



Final year M. Sc. Nursing

Subject: Nursing Management

Faculty: Mrs. Nisha Naik

Unit	Topics	No of lectures	Lecture serial No.
INTRODUCTION	<ul style="list-style-type: none">• Meaning of Philosophy, purpose of nursing administration	1	1
	<ul style="list-style-type: none">• Principles of administration	1	2
	<ul style="list-style-type: none">• Scope of administration	1	3
	<ul style="list-style-type: none">• Health care delivery system includes the National, State and Local level,	2	4-5
	<ul style="list-style-type: none">• Indian Constitution	1	6
	<ul style="list-style-type: none">• Planning process	2	7-8
	<ul style="list-style-type: none">• Various committee reports, national health policies	2	9-10
Unit- II Management	<ul style="list-style-type: none">• Management ,Vision statement Mission Statements	1	11
	<ul style="list-style-type: none">• Functions of administration	1	12
	<ul style="list-style-type: none">• Philosophy, aims, goals and objectives of nursing management	1	13
	<ul style="list-style-type: none">• Co-ordination & delegation	2	14-15
	<ul style="list-style-type: none">• Decision making	2	16-17
	<ul style="list-style-type: none">• Current trends and issues in Nursing Administration	2	18-19
	<ul style="list-style-type: none">• Application of theories & models to nursing service and education.	1	20
Unit- III PLANNING	<ul style="list-style-type: none">• Planning process- concept, principles, objectives	2	21-22
	<ul style="list-style-type: none">• Philosophy of planning	1	23
	<ul style="list-style-type: none">• Strategic planning	2	24-25
	<ul style="list-style-type: none">• Operational ,Management plan,Formulation of strategies	2	26-27
	<ul style="list-style-type: none">• Programme evaluation & review technique, Gnatt chart	2	28-29
	<ul style="list-style-type: none">• Management by objectives	2	30-31
	<ul style="list-style-type: none">• Planning for change	2	32-33
	<ul style="list-style-type: none">• Planning new venture, innovations in nursing	1	34
<ul style="list-style-type: none">• Tutorial	1	35	
UNIT- V	<ul style="list-style-type: none">• Staffing- Philosophy, norms, staff inspection unit(SIU), Bajaj Committee, High power	2	51-52

HUMAN RESOURCE FOR HEALTH	committee		
	• Indian nursing council (INC)	1	53
	• Estimation of nursing staff requirement	1	54
	Recruitment- Credentialing, Selection, placement, promotion	2	55-56
	• Retention, personnel policies and termination	2	57-58
	• Staff development programme- aims, objectives	1	59
	• Induction programme, in-service education	2	60-61
	• Duties and responsibilities of various category of nursing personnel- Director of nursing, head nurse, staff nurse etc.	3	62-64
Tutorial	1	65	
UNIT-VI DIRECTING	• Motivation- Intrinsic, extrinsic motivation, Motivational climate	1	66
	• Motivational climate, theories of motivation	2	67-68
	• Communication- Communication channels, Elements	2	69-70
	• Forms of communication	1	71
	• Barriers of communication, strategies to improve	1	72
	• Public relations	2	73-74
	• Managing conflict-factors, types & management	2	75-76
	• Collective bargaining- labour laws, unions, role of nurse manager	2	77-78
Occupational health and safety-definition, concept, various agents, measures & prevention of diseases	2	79-80	
UNIT-VII MATERIAL MANAGEMENT	• Division of material, selection with nursing articles, planning and procurement procedures	2	81-82
	• Principles of material management	1	83
	• Stocking of equipment and care of supplies	1	84
	• ABC analysis, very important & essential daily use	2	85-86
	• Inventory control,	1	87
	• condemnation	1	88
	• Responsibility of nurse in maintenance of equipments	2	89-90
UNIT-VIII CONTROLLING	• Quality assurance- need, standards, models	1	91
	• Components:-setting standards, comparing, analysis and implementation <ul style="list-style-type: none"> ○ Tools, barriers and standards in quality assurance 	2	92-93
	• Nursing audit-Definition, objectives, types, role of nurse	2	94-95
	• Performance appraisal	2	96-97
	• Confidential reports	1	98

	<ul style="list-style-type: none"> • Supervision 	2	99-100
	<ul style="list-style-type: none"> • Discipline- self, constructive versus destructive discipline 	2	101-102
	<ul style="list-style-type: none"> • Disciplinary proceedings, employee problems 	1	103
	<ul style="list-style-type: none"> • Self evaluation, peer evaluation 	1	104
	Tutorial	1	105
UNIT-IX FISCAL PLANNING	<ul style="list-style-type: none"> • Key terms, components financial planning 	1	106
	<ul style="list-style-type: none"> • Importance:- income, cash flow, capital etc 	2	107-108
	<ul style="list-style-type: none"> • Classification 	2	109-110
	<ul style="list-style-type: none"> • Budget estimate 	2	111-112
	<ul style="list-style-type: none"> • Types 	1	113
	<ul style="list-style-type: none"> • Financial planning process- assessment, planning, implementing, evaluation, proposed budget 	2	114-115
	<ul style="list-style-type: none"> • Revenue, capital, cost effectiveness and cost accounting 	2	116-117
	<ul style="list-style-type: none"> • Health economics, health insurance 	2	118-119
	<ul style="list-style-type: none"> • Role of a nurses in planning various budgets 	1	120
UNIT-X NURSING INFORMATICS	<ul style="list-style-type: none"> • Definition, History, ANA council for computer application in nursing (CCAN), purpose 	1	121
	<ul style="list-style-type: none"> • Use of computers in hospital & community 	2	122-123
	<ul style="list-style-type: none"> • Patient record system 	1	124
	<ul style="list-style-type: none"> • Importance of records & reports 	2	125-126
	<ul style="list-style-type: none"> • Management information & evaluation system 	1	127
	<ul style="list-style-type: none"> • Telemedicine & tele nursing 	2	128-129
	Electronic medical records	1	130
UNIT-X LEADERSHIP	<ul style="list-style-type: none"> • Definition, leadership theories and styles 	1	131
	<ul style="list-style-type: none"> • Components of effective leadership, characteristics of effective nurse leader 	1	132
	<ul style="list-style-type: none"> • Group dynamics- Roles of groups, Group building, Individual role of group members, role of a nurse 	2	133-134
	<ul style="list-style-type: none"> • Power & politics- Power types : reward, corrective, legitimate, expert etc, nursing in politics 	2	135-136
	<ul style="list-style-type: none"> • Role of a nurse in critical thinking 	2	137-138
	<ul style="list-style-type: none"> • Stress management- sources, stress management techniques 	2	139-140
UNIT-XII LEGAL AND ETHICAL ISSUES	<ul style="list-style-type: none"> • Definitions of related terms, ethical committee 	1	141
	<ul style="list-style-type: none"> • Code of ethics & professional conduct 	2	142-143
	<ul style="list-style-type: none"> • Legal & ethical issues in nursing 	2	144-145
	<ul style="list-style-type: none"> • Medico legal issues, nursing regulatory mechanisms 	1	146
	<ul style="list-style-type: none"> • Consumer protection rights, patients rights, bill of rights, rights of special group 	2	147-148
	<ul style="list-style-type: none"> • Infection control & standard safety measures 	2	149-150

REFERENCES

1. Bessie L. Morquis et. Al., Leadership Roles & Management Function of Nursing, 3rd edition, Library of Congress Publication (London) 2000, pp 471-476.
2. B. T. Basavanthappa, Nursing Administration, 1st edition, Jaypee Brothers Medical Publisher (P) Ltd. (New Delhi), 2008, pp 271-282.
3. Vestal Katherinew, Nursing Management Concept & Issue, 2nd edition 2000, Library of Congress cataloging in publication Data pp. 31-32, 87-97.
4. Ann J Zwemer, Professional Adjustment & ethics for nurse in India, 6th edition 1995. Library of Congress cataloging publication, pp 56-68.
5. Ann Morriner – Tomey, Guide to Hsy Management, 4th edition, Library of Congress cataloging publication, Won 1992, pp 65-69.
6. May Ann Anderson, Hsg. Leadership & Professional Practice, 2nd edition 2001, Library of Congress cataloging publication, data. pp 198-293.
7. Elizabeth Arnold, Interpersonal Relationship, 3rd edition 1999. Library of Congress cataloging publication, pp 504-506.
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10. Jaiwanti P. Dhaulta, Trained Nurses Association Of India, Nursing Administration & Management, 1st edition 2000, Pp-260-266
11. Jennifer E. Clark, Management for Nurses & Health Care Professionals, Churchill Livingstone Publication 1997, 2nd edition, Pp-192-193
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13. Marquis L.Bessiel, Leadership roles and management functions in Nursing theory and application, Lippincott Williams and Wilkins publications 2000 , edition 3rd , Pp:422-423

EVALUATION:

Paper -1, Subject -Nursing management, Duration -3HRS

Internal Assessment-25, ExternalAssessment-75, Total Marks= 100

Internal Assessment: 25 Marks

(Out of 25 Marks to be send to the University)

Midterm examinatio: 50Marks

Prelim: 75 Marks

Written assignments

External Assessment (Theory): 75 Marks

(University Examination)