



Second Year P.B. B. Sc Nursing

Subject: Introduction to Nursing Service Administration

Faculty: Ms. Kavita Kelkar

UNIT	TOPIC	Number of lecture	Lecture Serial No
UNIT I PRINCIPLE AND PRACTICE OF ADMINISTRATION hrs.	Significance, elements and Principles of Administration. - Planning - Organization - Staffing - Directing - Controlling - Coordinating - Reporting - Budgeting	3	1,2,3
	Administration and Organization of Hospital. Definition, Aims, Functions & roles of the hospital Classifications of Hospitals Health Team Ethical and legal aspects of hospital administration Policies of Hospital, different departments with special emphasis to the department of nursing office management	3	4,5,6,
	Nursing management Responsibilities of nursing personnel , specially of ward sister,	2	7,8
	Medico –legal aspects Concept of cost effectiveness	2	9,10
	Tutorial	1	11
UNIT II NURSING UNIT MANAGEMENT	Physical Lay out of a Nursing Unit Necessary facilities Factors affecting the quality of nursing care	2	12,13
	Maintenance of a therapeutic environment Administration of the nursing unit	2	14,15
	Management of patient care , Maintenance of the Physical environment	2	16,17
	Delivery of patient care, Assignment of duties and time plan	1	18

	Patient assignment, Discharge Planning	1	19
	Safety measures, prevention of accidents and infections Maintenance of patients records and reports, legal responsibilities	2	20,21
	Maintenance of quality nursing care, Nursing audit	1	22,
	Tutorial	1	23,
UNIT III PERSONNEL MANAGEMENT	Significance of Personnel management Staff recruitment and selection process ,appointment, promotions, transfers, remunerations, retraining, terminating	2	24,25
	personnel policies, Job specifications, Job description, Job Analysis	1	26
	Staffing the unit ,Staffing Philosophy, Staffing norms Staffing Modules	1	27
	Patient Classification System, Rotation plan, Leave planning	2	28,29
	Performance appraisal - Purposes of performance appraisal - Developing and using standards - Training - Feedback	1	30
	Career Counseling Staff welfare activities Management of Disciplinary problems	1	31
	Human resource development Health team approach Collective Bargaining, Conflicts and its solutions.	1	32
	Tutorial	1	33
UNIT IV SUPERVISION	Definition, nature, need Philosophy and objectives of supervision	2	33,34
	Principles of supervision Tools and techniques of supervision	1	35
	Staff Development Orientation program In service education Continuing Education	2	36,37
	Skill training Assertiveness Training for assertiveness Public speaking skills Leadership development	2	37,38
	Problem solving process, Evaluation, Nursing audit	2	39,40
	Tutorial	1	41
UNIT V MATERIAL MANAGEMENT	Material management – concept, need Principles of Material management	2	42,43
	Quality control	1	44

	Inventory, Care of equipments Stock keeping	2	45,46
	Role of Nursing personnel in Material management	1	47
	Tutorial	1	48
UNIT VI FINANCIAL MANAGEMENT	Budgeting - Nature and purposes of Budgeting Types of Budget	2	49,50
	Principles of Budgeting, Financial Audits	1	51
	Tutorial	1	52
UNIT VII ORGANIZATIONAL BEHAVIOR	Organizational behavior- Group dynamics	1	53
	Human relations - Morale Building	2	54,55
	Organization Communication - Hospital Information system - Public relations in Hospitals	2	56,57
	Leadership –Concepts, Manager behavior, Leader behavior Leadership – defined, Leadership Theories – Behavioral, Situational - Leadership styles and functions, - Transformational leadership - Qualities of a leader	2	58,59
	Methods of reporting - Maintaining records and reports	2	60,61
	Tutorial	1	62

EVALUATION

Sr. no.	Subject Introduction to Nursing Service Administration	Duration	Internal assessment	External assessment	Total marks
1.	Theory	3	25	75	100

Internal assessment

Sr. No.	Internal assessment	Marks
	Mid term	50
	Prefinal	75
	Total	125 (Converted in to 15 marks)
	Clinical assignments Posting of Ward Management	100 (Converted in to 10 marks)
	Total	25

External assessment (Theory) 75 Marks (University Examination)