

NURSING MANAGEMENT

Placement: II year

Hours of Instruction

Theory 150 Hours

Practical 150 Hours

Total : 300 Hours

Course Description:

This course is designed to assist students to develop a broad understanding of Principles, concepts, trends and issues related to nursing management. Further, it would provide opportunity to students to understand, appreciate and acquire skills in planning, supervision and management of nursing services at different levels to provide quality nursing service.

Objectives:

At the end of the course, students will be able to:

1. Describe the philosophy and objective of the health care institutions at various levels.
2. Identify trends and issues in nursing.
3. Discuss the public administration, health care administration vis a vis nursing administration.
4. Describe the principles of administration applied to nursing.
5. Explain the organization of health and nursing services at the various levels / institutions.
6. Collaborate and co-ordinate with various agencies by using multisectoral approach.
7. Discuss the planning, supervision and management of nursing workforce for various health care settings.
8. Discuss various collaborative models between nursing education and nursing service to improve the quality of nursing care.
9. Identify and analyse legal and ethical issues in nursing administration.
10. Describe the process of quality assurance in nursing services.
11. Demonstrate leadership in nursing at various levels.

COURSE – PLAN

UNIT	HRS	CONTENT
I	10	<ul style="list-style-type: none"> ❑ Philosophy, purpose, elements, principles & scope of administration. ❑ Indian Administrative system vis a vis health care delivery system: National, State and Local, Indian Constitution. ❑ Planning Processes: Five year plans, various committee reports on Health State and National Health Policies, National Population Policy on AYUSH & plans.
II	10	<p>MANAGEMENT: -</p> <ul style="list-style-type: none"> ❑ Functions of administration. ❑ Planning and control. ❑ Co- ordination and delegation ❑ Decision making – decentralization basic goals of decentralization ❑ Concept of management. <p>NURSING MANAGEMENT: -</p> <ul style="list-style-type: none"> ❑ Concept, types and principles. ❑ Vision and mission statements. ❑ Philosophy, aims and objectives <p>❑ Current trends and issues in Nursing administration</p> <p>❑ Theories and models.</p> <p>Ap application to nursing service and education.</p>
III	15	<p>PLANNING :-</p> <ul style="list-style-type: none"> ❑ Planning process: concept, principles. ❑ Mission, philosophy, objectives. ❑ Strategic planning ❑ Operational plans. ❑ Management plans ❑ Programme evaluation and review technique (PERT), Gantt chart, management by objectives (MBO). ❑ Planning new venture. ❑ Planning for change <p>Application to nursing service and education</p>
IV	15	<p>ORGANISATION :-</p> <ul style="list-style-type: none"> ❑ Concept, principles, objectives, types and theories, minimum requirements for organization, developing an organizational structure, levels, organizational effectiveness and organizational climate ❑ Organizing nursing services and patient care : methods of patient assignment – advantages and disadvantages, primary nursing care.

UNIT	HRS	CONTENT
		<ul style="list-style-type: none"> ❑ Planning and organizing : hospital, unit and ancillary services (specially central sterile supply department, laundry, kitchen, lab. Services, emergency etc.) ❑ Disaster management : plan, resources, drill., etc. Application to nursing service and education
V	15	<p>HUMAN RESOURCES FOR HEALTH :-</p> <ul style="list-style-type: none"> ❑ Staffing ❑ Recruitment : credentialing, selection, placement, promotion ❑ Retention . ❑ Personnel policies ❑ Termination ❑ Staff development programme. ❑ Duties and responsibilities of various category of nursing personnel.
VI	15	<p>DIRECTING :-</p> <ul style="list-style-type: none"> ❑ Roles And Functions ❑ Motivation : Intrinsic, extrinsic, creating motivating climate, motivational theories. ❑ Communication : process, types, strategies, interpersonal communication, channels,barriers,problems, confidentiality, public relations ❑ Delegation; common delegation errors ❑ Managing conflicts: process, management, negotiation, consensus ❑ Collective bargaining: health care labour laws, unions, professional associations, role of nurse manager ❑ Occupational health and safety. Application to nursing service and education
VII	10	<ul style="list-style-type: none"> • Material Management • Concepts, principles and procedures : Specifications • ABC analysis • VED (very important and essential daily use) analysis • Planning equipments and supplies for nursing care : unit and hospital • Inventory control • Condemnation <p>Application to nursing service and education</p>

UNIT	HRS	CONTENT
VIII	15	<p>Controlling</p> <ul style="list-style-type: none"> • Quality assurance <ul style="list-style-type: none"> Standards Models Nursing audit • Performance appraisal : Tools, formats, Management, interviews • Supervision and management : concepts and principles • Discipline : service rules, self discipline, constructive versus destructive discipline, problem employees, disciplinary proceedings enquiry etc. <p>Application to nursing service and education</p>
IX	15	<p>Fiscal planning</p> <ul style="list-style-type: none"> • Steps • Plan and non-plan, zero budgeting, mid-term appraisal, capital and revenue • Budget estimate, revised estimate, performance budget • Audit • Cost effectiveness • Cost accounting • Critical pathways • Health care reforms • Health economics • Budgeting for various units and levels <p>Application to nursing service and education</p>
X	10	<p>Nursing informatics</p> <ul style="list-style-type: none"> • Trends • General purpose • Use of computers in hospital and community • Patient record system • Nursing records and reports • Management information and evaluation system (MIES) • E-nursing, Telemedicine, telenursing • Electronic medical records
XI	10	<p>Leadership</p> <ul style="list-style-type: none"> • Concepts, Types Theories • Styles • Manager behaviors • Leader behaviors • Effective leader : Characteristics, skills • Group dynamics • Power and politics • Lobbying • Critical thinking and decision making • Stress management <p>Application to nursing service and education</p>

UNIT	HRS	CONTENT
XII	10	<p>Legal and ethical issues</p> <p>Laws and ethics</p> <ul style="list-style-type: none"> • Ethical committee • Code of ethics and professional conduct • Legal system : Types of law, tort law, and liabilities • Legal issues in nursing : negligence, malpractice, invasion of privacy, defamation of character • Patient care issues, management issues, employment issues • Medico legal issues • Nursing regulatory mechanisms : licensure, renewal, accreditation • Patients rights • Rights of special groups : children, women, HIV, handicap • Infection control • Standard safety measures

Practical

1. Prepare prototype personal files for staff nurses, faculty and cumulative records
2. Preparation of budget estimate, Revised estimate and performance budget
3. Plan and conduct staff development programme
4. Preparation of Organization Chart
5. Developing nursing standards / protocols for various units
6. Design a layout plan for speciality units / hospital, community and educational institutions
7. Preparation of job description of various categories of nursing personnel
8. Prepare a list of equipments and supplies for speciality units
9. Assess and prepare staffing requirement for hospitals, community and educational institutions
10. Plan of action for recruitment process
11. Prepare a vision and mission statement for hospital, community and educational institutions
12. Prepare a plan of action for performance appraisal
13. Identify the problems of the speciality units and develop plan of action by using problem solving approach
14. Plan a duty roster for speciality units / hospital, community and educational institutions
15. Prepare : anecdotes, incident reports, day and night reports, handing and taking over reports, enquiry, nurses notes, official letters, curriculum vitae, presentation etc.
16. Prepare a plan for disaster management
17. Group work
18. Field appraisal report.

ESSENTIALS FOR A P. EXP.

- 1) DEMONSTRATION
 - 2) PREPARATION/STUDY MATERIAL & PRESENTATION
 - 3) ANALYSIS STUDY-REPORT
- (GUIDE LINE TO BE PROVIDED) THAT IS
AIMS-OBJECTIVES EVALUATION

AREA FOR EXPERIENCE

- PREPARATION FOR DUTY ROSTER UNIT
- PREPARATION FOR INVENTORY
- PROCESS OF CONDEMNATION
- SUPERVISION FOR NSG/NON NSS STABB ?
- CLINICS FOR TRAINEE NURSES (BEDSIDE)
- OBSERVATIONAL STUDY OF NURSES ADM AREA.

VISIT- APECIFIC Department

C S S D, kitchen

Waste disposal

Special unit

College Demonstration format

- Cumulative Record
- Personal Appraisal
- Various evaluation performe
- Organizational charts
- Job description
- Recruitment Process
- Vision-Mission statement
- Standing orders/protocol
- Staff development programme
- Model budget

Practical Experience:-Observational Study Report Preparation.

SN	Departments/Area	Weeks	Hours
1	Hospital Administration Nursing service administration Nursing education administration	1½	60 hrs.
2	Community Health Administration	1½	60 hrs.
3	Visit to Specialised Unit /Hospital	1 (5 hrs. per day)	30 hrs.
	Total		150 hrs.

Hospital Administration: -

- Account Section
- CSSD
- Dietary Section
- Waste Disposal etc.

Nursing Services Administration:-

- Office of Nursing Superintendent
- Departmental Incharge

Nursing Education Administration:-

- Office of Principal of School/College of Nursing

Community Health Administration: -

- DHS/DHO/CHC/RH/NGO/Govt.Agencies

Assignments: - Theory

- Seminar
- Module Preparation (Staff development programme)
- Vision Mission Statement
- Standing orders
- Job Description
- Cumulative reword
- Evaluation Performa
- Personal Appraisal
- Recruitment process.

Method of Teaching: -

- Lecture Discussion
- Group Discussion
- Field Visit
- Project work
- Seminar Presentation

INTERNAL ASSESSMENT

THEORY

1. Mid Term -	50
2. Pre- term -	75
3. Seminar / Presentation	100
4. Evaluation for Performance appraisal	50

275

Practical Experience Evaluation

1. Evaluation Criteria for writing report on Duties and responsibilities of Nursing Personnel 50 Marks
2. Clinical Performance Evaluation : Nursing Service Administration 100 Marks

ASSIGNMENT FORMAT FOR SEMINAR

Introduction to the topic__
 Unit background
 Concept, definition
 History
 Subject matter
 Application in Nursing field
 Summary
 Conclusion
 References

EVALUATION CRITERIA FOR SEMINAR PRESENTATION

Subject

Topic

Name of student

Group

Date

Time

Maximum Marks : 100

SN.	Criteria	Rating					Remarks
		1	2	3	4	5	
1	Introduction						
2	Organization of Content						
3	Presentation of topic						
4	Relevant examples						
5	Relevant statistical data						
6	Group participation						
7	Control of group						
8	Conclusion						
	AV Aids						
9	Appropriate to subject						
10	Proper use of A/V Aids						
11	Self explanatory						
12	Attractive						
13	Planning and preparation						
14	Use of Modern technology						
	Physical facilities						
15	Environment						
16	Classroom preparation						
17	Over lay out						
	Personal Appearance						
18	Voice & clarity						
19	Mannerisms						
20	References						

Remarks & signature of supervisor-

Date :

Signature of student

Date :

ASSIGNMENT FORMAT FOR WRITING PERFORMANCE APPRAISAL :-

Guidelines :-

- 1 Define the purpose of assessment
- 2 Decide as to which groups are to be assessed
- 3 Select and define the qualities to be assessed on a Five point Rating scale.
- 4 Include the following areas
 - Quality of performance
 - Quantity of work
 - Quality of work
 - Mental qualities
 - Ability to learn
 - Adaptability
 - Originality
 - Reasoning powers
 - Supervisory qualities
 - Leadership
 - Organizing ability
 - Cooperation
 - Personal qualities
 - Honesty
 - Self control
 - Initiative
 - Appearance
 - Attitude towards fellow workers
 - Attitude towards work
 - Capacity for further development
 - Intelligence
 - Acceptance of responsibility
 - To Lead a group

EVALUATION CRITERIA FOR WRITING PERFORMANCE APPRAISAL

(Maximum Marks : 50)

SN.	Criteria	Marks Allotted	Marks Obtained	Total
1	Preparation of Tool	20		
2	Content	10		
3	Comprehension	10		
4	Conclusion	05		
5	References	05		
	Total	50		

Remarks & signature of supervisor-

Date :

Signature of student

Date :

CLINICAL EVALUATION PERFORMS NURSING SERVICE ADMINISTRATION

Name of the student
Period :

Field placement
Name of the supervisor

DECECTION :- To facilitate the use of the clinical evaluation performs, typical activities behavior are described on a five point scale. The direction of all scale is from lowest (1) to highest (5). Mark your evaluation by placing a tick mark in the column, describing the student's standing in relation to other students in the general level experiences :-

1 Poor 2 Fair 3 Good 4 Very good 5 Excellent

Marks : 100

SN	SUPERVISOR TASKS	Rating					Remarks
		1	2	3	4	5	
1	Organizing ability						
2	Leadership						
3	Responsibility for equipments & supplies						
4	Maintenance of cleanliness of ward						
5	Assisting in Ward activity (Pharmacy, Dietary etc)						
6	Written & oral report						
7	Teaching						
8	Supervision of nonprofessional workers						
9	Problem solving ability						
	WORK PERFORMANCE						
1	Knowledge						
2	Skill (Accuracy & speed)						
3	Maintaining nursing & scientific principles						
	PERSONAL QUALITIES						
1	Communication skill						
2	Attitude towards work						
3	Self confidence						
4	Inter – personal relationship						
5	Emotional stability						
6	Punctuality						
7	Cooperation						
8	Reliability						

Remarks & signature of supervisor-

Date :

Signature of student

Date :

ASSIGNMENT FORMAT FOR WRITING REPORT ON DUTIES AND RESPONSIBILITIES OF NURSING PERSONNEL (NURSING SUPERINTENDENT, WARD IN CHARGES).

Introduction

Aim of the assignment

Objectives of the study

Qualification

Total years of service

Experience in Administration

Date of appointment in the Hospital for the assignment

Write the job description of each of the categories of the above employees in the hospital under Administrative, Supervisory, Clinical, Teaching, Records, Reports & Returns and other duties such as staff welfare, committee procedures

Conclusion

References

**EVALUATION CRITERIA FOR WRITING REPORT ON
DUTIES AND RESPONSIBILITIES OF NURSING PERSONNEL**

(Maximum Marks : 50)

SN.	Criteria	Marks Allotted	Marks Obtained	Total
1	Introduction	10		
2	Organization of content	20		
3	Comprehensive	10		
4	Conclusion	05		
5	References	05		
	Total	50		

Remarks & signature of supervisor-

Date :

Signature of student

Date :

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5. organization, Geneva.
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7. New York, 5th edition
8. Finer, H. Administration and the Nursing Services, Mac Millan Co.
9. Freeman Ruth B & Holmer Edward M., "Administration and Public Health
10. Services, W.B. Saunders Co. Philadelphia and London.
11. Gallagher, A.H. 'Educational "Administration in Nursing" Macmillan.
12. Goddard H.A. "Principles of Administration applied to Nursing" Macmillan.
13. Owen, Joseph, Karlton, "Modern Concepts of Hospital Administration"
14. W.B. Saunders Company, Philadelphia and London.
15. Stoner and Freeman, management, 4th edition, 1989, Prantice Hall, India.
16. V.L.S. Rao and Narayan, Principles and practice of Management, Konark publishers, 1994.

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- ◆ Jean Barret - Ward Management
- ◆ Govt. of MAH. - Hospital Administration
- ◆ Koontz - Principles of Management, 4th edition, 1968.
- ◆ Ann Morriene - Guide to Nursing Management.
- ◆ Keith Davis - Human Relations at Work, the dynamics of organisational behaviour.
- ◆ R.D. Agrawal - Organisational Management.
- ◆ R.A. Sharma. - Technological Foundation Of Education.

Journals:

1. Registered nurses.
2. Nursing times.
3. Nursing journal of India.
4. Nurses of India
5. Indian journal of medical ethics.
6. Indian journal of holistic nursing.
7. Journal of nursing practice and research.
8. Journal of advance nursing practice.
9. Herald of health
10. Health screen.
11. Health action