence; ethical committee, court of honour, judicial law; rights of patients; ombudsman’s role; liability of different instances (health-care professional, doctor, ward, head of ward, director, institution, place, municipality, state); types of legal acts defining rules in the domain of legislature; boundary between morality, ethics, rights and law. <i>Practical classes</i> Case studies – discussion; problem-based learning: ethical concept and legal framework; panel discussion, application of legal principles on current issues (drug testing, suicide, placebo, euthanasia, protection of confidential information on patients and drugs); ethics committee – discussion; rights of patient – case studies; liability of different instances (health-care professional, doctor, ward, head of ward, director, institution, place, municipality, state) – discussion, case studies; boundary between morality, ethics, rights and law.				
Literature: <i>Literature in Serbian:</i> 1. Grujić V., Martinov Cvejcin M., Legetić B.: Socijalna medicina, udžbenik, Medicinski fakultet, Novi Sad, 2004. 2. Zakon o pravima pacijenta Republike Srbije, Sl. glasnik RS 45/2013. 3. Zakon o zdravstvenoj zaštiti, Sl. glasnik RS 107/2005, 72/2009 - dr. zakon, 88/2010, 99/2010, 57/2011, 119/2012, 45/2013 - dr. zakon, 93/2014, 96/2015, 106/2015 i 113/2017 - dr. zakon. 4. Jevtić M, Ač Nikolić E.: Javno zdravlje za studente stomatologije, Medicinski fakultet, Novi Sad, 2011. 5. Smajkić A. i sar.: Ljudska prava na život i zdravlje, Focus medical, Sarajevo, 2010. <i>Literature in English:</i> 6. Fregmen B. F.: Medical Law and Ethics, Prentice Hall, New Jersey, 2011.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments	Points	Final Exam	Points	
Lecture attendance	3	Exam	40	
Activity	7			
Projects/Seminars	0			
Exercises/professional practice	20			
Colloquiums	30			

HEALTH PROMOTION

Study program: Master of Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Health Promotion				
Language of instruction: Serbian				
Course status: mandatory course of module Public Health				
Semester: second year, third semester				
ECTS: 8				
Requirement: no				
Course objective: Education of students in the implementation of measures of health promotion and prevention of diseases predominantly in primary health protection with an aim of improvement of health and prevention of diseases. Students understand the broadness of health promotion in terms of a continuous implementation of given measures among all population groups, in health-care institutions, pre-school institutions, schools, companies, public places, media etc.				
Course outcome: Students will be trained to train citizens in an increased control of their own health, improvement of health and health prevention measures, carry out educational health activities and supervision required from nurses and other staff in a nursing team, give advice to mothers on the importance of breast feeding and adequate nutrition of the newborns and infants, evaluate smoking status, degree of addiction to smoking, as well as methods of quitting smoking, identify alcohol and drug addicts, as well as to have an adequate approach to such patients and educate vulnerable groups (in particular the adolescents) on sexually transmitted diseases, understand principles of adequate nutrition and propose adequate nutrition, explain the importance of regular physical activity and its impact on health, explain why obesity is a risk factor causing non-contagious diseases on a mass scale, as well as to propose non-pharmacological measures for its treatment, identify persons under stress and inform them on stress reduction methods, understand and analyse key risk factors, as well as principles of health promotion aimed at prevention of cardiovascular diseases, malignant diseases, chronic and obstructive pulmonary diseases and diabetes, understand specific characteristic of elderly population and ways of health promotion in this group etc.				
Course content: <i>Theory classes</i> Principles of health promotion; health promotion concept; types of intervention and methods in health promotion; socio-economic aspects of health promotion; health determinants; health education; nursing aimed at disease prevention and health preservation; identification of population groups at risk and their needs; family schedule and promotion of health of individuals and community; campaigning preventive activities aimed at health promotion; promotion of breast feeding and adequate nutrition of the newborns and infants; prevention of addiction diseases; prevention of sexually transmitted diseases; principles of adequate nutrition; physical activity; prevention of obesity; measures of health promotion aimed at prevention of cardiovascular diseases; measures of health promotion aimed at prevention of obstructive pulmonary diseases; measures of health promotion aimed at prevention of malignant diseases; stress and relaxation techniques; specific features of health promotion among elderly population. <i>Practical classes</i> Preparation and organization of public activities of health promotion in cooperation with health-care institution; feedback analysis; analysis of health promotion actions at the local level, in the region and in the country; spotting topics not dealt with in the region; techniques of promotion of most frequent activities (fighting smoking, adequate nutrition, breast feeding, physical activity, fighting abuse of alcohol and drugs, prevention of malignant diseases etc.).				
Literature: <i>Literature in Serbian:</i> 1. Bjegović V. i sar.: Zdravstveno vaspitanje u školama, Medicinski fakultet, Beograd, Kancelarija UNICEF-a, Beograd, 2006. 2. Cucić V.: Socijalna medicina, Savremena administracija, Beograd, 2000. 3. Hrbač B. i sar.: Socijalna medicina, udžbenik, Sveučilište u Mostaru, Mostar, 2010. 4. Bjegović V. i sar.: Strateške komunikacije, Medicinski fakultet Beograd i Centri za kontrolu bolesti, Beograd, 2007. <i>Literature in English:</i> 5. Making Health Communication Programs Work, US Department of Health and Human Services. National Institutes of Health, National cancer Institute, New York, 2006.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
60	60	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				

Pre-Exam commitments	Points	Final Exam	Points
Lecture attendance	3	Exam	40
Activity	7		
Projects/Seminars	0		
Exercises/professional practice	20		
Colloquiums	30		

HEALTHY LIFESTYLE

Study program: Master of Nursing, module Nursing				
Type and level of study: master professional studies				
Course: Healthy Lifestyle				
Language of instruction: Serbian				
Course status: mandatory course of module Nursing				
Semester: second year, fourth semester				
ECTS: 8				
Requirement: no				
Course objective: The objective of the course is to familiarize students with a healthy lifestyle as a life philosophy and ways of transferring and promoting health and healthy lifestyle. A special emphasis is put on the analysis of communication with depression-prone patients who have been through some difficult moments in life, who are severely ill or disabled, as well as with marginalized groups in society.				
Course outcome: The outcome of the course is the understanding of the life philosophy of a healthy lifestyle and ways of transferring and promoting health and healthy lifestyle among patients and fellow workers in a health-care institution. A special emphasis is put on the analysis of communication with depression-prone patients who have been through some difficult moments in life, who are severely ill or disabled, as well as with marginalized groups in society.				
Course content: <i>Theory classes</i> Health and healthy lifestyle; the importance of taking care of oneself and healthy lifestyle; development in adolescence period; nutrition and physical activity; prevention and health promotion; body and body care, physical activity; everyday activities; mental health; everyday life and importance of absence of monotony, importance of changes; burnout syndrome; job, mobbing; family; the impact of psychoactive substances on health; detrimental impacts of the environment (smoking, consumption of alcohol...); sexual and reproductive health; HIV/AIDS; philosophy of the end of life, ways of coming to terms; prevention of injuries and violence; communication and importance of communication; communication with depression-prone patients who have been through some difficult moments in life, who are severely ill or disabled; communication with members of marginalized groups in society. <i>Practical classes</i> Taking care of oneself and healthy lifestyle – analysis and discussion; nutrition and physical activity – analysis and discussion, making everyday menu; promotion of health – visit to an institution involved in health promotion; mental health – discussion; physical activity – possibilities, discussion; everyday life activities – analysis and discussion; everyday life and importance of absence of monotony, changes – analysis and discussion; burnout syndrome; detrimental impacts of the environment (smoking, alcohol consumption...) – analysis and discussion; job, mobbing – discussion; prevention of injuries and violence – analysis and discussion.				
Literature: <i>Literature in Serbian:</i> 1. Simić M., Kovačević K.: Mentalna higijena, udžbenik, autorsko izdanje, Beograd, 2004. 2. Kaličanin P. i sar.: Stres, zdravlje, bolest, udžbenik, Obeležja, Beograd, 2007. 3. Havelka M. i sar.: Zdravstvena psihologija, Naklada Slap, Jastrebarsko, 2002. 4. Gledović Z.: Opšta epidemiologija, Nauka, Beograd, 2001. <i>Literature in English:</i> 5. Tria G. E., Gaerlan J. E., Limpingco D. A.: Principles of Mental Hygiene, Pantas Publishing & Printing, Rotterdam, 2010. 6. Garcia W.: The Power Of Healthy Living, Kindle Edition, London, 2021. 7. Nettleton S.: The sociology of Health and Illness, textbook, Polity Press, Cambridge, 2006. 8. Bell G. E.: The Good Book of Mental Hygiene, Resource Publications, Borston, 2020. 9. Glen A.: Mental Hygiene: How To Change Your Mind, CreateSpace Independent Publishing Platform, London, 2018. 10. Tony Robbins, Peter H. Diamandis: Life Force: How New Breakthroughs in Precision Medicine Can Transform the Quality of Your Life & Those You Love Kindle Edition, Simon & Schuster, Munchen, 2022.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
60	60	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments	Points	Final Exam	Points	

Lecture attendance	3	Exam	40
Activity	7		
Projects/Seminars	0		
Exercises/professional practice	20		
Colloquiums	30		

HUMAN RESOURCES MANAGEMENT IN HEALTH CARE

Study program:	Nursing
Type and level of study:	undergraduate professional studies
Course:	Human Resources Management in Health Care
Language of instruction:	English, Serbian
Course status:	mandatory
Semester:	second year, third semester
ECTS:	8
Requirement:	no
Course objective:	Familiarization of students with the concept of human resources management. The intention of the course is to present to students principal issues in human resources management and segments of manager activities, with human resources management as one of most important. The final goal of the course predominantly determines the selection of contents (topics) and method or classes realization.
Subjects outcome:	Students will be able to apply the acquired knowledge in human resources management within their future profession.
Course content:	<p><i>Lectures</i></p> <p>Introduction into human resources management; main activities of personnel management and human resources management; differences between human resources management and personnel function; social protection in industry; recruitment and selection; adoption of other personnel activities; legislation; flexibility and diversity; information technology; professional associations of personnel members; human resources management; main characteristics of human resources management; issues of human resources management concept; human resources management marketing; human resources strategy and planning; strategy devising process; human resources planning; anticipation of human resources demand; job analysis; evaluation of internal and external human resources supply; unemployment; underqualification; competition; geographical factor; assets; development; rewarding; relations with employees; the European Union: recruitment procedures; job description and person specification, competence profile; person specification, competence profile in the recruitment context; vacancy advertising; targeted recruitment; administrative procedures; supplementary selection techniques; psychological testing; recommendations; health check; relations in employment; rights and responsibilities of both parties; Law on Employment; retirement; payment for work done or performance evaluation; role of employer; impact of personal problems on the job; confidentiality; counseling skill; communication process; hierarchical communication levels; protection at work; working time regulation in the EU; risk assessment; partnership and involvement of employees; employee involvement techniques; basic characteristics of disciplinary procedure; absence control; the role of human resources manager; dismissal and redundancy; fixed-term service agreement; illegal dismissal; rights of dismissed employees; work abroad.</p> <p><i>Exercises</i></p> <p>CV analysis – case studies. Recruitment of potential candidates, candidate selection – simulation. Employee training – workshop; coaching – simulation. Feedback – simulation. Leadership, difference between leader and director, leader’s skills – workshop, simulation. Individual and group business meetings – simulation. Team spirit and team-building – workshop. Evaluation of employees’ performance, employee personal development plan – case study and simulation. Motivation – workshop. Defining rule system, positive and negative bonus – workshop. Leaving the company, agreement termination, dismissal – workshop, simulation. Change of employee position, recognizing employee’s potential and optimum job positions – workshop. Visits from economic sector (director of a successful company with a great number of employees).</p>
Literature:	<p><i>Literature in Serbian:</i></p> <ol style="list-style-type: none"> 1. Dasler G.: Osnovi menadžmenta ljudskih resursa, udžbenik, Data Status, Beograd, 2007. 2. Bogićević B.: Menadžment ljudskih resursa, udžbenik, Ekonomski fakultet, Beograd, 2002. 3. Torrington D., Hall L., Taylor S.: Menadžment ljudskih resursa, ABC Print, Beograd, 2010. 4. Žujić D.: Menadžment ljudskih resursa i kvalitet, Centar za primenjenu psihologiju društva psihologa Srbije, Beograd, 2003. 5. Klinvex K. C., Connell M. C. O., Klinvex C. P.: Zapošljavanje sjajnih ljudi, Mate, Beograd, 2014. 6. Zakon o radu, Sl. glasnik RS 24/2005, 61/2005, 54/2009, 32/2013, 75/2014, 13/2017 - odluka US, 113/2017 i 95/2018. 7. Frančesko M.: Kako unaprediti menadžment u preduzeću, Novi Sad, Prometej, 2003. <p><i>Literature in English:</i></p> <ol style="list-style-type: none"> 8. Taylor S., Woodhams C.: Human Resource Management: People and Organisations, TBS Ltd./Grantham Book Services, London, 2016. 9. Beik J. I.: Health Insurance Today: A Practical Approach, Saunders, Philadelphia, 2010. 10. Flynn W. J., Mathis R. L., Jackson J. H.: Healthcare Human Resource Management, textbook, Cengage Learning, Boston, 2006.
Number of classes:	

Theoretical lectures	Theoretical exercises	Professional practice	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
45	45	0	0	0
Methods of teaching: lectures, practical exercises, workshop, discussion, simulation, case study, e-learning				
Grading (maximum 100 points)				
Pre-Exam obligations		Points	Final Exam	Points
Lecture attendance		3	Exam	40
Activity		7		
Projects/Seminars		0		
Exercises/professional practice		20		
Colloquiums		30		

INTEGRATIVE METHODS IN NURSING

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Integrative Methods in Nursing				
Language of instruction: Serbian				
Course status: elective				
Semester: second year, fourth semester				
ECTS: 5				
Requirement: no				
Course objective: The objective of the course is to provide students basic information on different ideas and approaches to therapy, particularly from an aspect of personalized medicine and holistic approach, as well as the acquisition of knowledge on most important techniques included in the notion of integrative medicine and provision of basic information on certain techniques of complementary medicine and preconditions for understanding the integrative approach to therapy.				
Course outcome: Having passed the exam, the student will be capable of logical judgment on various approaches to therapy and treatment in the spheres of integrative medicine in accordance with the current laws of the Republic of Serbia, have an approach to nursing within integrative therapy, and he/she will have knowledge of basic characteristics of certain methods of integrative medicine: In addition to that, the student will be able to interpret current legal regulations in Serbia relating to the integrative medicine.				
Course outcome: <i>Theory classes</i> Presentation of different concepts in defining the notions of conventional and integrative therapy, holistic and integrative approach to therapy; notions and technique presently classified as nonconventional therapy techniques; currently used therapeutic tools; acupuncture (acupressure, magnetotherapy, laser therapy), quantum medicine (Bi-Digital O-Ring Test, BRT, MRT), herbal and vitamin supplements, homeopathy, nonconventional approach to nutrition, essential oils, manipulative therapies (osteopathy, chiropractic), applied kinesiology, naturopathy, relaxation techniques (yoga, meditations, tai-chi, autogenic training, hypnosis etc.), massages (shiatsu, reflexotherapy), anthroposophic medicine, aromatherapy, colour therapy, smell therapy, sound therapy, crystal therapy, mud therapy, water therapy, qigong, reiki, environmental medicine; providing information on current and new forms of complementary therapies (information diagnostic and therapy); traditional medicine vs. integrative therapy; main assumptions of traditional medicine (acupuncture, tui na, herbal), campo, Indian (ayurveda), fundamentals of other traditional medicine; traditional systems of therapy in the Balkan region; safety at selection or use of complementary medicine methods. <i>Practical classes</i> Visits to integrative medicine centres; familiarization with actual cases; discussion; case studies; internet presentations; visits to centres of certain integrative medicine branches.				
Literature: <i>Literature in Serbian:</i> 1. Grupa autora: Tajne alternativne medicine: Medicinska knjiga, Beograd, 2016. 2. Jovanović-Ignjatić Zlata: Kvantno hologramska medicina kroz prizmu akupunktornih i mikrotalasno rezonantnih (samo) regulatornih mehanizama, Quanttes, Beograd, 2010. 3. Popović M.: Homeopatija, autorsko izdanje, Beograd, 2002. 4. Škokljević A.: Akupunkturologija, Naučna knjiga, Beograd, 2009. <i>Literature in English:</i> 5. Robson T.: An introduction to Complementary Medicine, Allen & Unwin, Sydney, Australia, 2003. 6. Micozzi S. M.: Fundamentals of Complementary and Alternative Medicine, Saunders, Philadelphia, 2010. 7. Kotsirilos V., Vitetta L., Sali A.: A Guide to Evidence-based Integrative and Complementary Medicine, Churchill Livingstone, Edinburgh, 2011. 8. Hecker H. U., Steveling A., Peuker E., Kastner J.: Color Atlas of Acupuncture: Body Points - Ear Points - Trigger Points (Complementary Medicine), Thieme, Chicago, 2008. 9. Sutton Amy L: Complementary and Alternative Medicine Sourcebook, Omnigraphics, Detroit, 2010. 10. Zhanwen L., Liang L.: Essentials of Chinese Medicine, Springer, London, New York, 2009. 11. Kligler B., Lee R.: Integrative Medicine principles for practice, Program in Integrative Medicine, University of Arizona. McGraw-Hill Companies, New York, Chicago, London, Madrid, Milan, Sydney, Toronto, Singapur, New Delhi, 2004.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				

Pre-Exam commitments	Points	Final Exam	Points
Lecture attendance	3	Exam	40
Activity	7		
Projects/Seminars	0		
Exercises/professional practice	20		
Colloquiums	30		

MANUAL MEDICINE AND MANUAL THERAPY

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Manual Medicine and Manual Therapy				
Language of instruction: Serbian				
Course status: elective				
Semester: second year, fourth semester				
ECTS: 5				
Requirement: no				
Course objective: The objective of the course is the application of appropriate manual techniques in different pathological conditions, particularly in acute and chronic pain in the vertebral column, joints and in sports injuries.				
Course outcome: Upon the successful completion of the course students will be able to apply the specific and adequate manual technique aimed at functional improvement in different conditions of the muscular system (manual therapy, Kinesio Taping, Dry Needling and other techniques).				
Course content: <i>Theory classes</i> History of massage; massage and its relation to anatomy; types of massages; massage of the whole body (general massage), partial massage, preventive and therapeutic massage, traditional massage, relax massage, therapeutic massage, lymph massage, anti-cellulite massage, sports massage, massage of pregnant women, hydro massage; space and work areas for carrying out massage, massage substances; talc, mixtures and solutions, essential oils, instructions for use with indications; preparation of therapist-masseur for massage: breathing exercises, modified Jacobson's progressive muscle relaxations; massage strokes; massage effects: effects (local and overall) on the muscular, circulation, nervous and skeletal system, breathing organs, digestive system organs, heart, skin, blood vessels, lymph; indications and contraindications for massage application; classification of indications for massage application depending on the pathology, possibility of application, advice not to apply massage in specific cases. <i>Practical classes</i> Presentation of massage strokes and exercises: a detailed description of how to perform basic massage, a detailed description of strokes for each of body segments, initial posture of the massaged person and the masseur, duration, intensity, stroke rhythm.				
Literature: <i>Literature in Serbian:</i> 1. Popović Ž.: Knjiga o masaži, udžbenik, New look entertainment, New York, 2016. 2. Braun D. V.: Masaža, Vulkan, Beograd, 2010. 3. Hlebš S., Slakan J. B., Klauser M., Puh U., Rugelj D.: Manualna terapija - sklepna mobilizacija udov: testiranje in terapija, Zdravstvena fakulteta, Ljubljana, 2017 4. Lidel L.: Nova knjiga o masaži, Panonija, Novi Sad, 2006. 5. Jevtić M.: Klinička kineziterapija, udžbenik, Medicinski fakultet, Kragujevac, 2001. 6. Pavlović M.: Odabrana poglavlja iz opšte kineziterapije, udžbenik, Data status, Beograd, 2009. <i>Literature in English:</i> 7. Jones M., Rivett D.: Clinical Reasoning for Manual Therapists, Elsevier Health Sciences, New York, 2013. 8. Mulligan B. R.: Manual Therapy, Plane View Services Limited, New York, 2004. 9. Pivetta S., Pivetta M.: Techniques of medical gymnastics Kinesitherapy, Academic Press, London, 2013.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments		Points	Final Exam	Points
Lecture attendance		3	Exam	30
Activity		7		
Projects/Seminars		0		
Exercises/professional practice		40		
Colloquiums		20		

MANAGEMENT OF HEALTH INSTITUTIONS 2

Study program: Master of Nursing				
Type and level of study: master professional studies				
Course: Management of Health Institutions 2				
Language of instruction: Serbian				
Course status: mandatory				
Semester: first year, second semester				
ECTS: 12				
Requirement: no				
Course objective: The aim of the course is for the student to acquire basic knowledge in the field of health management, to get acquainted with modern methods of management strategies and ways of communication in health care. Accordingly, the primary goal of the course is to acquaint students with the genesis and goals of various areas of strategic management, including its dominant theories, which is necessary for successful business development. The student will gain management knowledge.				
Course outcome: After successfully mastering the course, the student will have the ability to critically understand strategic management and be able to work independently in the management of a health institution. The student will also be competent to judge relevant theories of strategic management in different empirical contexts and be able to understand the connection between different forms of business and leadership and the role of health institution managers..				
Course content: <i>Theory classes</i> Fundamentals of management in a health institution, the concept of manager. Management theories. Business launching. Business organization of a health institution. Leadership Vs. command, characteristics of the leader. Teams and teamwork. Positive and negative motivation. Feedback. Coaching. Personal Development Plan. The notion of bonus. Giving plans. Communication. Controlling one's own work, controlling the team. Division of work. Delegation. Special topics and areas of application of the management concept. Organization of time. Short-term and long-term planning in a health institution, stage control. Deadlines. Basics of business communication, email communication. Basics of negotiation. Risk assessment. Business style. Presentation skills, meeting management skills. The concept and significance of leaders and leadership. Leaders and managers, communication. Leader personality and leader behavior. Specifics of health management. <i>Practical classes</i> Analysis of real and fictitious cases and examples from the practice of management in a health institution. Workshops. Simulation of project time-workshop organization. Leadership Vs. command - workshop. Team work - workshop. Positive and negative motivation – workshop. Feedback - workshop. Giving plans - workshop. Communication - workshop. Time organization - workshop. Email communication - exercise. Basics of negotiation - workshop. Project work and risk assessment - group work. Presentation skills - giving a presentation on a given topic. Meeting management skills - simulation.				
Literature: <i>Literature in Serbian:</i> 1. Stojmirović Lj., Stojmirović S., Radosavljević V., Stojmirović A.: Menadžment, Beogradska poslovna škola - Visoka škola strukovnih studija, Beograd, 2007. 2. Đuričin D., Janošević S., Kaličanin Đ.: Menadžment i strategija, udžbenik, Ekonomski fakultet, Beograd, 2012. 3. Kotler P.: Upravljanje marketingom, udžbenik, Mate, Zagreb, 2001. 4. Macura P.: Marketing – mikro, mala i srednja preduzeća, udžbenik, Ekonomski fakultet, Banja Luka, 2009. 5. Grubić-Nešić L.: Znati biti lider, AB Print, Novi Sad, 2008. 6. Northaus P.: Liderstvo - teorija i praksa, Data status, Beograd, 2008. <i>Literature in English:</i> 7. Berkowitz N. E.: Essentials Of Health Care Marketing, Jones & Bartlett Learning, Boston, 2010. 8. Cole G. A., Kelly P.: Management theory and practice, Hampshire: South-Western Cengage Learning, Boston, 2011. 9. Robbins S. P., Coulter M. K., Management. Prentice-Hall, Boston, 2012. 10. Thomas C. R., Maurice C. S.: Managerial economics: foundations of business analysis and strategy, McGraw-Hill, New York, 2011. 11. Pierce J., Newstrom J.: Leaders and the Leadership Process - Readings, Self-Assessments & Applications, McGraw-Hill Education, New York, 2010. 12. Kotler P., Keller K.: Marketing, Management, Person Education, New Jersey, 2012.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
60	60	0	0	0
Methods of teaching:				

interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations			
Grading (maximum 100 points)			
Pre-Exam commitments	Points	Final Exam	Points
Lecture attendance	3	Exam	40
Activity	7		
Projects/Seminars	0		
Exercises/professional practice	20		
Colloquiums	30		

MENTAL HEALTH

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Mental Health				
Language of instruction: Serbian				
Course status: mandatory				
Semester: first year, first semester				
ECTS: 5				
Requirement: no				
Course objective: Familiarization of students with basic notions and main tasks in the sphere of mental health in a community, development of conditions for mental health protection, training students to understand and accept patients with mental disorders and mental issues as partners in the treatment of mental disorders, as well as familiarization of students with a fast development of science in the sphere of mental health.				
Course outcome: Understanding professional obligations and duties of a health-care professional, understanding the importance of ethical code in the work with mentally challenged persons and development of a critical attitude of students relating to wellbeing and preservation of mental health in a community.				
Course content: <i>Theory classes</i> The notion of mental health; introduction in the protection of mental health of an individual; protection of mental health in community, experiences in the country, the EU and worldwide; the role of health-care professionals in the protection of mental health (the role of nurse and doctor; the importance of their mutual communication and communication with patients); collaboration in medicine and health care with a focus on mental health in a community; organization and development of services in mental health protection in a community; aspects of care for special categories (disabled persons, persons with special needs, persons falling within a category of marginalized groups in society, migrants etc.) in the sphere of mental health of an individual, members of family and community; family, cultural, spiritual, religious, social, health, economic and other aspects of mental health protection; fundamentals of psychopharmacotherapy; the importance of the activities relating to mental health in everyday life, its impact on tolerance and healthy lifestyle; the importance of epidemiology in studying mental health issues; stigma and stereotypes of mental diseases; stress and skills of stress facing; burnout syndrome; crisis and psychological interventions to a crisis; social support (aspects of social support, sources and types of support, research of effects of social support on physical and mental health); conflict resolution; mental health issues in childhood, adolescence, in adults (selection of partner, preparation for marriage and family, family life, preventive work with pregnant women, selection of profession, smoking, alcoholism, drug abuse, diseases...).				
<i>Practical classes</i> The importance of mental health for individuals, members of their families, community – discussion, workshops, case studies; aspects of care for special categories: disabled persons, persons with special needs, persons falling within a category of marginalized groups in society, migrants, etc. – discussion, workshops, case studies; family, cultural, spiritual, religious, social, health, economic and other aspects of mental health protection – discussion, workshops, case studies; tolerance – workshop, discussion; mental health issues in childhood, adolescence, in adults (selection of partner, preparation for marriage and family, family life, preventive work with pregnant women, selection of profession, smoking, alcoholism, drug abuse, diseases...) – discussion, workshops, case studies.				
Literature: <i>Literature in Serbian:</i> 1. Dimitrijević A.: Savremena shvatanja mentalnog zdravlja i poremećaja, Zavod za udžbenike, Beograd, 2007. 2. Pavlović D.: Mentalno zdravlje školske dece, Orion art, Beograd, 2014. 3. Brlaš S., Pleša M.: Psihologija u zaštiti mentalnog zdravlja - proaktivna skrb psihologa o mentalnom zdravlju psihički bolesnih odraslih osoba, Zavod za javno zdravstvo „Sveti Rok“ Virovitičko-podravške županije, Virovitica, 2014 4. Bašić J., Žižak A., Koler-Trbović N.: Prijedlog pristupa rizičnim ponašanjima i poremećajima u ponašanju djece i mladih; U: Bašić J., Koler-Trbović N., Uzelac S.: poremećaji u ponašanju: pristupi i pojmovna određenja, Edukacijsko-rehabilitacijski fakultet, Zagreb, 2004. 5. Mihić J., Bašić J.: Preventivne strategije - eksternalizirani poremećaji u ponašanju i rizična ponašanja djece i mladih, Ljetopis socijalnog rada, 15, 3, 445-471, Sarajevo, 2008. <i>Literature in English:</i> 6. Cummings E. M., Davies P. T., Campbell S. B.: Developmental Psychopathology and Family Process: Theory, research and clinical implications, 374-417, New York, 2007.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with

				student, projects...)			
30	30	0	0	0			
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations							
Grading (maximum 100 points)							
Pre-Exam commitments		Points		Final Exam		Points	
Lecture attendance		3		Exam		40	
Activity		7					
Projects/Seminars		0					
Exercises/professional practice		20					
Colloquiums		30					

MODERN THEORIES OF CARE IN NURSING

Study program:	Master of Nursing, module Nursing			
Type and level of study:	master professional studies			
Course:	Modern Theories of Care in Nursing			
Language of instruction:	Serbian			
Course status:	mandatory course of module Nursing			
Semester:	second year, third semester			
ECTS:	8			
Requirement:	no			
Course objective:	Students are to be trained in modern theories of dealing with patients and approach to patients in the domain of nursing, as well as to understand the appropriate relation between procedures and legal regulations on the one, and individual approach to patient on the other hand.			
Course outcome:	The ability to understand modern theories of dealing with patients and approach to patients in the domain of nursing with an emphasis on understanding the boundary between the individualization of approach and required procedures. Students are also familiarized with experience in nursing in the region, both regarding the nursing itself and organizational issues, legal regulations, human resources solutions, new techniques and new scientific and professional accomplishments.			
Course content:	<p><i>Theory classes</i></p> <p>Modern trends in nursing; work monitoring, internal and external evaluation of work; the importance of patient feedback; dimensions of the quality of nursing; measuring the quality of nursing; generic questionnaires; methods of collecting medical data; oral and written survey; relation to the respondent; survey structure; confidentiality and data processing; analysis and presentation of survey results; discussion on survey results, result analysis; conclusions regarding corrective measures, persons in charge, deadlines, supervisory bodies; implementation of corrective measures; repeated analysis of the implemented corrective measures; measures in case of non-implementation of corrective measures; the importance of a good communication of nurses with doctors, management of health-care institution, inter-departmental communication.</p> <p><i>Practical classes</i></p> <p>Methods of medical data collecting – exercise; oral and written survey – exercise; approach to the respondent – discussion; survey structure – exercise; confidentiality and data processing – discussion; analysis and presentation of survey results – exercise; analysis of presentation and adoption of corrective measures – exercise; defining ways of control of corrective measures – exercises; communication of nurses with doctors, management of a health-care institution, inter-departmental communication – exercise.</p>			
Literature:	<p><i>Literature in Serbian:</i></p> <ol style="list-style-type: none"> 1. Tijanić M., Đuranović D., Rudić R., Milović Lj.: Zdravstvena nega i savremeno sestrinstvo, Naučna KMD, Beograd, 2010. 2. Milutinović D., Brestovački Mimica M., Bokonjić D.: Praktikum sestričkih veština, European Commison TEMPUS, 2010. <p><i>Literature in English:</i></p> <ol style="list-style-type: none"> 3. Walcker Seaback W.: Nursing Process - Concepts & Aplications, Delmar, Cengage Learning, London, 2013. 4. Gulanick M., Myers J.L.: Nursing Care Plans-Nursing Diagnoses and Intervention, Elsevier, Mosby, New York, 2007 			
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
60	60	0	0	0
Methods of teaching:	interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations			
Grading (maximum 100 points)				
Pre-Exam commitments	Points	Final Exam	Points	
Lecture attendance	3	Exam	40	
Activity	7			
Projects/Seminars	0			
Exercises/professional practice	20			
Colloquiums	30			

PREVENTION IN HEALTH CARE

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Prevention in Health Care				
Language of instruction: Serbian				
Course status: mandatory				
Semester: first year, first semester				
ECTS: 5				
Requirement: no				
Course objective: Students are to be trained on the methods of education of pre-school children, young and adult persons in the field of prevention in health care, with more details and methods than during undergraduate professional studies. The objective of the course is acquisition of knowledge on the importance of a number of techniques, methods and levels through which impact is made on the awareness of population of the importance of prevention.				
Course outcome: Development of a system of values of students on the basis of which they would know how to make permanent educational efforts on the awareness of pre-school children, young and adult persons, to emphasize the importance of health care and healthy life style, to stimulate empathy and sensitivity to the needs of other, as well as to be aware of the need and importance of a continuous action aimed at prevention in health care, promotion of health and health education.				
Course content: <i>Theory classes</i> Health, social, ethical, economic and legal aspects of the importance of prevention in health care, continuous promotion of health and permanent investing in health education; prevention in health care as an every-day life philosophy; official prevention procedures and actions in health care; experiences in the country, region, the EU and abroad; personal hygiene; adequate nutrition; physical activity; promotion of mental health: encouragement and development of self-confidence, development of life skills, communication; characteristics of a modern (fast) life; behavioural changes; prevention of smoking, alcohol and drug abuse; prevention of new addictions to information-communication technologies, gambling, betting, the internet; safe sex; peer violence, domestic violence, violence over women, internet violence; prevention of violence through modern technologies; migrations and integration of migrants; marginal population groups; tolerance. <i>Practical classes</i> Prevention in health care as an everyday life philosophy - discussion; e-learning and searching literature: official procedures and actions in prevention in health care, experiences in the country, region and the EU; workshop on prevention in health care in the following segments: personal hygiene, adequate nutrition, physical activity, promotion of mental health; importance of communication – workshop; characteristics of a modern (fast) life – discussion; prevention of smoking, alcohol and drug abuse – discussion, case studies; prevention of new addictions to information-communication technologies, gambling, betting, the internet; safe sex; peer violence, domestic violence, violence over women, internet violence – discussion; migrations, marginal population groups – discussion; paying visit to the Vojvodina Coordinator of Prevention and Promotion of Health.				
Literature: <i>Literature in Serbian:</i> 1. Hojer S.: Pristupi i metode u zdravstvenom odgoju, udžbenik, Koledž zdravlja, Ljubljana, Slovenija, 2005. 2. Damani N.: Priručnik o prevenciji i kontroli infekcija, Medicinska naklada, Zagreb, 2015. 3. Drndarević D., Janković S.: Bolničke infekcije-definicije, Institut za javno zdravlje Srbije „Dr Milan Jovanović Batut“, Beograd, 2008. 4. Gerlič I.: Savremene informacione tehnologije u obrazovanju, Nacionalna izdavačka kuća Slovenija, Ljubljana, Slovenija, 2000. 5. Pokorn D.: Ishrana u različitim fazama života: dodatak ishrani u ishrani, Marbona, Ljubljana, Slovenija, 2003. <i>Literature in English:</i> 6. World Health Organisation: Physically Active Children are More Likely to Perform Better Academically, Geneva, Swiss, 2007.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments		Points	Final Exam	Points
Lecture attendance		3	Exam	40

Activity	7		
Projects/Seminars	0		
Exercises/professional practice	20		
Colloquiums	30		

PROFESSIONAL PRACTICE

Study program:	Master of Nursing, module Nursing, module Public Health
Type and level of study:	master professional studies
Course:	Professional Practice
Language of instruction:	Serbian
Course status:	mandatory
Semester:	second year, third semester
ECTS:	5
Requirements:	no

Course objective:

The objective of professional practice is for the student to achieve the highest degree of independence and self-confidence in work while respecting the learned principles of work, learned knowledge and skills and good communication; to acquire a high level of ability for individual nursing interventions, communication, presentation and organizational skills necessary in the professional work of a professional master's nurse, as well as to acquire the ability to transfer professional knowledge to younger colleagues in the team.

Course outcome:

The expected outcomes are in accordance with the set goals and expected competencies and follow the content of professionally applied courses. They enable the training of students for the areas of work of a professional master's nurse. A special outcome of the course should be the empowerment of the professional master's nurse to transfer knowledge to colleagues in the team, as well as to demonstrate organizational, presentation, communication and managerial skills in work in a health institution.

Course content:

During professional practice, the student applies the knowledge and skills acquired during four semesters of practical and theoretical classes. The student acquires and develops new knowledge and skills, the contents of which include:

1. medical aspect,
2. medical-technical and organizational aspect,
3. communication, organizational and pedagogical aspect,
4. health care aspect,
5. health regulation aspect.

The student performs professional practice within 120 hours in a public or private health institution, which depends on the available opportunities of the health system. Activities during practice are recorded and monitored by the student in the professional practice diary, which must include the mentioned aspects of professional practice. Within the specified number of hours, the student also receives one problem assignment, the solution proposal of which should be presented by the end of the professional practice period in front of the mentor and colleagues, followed by a joint discussion and analysis of the proposed solution, highlighting the good aspects of the proposal and potential weaknesses, as well as a comparison with alternative solutions.

Literature:

Literature in Serbian:

1. literature related to the laboratory method
2. internal documents Teaching bases (statute, regulations ...)

Literature in English:

3. literature related to the laboratory method
4. internal documents Teaching bases (statute, regulations ...)

Number of classes:

Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
0	0	120	0	0

Methods of teaching:

practical work in microbiology, medical biochemistry and hematology laboratory.

Grading (maximum 100 points)

Pre-Exam commitments	Points	Final Exam	Points
Lecture attendance	0		
Activity	0		
Projects/Seminars	0		
Exercises/professional practice	100		
Colloquiums/exam	0		

PUBLIC HEALTH 2

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Public Health 2				
Language of instruction: Serbian				
Course status: mandatory				
Semester: first year, first semester				
ECTS: 13				
Requirement: no				
Course objective: Familiarization of students with details (more than at undergraduate professional studies) and trends relating to the measures, levels and organization of health protection, importance of public health as a scientific discipline, importance of prevention and methodology of health-care education.				
Course outcome: Possessing knowledge of specific features of public health, understanding and evaluation of the state of health of the population, knowledge of classification systems in health care, understanding how health protection system works, understanding specific features of management in health care, as well as knowledge of national, EU and global health-care policy in the sphere of public health and social medicine.				
Course content: <i>Theory classes</i> Health and quality of life – a modern concept; social care of the health, importance of prevention; health-care education of children and permanent health-care education of adults; objectives and purpose of health-care education; content of education – contemporary approach, selection of topics; levels and approaches in health-care education; motivation and communication in health-care education; health protection; social inequalities in health care and obtaining health protection; health-care education in the process of care of senior citizens, disabled persons, persons with special needs; marginal categories – contemporary approach; health-care policy; criteria in evaluation of social and medical importance of health issues; methodology of prevention and control of non-contagious diseases; health protection systems worldwide; health protection programming; the role of health-care institutions and health-care professionals in the health-care system; health-care technology; quality of health protection; classification systems and standards in health care; management in health care. <i>Practical classes</i> The student conducts an individual health-educational evaluation in an institution supervised by a mentor within a target group of a primary, secondary or tertiary level of health-care education.				
Literature: <i>Literature in Serbian:</i> 1. Jakovljević Đ., Grujić V., Martinov Cvejin M.: Socijalna medicina, udžbenik, Medicinski fakultet, Novi Sad, 2014. 2. Simić S. i sar.: Socijalna medicina, udžbenik, Medicinski fakultet, Beograd, 2012. 3. Hojer S.: Pristupi i metode u zdravstvenom odgoju, udžbenik, Koledž zdravlja, Ljubljana, 2005. <i>Literature in English:</i> 4. Murphy F.: Community Engagement, Organization and Development for Public Health Practice, Springer Publishing Company, New York, 2004.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments	Points	Final Exam	Points	
Lecture attendance	3	Exam	40	
Activity	7			
Projects/Seminars	0			
Exercises/professional practice	20			
Colloquiums	30			

PUBLIC RELATIONS MANAGEMENT 2

Study program:	Master of Nursing, module Nursing, module Public Health
Type and level of study:	master professional studies
Course:	Public Relations Management 2
Language of instruction:	Serbian
Course status:	mandatory
Semester:	second year, third semester
ECTS:	8
Requirement:	no

Course objective:

Students are familiarized with the methods and techniques of public relations management; public relations as communication functions within an organization, society, processes of creating public relations, planning and organization of public relations, as well as specific features of methods and techniques of public relations in certain areas.

Course outcome:

Upon the successful completion of the course, the student will possess an ability of critical analysis of methods and techniques of public relations and their application in practice within an organization and society, as well as in the international context. Students will acquire basic skills in communication with media and the public. Students are trained in individual and team work, as well as for oral and written business communication in the context of public relations.

Course content:

Theory classes

Introduction into the notion of public relations. Main characteristics of public relations. Analysis of public relations activities. The role and activities of public relations. Public relations in crisis. Creation of public relations. Public relations management – skills in identification of issues, prompt response, avoiding to give answer. Public relations research. Defining aims and target groups. Defining and directing public relations activities. Public relations planning and organizing. Corporate identity planning. Methods and techniques in public relations practice in certain areas. Methods and techniques in public relations. Ethical aspect in public relations. Manipulating relations and public relations.

Practical classes

Practical classes imply practical exercises in knowledge acquired in theory classes. Public relations in crisis – workshop, discussion; research in public relations – internet search, presentation, discussion; methods and techniques in public relations practice in certain areas – workshop; ethical aspect in public relations – discussion; manipulating relations and public relations – workshop, discussion.

Literature:

Literature in Serbian:

1. Filipović V., Kostić M., Prohaska S.: Odnosi s javnošću, udžbenik, Fakultet organizacionih nauka, Beograd, 2003.
2. Nikolić M.: Odnosi s javnošću, udžbenik, Tehnički fakultet Mihajlo Pupin, Zrenjanin, 2012.
3. Black S.: Odnosi sa javnošću, Clio, Beograd, 2003.
4. Laketa M., Laketa L.: Menadžment odnosa sa javnošću u funkciji razvoja kompanije, Narodna knjiga, Beograd, 2011.
5. Cebalović M.: Upravljanje odnosima s javnošću u javnom preduzeću, udžbenik, Društvo za unapređenje marketinga, Beograd, 2011.
6. Gligorić T.: Odnosi sa javnošću, Prometej, Banja Luka, 2008.
7. Katlip S. M., Senter A. H., Brum G. M.: Uspesni odnosi s javnošću, Službeni glasnik, Beograd, 2009.

Literature in English:

8. Smith R. D.: Strategic Planning for Public Relations, Public Press, New York, 2002.

Number of classes:

Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
45	45	0	0	0

Methods of teaching:

interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations

Grading (maximum 100 points)

Pre-Exam commitments	Points	Final Exam	Points
Lecture attendance	3	Exam	40
Activity	7		
Projects/Seminars	0		
Exercises/professional practice	20		
Colloquiums	30		

QUALITATIVE RESEARCH IN HEALTH CARE AND PAPER WRITING

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Qualitative Research in Health Care and Paper Writing				
Language of instruction: Serbian				
Course status: mandatory				
Semester: first year, first semester				
ECTS: 5				
Requirement: no				
Course objective: Familiarization with fundamental principles of research work in nursing and methods of scientific paper writing. Familiarization with qualitative research methods in health care.				
Course outcome: Acquisition of knowledge on scientific way of thinking and methods of scientific paper writing. Students will be trained to plan and conduct a scientific research and convert research results into scientific paper or specialist thesis. Acquisition of knowledge on specific characteristics of writing scientific paper and its preparation for publishing, as well as acquisition of skills of critical approach to research.				
Course content: <i>Theory classes</i> Qualitative research methods in health care; necessity of experiment repeating, specific issues and research in health care; processing of research results: writing based on a concept, title, introduction, literature overview, working hypothesis, work material and methods, research results, discussion, conclusion, quoted literature; searching literature, sources of specialist literature; paper composition; preparation of manuscript for publishing: excerpt, key words, illustrations (tables, graphs, photos), language and style in writing, manuscript proofreading and correction, importance and paper review; other types of publications; writing original scientific paper, review paper, paper to be presented at scientific meetings, scientific meeting summary, book writing, monograph writing, exercise book writing, book presentation, oral presentation, poster preparation; valuation of scientific paper: citation, biography; difference between commercial paper, specialist thesis and scientific paper; project drawing up. <i>Practical classes</i> Qualitative methods of research in health care – exercise; techniques of collecting, arranging and studying literature – exercise; Internet as source of information, searching selected electronic databases (Kobson, Google scholar, Mendeley...) – exercise; research result processing – exercise; graphic presentation of data – exercise; structure and writing of scientific and specialist thesis – exercise; quoting literature – exercise.				
Literature: <i>Literature in Serbian:</i> 1. Đurić P.: Uvod u naučno-istraživački rad, Medicinski fakultet, Novi Sad, 2015. 2. Milankov V, Jakšić P.: Metodologija naučno-istraživačkog rada u biološkim disciplinama, Prirodno-matematički fakultet, Novi Sad, 2006. 3. Đurić P.: Praktikum iz uvoda u naučno-istraživački rad, Medicinski fakultet, Novi Sad, 2013. 4. Šomodi Š, Novković N, Kraljević-Balalić M, Kajari K.: Uvod u naučni metod, Poljoprivredni fakultet, Novi Sad, 2004 <i>Literature in English:</i> 5. Ebel H F, Bliefert C, Russey W E.: The Art of Scientific Writing, Verlag GmbH & Co. KgaA, Weinheim, 2004.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments		Points	Final Exam	Points
Lecture attendance		3	Exam	40
Activity		7		
Projects/Seminars		0		
Exercises/professional practice		20		
Colloquiums		30		

QUALITY CONTROL 2

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Quality Control 2				
Language of instruction: Serbian				
Course status: mandatory				
Semester: first year, second semester				
ECTS: 5				
Requirement: no				
Course objective: A more detailed familiarization with a quality control process (than it was the case at undergraduate professional studies), familiarization of students with details of nurse procedures and training of students to understand them and their application.				
Course outcome: Upon the completion of the course, student will be able to organize a quality control process of a certain process, material good or work position in a health-care institution in the domain of nursing; student will also be able to use appropriate forms, comply with appropriate procedures and train professional nurses in the importance of the quality control process in nursing.				
Course outcome: <i>Theory classes</i> Nurse procedures, importance of procedures, quality control procedures; internal and external quality check; quality control strategy in nursing; quality management; quality control and its improvement; selection of processes/goods/jobs over which quality control is conducted; defining quality control parameters; quality control process flow analysis; anticipation of a process, decision on means of work; forms used in the quality control process, manner of formulating questions, manner of process supervision; report drawing up; reporting on spotted quality control conclusions, corrective measure defining; actions in case of observance/non-observance of corrective measures; inventory management, planning needs for materials; labour management and control, selection of jobs, measurement and improvement of performances; republic administration bodies in the sphere of health care; inspection supervision; experience of the EU countries; modern trends; current challenges in health-care institutions; specific control processes; protection of population from contagious diseases, turnover of medicines, turnover of narcotics, ban on the use of alcoholic drinks, ban on smoking, environmental legislation; medical waste and biological material management. <i>Practical classes</i> Discussion on the topics on health-care organization process, health-care institutions and health insurance; analysis of practical experience in Serbia and abroad; analysis of practical examples in the domain of certain segments over which quality control is carried out – case studies, discussion, workshops; e-learning and searching literature on the given quality control topic..				
Literature: <i>Literature in Serbian:</i> 1. Milović Lj.: Organizacija zdravstvene nege sa menadžmentom, udžbenik, Naučna knjiga, Beograd, 2004. 2. Grujić V., Martinov Cvejin M., Legećić B.: Menadžment u zdravstvu, udžbenik, Medicinski fakultet, Novi Sad, 2007. 3. Đorđević D., Čočkalović D.: Upravljanje kvalitetom, Tehnički fakultet Mihajlo Pupin, Zrenjanin, 2007. 4. Pravilnik o proveru kvaliteta stručnog rada zdravstvenih ustanova, privatne prakse, zdravstvenih radnika i zdravstvenih saradnika, Službeni glasnik Republike Srbije 35/2011. 5. Legećić B.: Principi menadžmenta, udžbenik, Ekonomski fakultet, Subotica, 2007. <i>Literature in English:</i> 6. Morrisey M. A.: Health Insurance, Health Administration Press, 2007. 7. Beik Janet I.: Health Insurance Today: A Practical Approach, Saunders, Philadelphia, 2010.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments		Points	Final Exam	Points
Lecture attendance		3	Exam	40
Activity		7		
Projects/Seminars		0		
Exercises/professional practice		20		
Colloquiums		30		

RESEARCH, RESEARCH METHODS AND STATISTICS

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Research, Research Methods and Statistics				
Language of instruction: Serbian				
Course status: mandatory				
Semester: first year, second semester				
ECTS: 5				
Requirement: no				
Course objective: Familiarization of students with research work and its characteristics. Familiarization with the types of research methods, manner of data collection, manner of carrying out experiments and manner of data processing. Training students in the application of basic statistical-analytical procedures, conception and design of simpler forms of research and critical use of professional and scientific literature in the domain of statistics in medical research work.				
Course outcome: Students will be trained to actively participate in research work and use professional and scientific literature. Students will be trained to use statistical methods and scientific and specialist texts and apply statistical methods. Students are trained to select and use different statistical methods, process and interpret data collected within the research.				
Course content: <i>Theory classes</i> The notion and characteristics of research work; types of research methods, methods of data collection; required attributes of a research work to be deemed as such; ways of carrying out experiments; methods of data processing; methods of result presentation; basic notions in statistics; specific notions used in statistics and common in medical research; known literature in the area of statistics in medical research; methods and stages in statistical processing; methods of presenting results of a research work; descriptive analysis: central tendency measures; variability measures; homogeneity evaluation; sample, types of samples, manner of sample selection, sampling method; repetition of analysis; defining and testing statistical hypotheses; parametric and non-parametric tests; analysis of time series variations; trend, extrapolation and interpolation; regression and correlation analysis; normal distribution; inferential statistics; types of errors. <i>Practical classes</i> Sampling – exercise; selection and application of statistical methods appropriate to the problem set and depending on the types of variables – exercise; graphic and tabular presentation of results – exercise; interpretation of results and making conclusions – exercise; analysis of types of errors – exercise; use of literature aimed at familiarization with the existing literature in this field – exercise.				
Literature: <i>Literature in Serbian:</i> 1. Grujić V., Jakovljević Đ.: Primena statistike u medicinskim istraživanjima, Medicinski fakultet, Novi Sad, 2007. 2. Erić-Marinković J., Dotlić R., Janošević S., Kocov N., Gajić M., Ile T., Stanisavljević D., Babić D.: Statistika za istraživače u oblasti medicinskih nauka, Medicinski fakultet, Beograd, 2008. 3. Grujić V., Martinov Cvejin M., Legetić B.: Socijalna medicina, udžbenik, Medicinski fakultet, Novi Sad, 2001 <i>Literature in English:</i> 4. Harris M., Taylor G.: Medical Statistics Made Easy, Scion Publishing, New York, 2014.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments	Points	Final Exam	Points	
Lecture attendance	3	Exam	40	
Activity	7			
Projects/Seminars	0			
Exercises/professional practice	20			
Colloquiums	30			

STRESS IN HEALTH CARE AND SUPERVISION

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Stress in Health Care and Supervision				
Language of instruction: Serbian				
Course status: elective				
Semester: second year, fourth semester				
ECTS: 5				
Requirement: no				
Course objective: The objective of the course is to familiarize students with the notion of stress and factors of occurrence, types and characteristics of stress in health-care professionals, as well as of stress phases which a health-care professional might be through. A special emphasis is put on familiarization of students with the burnout syndrome, ways of its occurrence and fighting it.				
Course outcome: It is expected that upon the completion of the course student will be familiar with the notion of stress and burnout syndrome and to possess knowledge and skills of how to recognize them, recognize the reasons of their occurrence and factors affecting their occurrence and intensity, as well as to how fight them.				
Course content: <i>Theory classes</i> Professional stress; stress categories; acute stress, chronic stress; causes of stress at work; stress research methodology; level of observed stress; scale of stressful life situation; risk assessment; ways of facing stressful situations; Big Five Questionnaire; burnout syndrome; clinical features of the job burnout syndrome; phases of manifestation of burnout syndrome; phases of occurrence of the burnout syndrome; psychological stress and job burnout measurement; steps in preventing stress and burnout syndrome; stress occurrence and consequences of the job stress; special population groups, risk, danger, safety, incident, accident, response, "evidenced-based" information in public health; salutogenesis and salutogenic models; monitoring and job stress management, distress, absenteeism, presenteeism; early recognition and identification of new occupational diseases; screening and prahmacovigilance; assessment of risk and hazards or work environment; stress prevention measures. <i>Practical classes</i> Causes of job stress – analysis, discussion; stress research methodology – workshop; risk assessment – workshop; ways of facing stressful situations – workshop, simulation; burnout syndrome – discussion, case studies; steps aimed and burnout syndrome prevention – discussion; special population groups – discussion; stress prevention measures – case studies, discussion; communication – simulation, discussion.				
Literature: <i>Literature in Serbian:</i> 1. Grubić-Nešić L.: Razvoj ljudskih resursa, Novi Sad, 2005. 2. Mandić T.: Komunikologija, Clio, Beograd, 2003. 3. Mihailović D.: Rukovanje stresom menadžera, Psihologija danas 20, 26-29, Niš, Društvo biheioralne teorije i prakse, 2003. <i>Literature in English:</i> 4. Ekstedt M., Fagerberg I.: Lived experiences of the time preceding burnout, J Adv Nurs 49(1): 59–67, 2005. 5. Gil-Monte P. R.: Factorial validity of the Maslach Burnout Inventory (MBI-HSS) among Spanish professionals, Rev Saude Publica 39(1): 1–8, 2005. 6. Kahn J., Langlieb A.: Mental health and productivity in the workplace: a handbook for oranzations and clinicians, San Francisco: Jossey-Bass, 2003. 7. Maslach C., Schaufeli W. B., Leiter M. P.: Job burnout, Annu Rev Psychol 52: 397-422, 2001.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments		Points	Final Exam	Points
Lecture attendance		3	Exam	40
Activity		7		
Projects/Seminars		0		
Exercises/professional practice		20		
Colloquiums		30		

TIME MANAGEMENT

Study program: Master of Nursing, module Nursing, module Public Health				
Type and level of study: master professional studies				
Course: Time Management				
Language of instruction: Serbian				
Course status: elective				
Semester: second year, fourth semester				
ECTS: 5				
Requirement: no				
Course objective: The objective of the course is familiarization of students with basic assumptions, notions and challenges of time management, including priority setting and focusing, as well as with practical advice and techniques the application of which is a <i>sui generis</i> skill in better time management.				
Course outcome: The outcome of the course is that students are trained how to define priorities in discharging their duties, how to recognize causes of poor time organization and apply appropriate techniques aimed at their overcoming, to adopt techniques for better work organization, to recognize the biggest "time stealers" and to be familiar with the ways of their elimination.				
Course content: <i>Theory classes</i> Time as a resource; general changes in time treatment presently, global trend, speeding up; forms of swift communication, IT, digitalization, media, mobile telephones, social networks...; the quality of time spending; stress to time relationship; time management, planning, ways of planning; degree of utilization of time: distraction; disorganization, perfectionism, delaying, rigidity; time management philosophy; measures of its efficiency; time management tools; delegation; record keeping on a daily, weekly, monthly, annual basis; monitoring; mobile telephones; e-mailing; the internet; social networks; the importance of accurate information; communication, importance, types; time sealers, elimination of time stealers; to-do list; task refusal; documentation organization and handling; priorities; important/urgent quadrant; 80/20 rule; organization of a day; work place; self-discipline; methods of learning; methods of memorizing; the art of listening; negotiation power; NLP training; health, stress, burnout syndrome; goal defining; self-education; self-confidence, assertiveness; personal rhythm. <i>Practical classes</i> The quality of time spending – analysis; stress-to-time relationship – discussion; time management, planning, methods of planning – analysis and discussion; time management tools – workshop; delegation – workshop; record keeping on a daily, weekly, monthly, annual basis – workshop; mobile telephones – discussion; e-mailing – analysis and discussion; social networks – analysis and discussion; communication – workshop; time stealers – workshop; to-do lists – workshops; priorities – workshop; important/urgent quadrant – analysis and discussion; day organization – workshop; the art of listening – workshop; negotiation power – workshop; NLP training – visit of a professional skill coach; burnout syndrome – workshop.				
Literature: <i>Literature in Serbian:</i> 1. Sikavica P.: Organizacija, Školska knjiga, Zagreb, 2011. 2. Gorupić D., Bošković M.: Menadžment ciljeva i vremena, Horizont internacional, Zagreb, 2006. 3. Armstrong M.: Kompletna menadžerska znanja – upravljanje poslovima i aktivnostima, M.E.R. Consult, Zagreb, 2001. 4. Miladinović M: Upravljanje projektima u IT, Prirodno-matematički fakultet, Niš, 2011. 5. Srića V., Kliment A., Knežević B.: Uredsko poslovanje – strategija i koncepti automatizacije ureda, Sinergija nakladništvo, Zagreb, 2003. <i>Literature in English:</i> 6. Covey S.: Highly Effective People, Free Press, New York, 2012. 7. Allen D.: How to Get Things Done, Penguin Books, London, 2013 8. Collins J.: Good to Great, Random House Business, New York, 2001.				
Number of classes:				
Lectures	Exercises	Other classes (professional practice...)	Study research work (Degree Paper...)	Other forms of teaching (individual work with student, projects...)
30	30	0	0	0
Methods of teaching: interactive lectures, exercises, work in small groups, seminar papers, presentation to the group, case study, simulations				
Grading (maximum 100 points)				
Pre-Exam commitments		Points	Final Exam	Points
Lecture attendance		3	Exam	30
Activity		7		
Projects/Seminars		0		

Exercises/professional practice	40		
Colloquiums	20		