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### **Fourth Year BSc. Nursing**

**Subject:** - Management of Nursing Service & Education

**Faculty:** - Ms. Seema Chavan

<b>UNIT</b>	<b>TOPIC</b>	<b>Number of lecture</b>	<b>Lecture Serial No</b>
1 Introduction to Management in Nursing	History, Definition, concepts and theories	<b>1</b>	<b>1</b>
	••Functions of management	<b>1</b>	<b>2</b>
	••Principles of management	<b>1</b>	<b>3</b>
	••Role of nurse as a manager and her qualities	<b>1</b>	<b>4</b>
2 Management Process	••Planning, mission, philosophy, objectives, operational plan	<b>1</b>	<b>5</b>
	••Staffing: Philosophy, staffing study, norms, activities, patient classification system, scheduling	<b>1</b>	<b>6</b>
	••Human resource management, recruiting, selecting, deployment, retaining, promoting, superannuation	<b>1</b>	<b>7</b>
	••Material management: equipment and supplies	<b>1</b>	<b>8</b>
	••Directing process (Leading) ••Controlling: Quality management ••Program Evaluation Review Technique (PERT), Bench marking, Activity Plan (Gantt Chart	<b>1</b>	<b>9</b>
	•••Budgeting: Concept, principles, types, cost benefit analysis audit	<b>1</b>	<b>10</b>
	3 Hospital Organization	• Definition, types and functions of hospital	<b>1</b>
• Governing body- Hospital administration		<b>1</b>	<b>12</b>
• Control & line of authority		<b>1</b>	<b>13</b>
• Hospital statistics including hospital utilization indices		<b>2</b>	<b>14-15</b>
• Role of hospital in comprehensive health care		<b>1</b>	<b>16</b>
• Development of new management practices: Marketing of Hospitals, specialty Hospitals		<b>2</b>	<b>17-18</b>

4 Management of nursing services in the hospital	<ul style="list-style-type: none"> <li>••Planning <ul style="list-style-type: none"> <li>- Hospital &amp; patient care units including ward management</li> <li>- Emergency and disaster management</li> </ul> </li> </ul>	<b>1</b>	<b>19</b>
	Human resource management <ul style="list-style-type: none"> <li>- Recruiting, selecting, deployment, retaining, promoting, superannuation</li> <li>- Categories of nursing personnel including job description of all levels</li> <li>- Patients/ population classification system</li> <li>- Patients/ population assignment and nursing care responsibilities</li> <li>- Staff development and welfare programmes</li> </ul>	<b>1</b>	<b>20</b>
	••Budgeting: Proposal, projecting requirements for staff, equipments and supplies for <ul style="list-style-type: none"> <li>- Hospital and patient care units</li> <li>- Emergency and disaster management</li> </ul>	<b>1</b>	<b>21</b>
	••Controlling/ Evaluation <ul style="list-style-type: none"> <li>- Nursing rounds/ visits, Nursing protocols, Manuals</li> <li>- Quality assurance model, documentation</li> <li>- Records and reports</li> </ul>	<b>1</b>	<b>22</b>
	••Performance appraisal	<b>1</b>	<b>23</b>
	••Material management: Procurement, inventory control, auditing and maintenance in <ul style="list-style-type: none"> <li>- Hospital and patient care units</li> <li>- Emergency and disaster management</li> </ul>	<b>1</b>	<b>24</b>
	••Directing & Leading: delegation, participatory management • Assignments, rotations, delegations <ul style="list-style-type: none"> <li>- Supervision &amp; guidance • Implement standards, policies, procedures and practices</li> <li>- Staff development &amp; welfare</li> <li>- Maintenance of discipline</li> </ul>	<b>2</b>	<b>25-26</b>
5 Organizational behavior and human relations	••Concepts and theories of organizational behaviors <ul style="list-style-type: none"> <li>••Review of channels of communication</li> </ul>	<b>1</b>	<b>27</b>
	••Leadership styles, Power, types	<b>1</b>	<b>28</b>
	••Review of motivation: concepts and theories	<b>1</b>	<b>29</b>
	••Group dynamics <ul style="list-style-type: none"> <li>••Techniques of: <ul style="list-style-type: none"> <li>- Communication and</li> <li>- Interpersonal relationships</li> <li>- Human relations</li> </ul> </li> </ul>	<b>1</b>	<b>30</b>
	••Public relations in context of Nursing <ul style="list-style-type: none"> <li>••Relations with professional associations and</li> </ul>	<b>1</b>	<b>31</b>

	employee union ••Collective bargaining			
6 In-service education	••Nature & scope of in-service education program	<b>1</b>	<b>32</b>	
	••Organization of in-service education	<b>1</b>	<b>33</b>	
	Principles of adult learning	<b>1</b>	<b>34</b>	
	••Planning for in-service education program, techniques, methods, and evaluation of staff education program	<b>1</b>	<b>35</b>	
	••Preparation of report	<b>1</b>	<b>36</b>	
7 Management of Nursing educational institutions	••Establishment of nursing educational institution – INC norms and guidelines	<b>1</b>	<b>37</b>	
	••Co-ordination with - Regulatory bodies - Accreditation - Affiliation – Philosophy/ - Objectives, Organization - Structure - Committees - Physical facilities - College / School - Hostel – Students - Selection - Admission procedures - Guidance and counseling - Maintaining discipline	<b>1</b>	<b>38</b>	
	Faculty and staff - Selection - Recruitment - Job description - Placement - Performance appraisal - Development and welfare	<b>1</b>	<b>39</b>	
	••Budgeting	<b>1</b>	<b>40</b>	
	••Equipments and supplies: audio visual equipments, laboratory equipments, books, journals etc.	<b>1</b>	<b>41</b>	
	••Curriculum: Planning, Implementation and Evaluation	<b>3</b>	<b>42-44</b>	
	••Clinical facilities ••Transport facilities	<b>1</b>	<b>45</b>	
	••Institutional Records, and reports – Administrative, Faculty, Staff and students.	<b>1</b>	<b>46</b>	
	8 Nursing as a Profession	••Nursing as a Profession - Philosophy; nursing practice - Aims and Objectives	<b>4</b>	<b>47-50</b>

	<ul style="list-style-type: none"> <li>- Characteristics of a professional nurse</li> <li>- Regulatory bodies; INC, SNC Acts:- Constitution, functions</li> <li>- Current trends and issues in Nursing</li> </ul>		
	<ul style="list-style-type: none"> <li>••Professional ethics</li> <li>- Code of ethics; INC, ICN</li> <li>- Code of professional conduct; INC, ICN.</li> </ul>	<b>1</b>	<b>51</b>
	••Practice standards for nursing;	<b>2</b>	<b>52-53</b>
	••Consumer Protection Act	<b>1</b>	<b>54</b>
	<ul style="list-style-type: none"> <li>••Legal aspects in Nursing</li> <li>- Legal terms related to practice; Registration and licensing</li> <li>- Legal terms related to Nursing practice; Breach and penalties</li> <li>- Malpractice and Negligence</li> </ul>	<b>2</b>	<b>55-56</b>
9 Professional Advancement	••Continuing education	<b>1</b>	<b>57</b>
	••Career opportunities	<b>1</b>	<b>58</b>
	••Membership with Professional Organizations; National and International	<b>1</b>	<b>59</b>
	••Participation in research activities		
	••Publications; Journals, Newspaper etc	<b>1</b>	<b>60</b>

### Internal assessment

Sr. No.		Marks
<b>1</b>	<b>Perodic exam</b>	<b>25</b>
<b>2</b>	<b>Mid term</b>	<b>50</b>
<b>3</b>	<b>Prefinal</b>	<b>75</b>
	<b>Total marks</b>	<b>150</b>

(150 Marks to be converted in to 15 Marks for Internal Assessment)

Sr. No.	Assignments	Marks
<b>1</b>	<b>Seminar</b>	<b>100</b>
<b>2</b>	<b>Ward Management</b>	<b>25</b>
<b>3</b>	<b>Diet Sheet</b>	<b>25</b>
<b>4</b>	<b>Clinical evaluation</b>	<b>100</b>
	<b>Total marks</b>	<b>250</b>

(250 Marks to be converted in to 10 Marks for Internal Assessment)

### REFERENCES: (Bibliography)

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7. Park K. Park's Textbook of Preventive and Social Medicine, 17th edn, M/S Banarsidas Bhanot Publishers: Jabalpur, 2003.
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11. Hersey, P., Blanchard, H K & Johnson, E D. Management of Organizational Behavior, Pearson Education Indian Branch: New Delhi, 2002.
12. Barret, Jean. Ward Management and Teaching, 2nd edn, English Book Society: New Delhi, 1967.