

**DR D.Y. PATIL DEEMED UNIVERSITY**  
**COLLEGE OF NURSING**  
**PIMPRI, PUNE-18**

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Subject: Nursing Management  
 Final year M. Sc. Nursing  
 Faculty: Mrs. Shweta Joshi

Unit	Topics	No of lectures	Lecture serial No.
<b>INTRODUCTION</b>	• Meaning of Philosophy, purpose of nursing administration	1	1
	• Principles of administration	1	2
	• Scope of administration	1	3
	• Health care delivery system includes the National, State and Local level,	2	4-5
	• Indian Constitution	1	6
	• Planning process	2	7-8
	• Various committee reports, national health policies	2	9-10
Unit- II Management	• Management ,Vision statement Mission Statements	1	11
	• Functions of administration	1	12
	• Philosophy, aims, goals and objectives of nursing management	1	13
	• Co-ordination & delegation	2	14-15
	• Decision making	2	16-17
	• Current trends and issues in Nursing Administration	2	18-19
	• Application of theories & models to nursing service and education.	1	20
Unit- III PLANNING	• Planning process- concept, principles, objectives	2	21-22
	• Philosophy of planning	1	23
	• Strategic planning	2	24-25
	• Operational ,Management plan,Formulation of strategies	2	26-27
	• Programme evaluation & review	2	28-29

	<ul style="list-style-type: none"> <li>technique, Gantt chart</li> <li>• Management by objectives</li> <li>• Planning for change</li> <li>• Planning new venture, innovations in nursing</li> <li>• Tutorial</li> </ul>	<p>2</p> <p>2</p> <p>1</p> <p>1</p>	<p>30-31</p> <p>32-33</p> <p>34</p> <p>35</p>
UNIT- V HUMAN RESOURCE FOR HEALTH	<ul style="list-style-type: none"> <li>• Staffing- Philosophy, norms, staff inspection unit(SIU), Bajaj Committee, High power committee</li> <li>• Indian nursing council (INC)</li> <li>• Estimation of nursing staff requirement</li> <li>• Recruitment- Credentialing, Selection, placement, promotion</li> <li>• Retention, personnel policies and termination</li> <li>• Staff development programme- aims, objectives</li> <li>• Induction programme, in-service education</li> <li>• Duties and responsibilities of various category of nursing personnel- Director of nursing, head nurse, staff nurse etc.</li> <li>• Tutorial</li> </ul>	<p>2</p> <p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>1</p> <p>2</p> <p>3</p> <p>1</p>	<p>51-52</p> <p>53</p> <p>54</p> <p>55-56</p> <p>57-58</p> <p>59</p> <p>60-61</p> <p>62-64</p> <p>65</p>
UNIT-VI DIRECTING	<ul style="list-style-type: none"> <li>• Motivation- Intrinsic, extrinsic motivation, Motivational climate</li> <li>• Motivational climate, theories of motivation</li> <li>• Communication- Communication channels, Elements</li> <li>• Forms of communication</li> <li>• Barriers of communication, strategies to improve</li> <li>• Public relations</li> <li>• Managing conflict-factors, types &amp; management</li> <li>• Collective bargaining- labour laws, unions, role of nurse manager</li> <li>• Occupational health and safety-definition, concept, various agents, measures &amp; prevention of diseases</li> </ul>	<p>1</p> <p>2</p> <p>2</p> <p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>66</p> <p>67-68</p> <p>69-70</p> <p>71</p> <p>72</p> <p>73-74</p> <p>75-76</p> <p>77-78</p> <p>79-80</p>

<b>UNIT-VII MATERIAL MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Division of material, selection with nursing articles, planning and procurement procedures</li> <li>• Principles of material management</li> <li>• Stocking of equipment and care of supplies</li> <li>• ABC analysis, very important &amp; essential daily use</li> <li>• Inventory control, condemnation</li> <li>• Responsibility of nurse in maintenance of equipments</li> </ul>	2  1 1 2  1 2 1	81-82  83 84 85-86  87 88-89 90
<b>UNIT-VIII CONTROLLING</b>	<ul style="list-style-type: none"> <li>• Quality assurance- need, standards, models</li> <li>• Components:-setting standards, comparing, analysis and implementation <ul style="list-style-type: none"> <li>○ Tools, barriers and standards in quality assurance</li> </ul> </li> <li>• Nursing audit-Definition, objectives, types, role of nurse</li> <li>• Performance appraisal</li> <li>• Confidential reports</li> <li>• Supervision</li> <li>• Discipline- self, constructive versus destructive discipline</li> <li>• Disciplinary proceedings, employee problems</li> <li>• Self evaluation, peer evaluation</li> <li>• Tutorial</li> </ul>	1 2  2  2 1 2 2  1 1 1	91 92-93  94-95  96-97 98 99-100 101-102  103 104 105
<b>UNIT-IX FISCAL PLANNING</b>	<ul style="list-style-type: none"> <li>• Key terms, components financial planning</li> <li>• Importance:- income, cash flow, capital etc</li> <li>• Classification</li> <li>• Budget estimate</li> <li>• Types</li> <li>• Financial planning process- assessment, planning, implementing, evaluation, proposed budget</li> <li>• Revenue, capital, cost effectiveness and cost accounting</li> <li>• Health economics, health insurance</li> <li>• Role of a nurses in planning various budgets</li> </ul>	1 2 2 2 1 2  2 1  1 1	106 107-108 109-110 111-112 113 114-115  116-117 118  119 120
<b>UNIT-X NURSING INFORMATI</b>	<ul style="list-style-type: none"> <li>• Definition, History, ANA council for computer application in nursing (CCAN), purpose</li> <li>• Use of computers in hospital &amp; community</li> <li>• Patient record system</li> </ul>	1  2 1	121  122-123 124

CS	<ul style="list-style-type: none"> <li>• Importance of records &amp; reports</li> <li>• Management information &amp; evaluation system</li> <li>• Telemedicine &amp; tele nursing</li> <li>• Electronic medical records</li> </ul>	2 1 2 1	125-126 127 128-129 130
UNIT-X <b>LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• Definition, leadership theories and styles</li> <li>• Components of effective leadership, characteristics of effective nurse leader</li> <li>• Group dynamics- Roles of groups, Group building, Individual role of group members, role of a nurse</li> <li>• Power &amp; politics- Power types : reward, corrective, legitimate, expert etc, nursing in politics</li> <li>• Role of a nurse in critical thinking</li> <li>• Stress management- sources, stress management techniques</li> </ul>	1 1 2 2 2 2	131 132 133-134 135-136 137-138 139-140
UNIT-XII <b>LEGAL AND ETHICAL ISSUES</b>	<ul style="list-style-type: none"> <li>• Definitions of related terms, ethical committee</li> <li>• Code of ethics &amp; professional conduct</li> <li>• Legal &amp; ethical issues in nursing</li> <li>• Medico legal issues, nursing regulatory mechanisms</li> <li>• Consumer protection rights, patients rights, bill of rights, rights of special group</li> <li>• Infection control &amp; standard safety measures</li> </ul>	1 2 2 1 2 2	141 142-143 144-145 146 147-148 149-150

## **REFERENCES**

1. Bessie L. Morquis et. Al., Leadership Roles & Management Function of Nursing, 3<sup>rd</sup> edition, Library of Congress Publication (London) 2000, pp 471-476.
2. B. T. Basavanthappa, Nursing Administration, 1<sup>st</sup> edition, Jaypee Brothers Medical Publisher (P) Ltd. (New Delhi), 2008, pp 271-282.
3. Vestal Katherinew, Nursing Management Concept & Issue, 2<sup>nd</sup> 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, 6<sup>th</sup> edition 1995. Library of Congress cataloging publication, pp 56-68.

5. Ann Morriner – Tomey, Guide to Hsy Management, 4<sup>th</sup> edition, Library of Congress cataloging publication, Won 1992, pp 65-69.
6. May Ann Anderson, Hsg. Leadership & Professional Practice, 2<sup>nd</sup> edition 2001, Library of Congress cataloging publication, data. pp 198-293.
7. Elizabeth Arnold, Interpersonal Relationship, 3<sup>rd</sup> edition 1999. Library of Congress cataloging publication, pp 504-506.
8. Lucie Young Kelly, Diamentions of Professional Nursing, 8<sup>th</sup> edition 1999, Library of Congress cataloging publication, pp 321-324.
9. Janne Dunham – Taylorr, Health Care Financial Management of Nurse Manager, Library of Congress cataloging publication, pp 177-17, 251.
10. Jaiwanti P. Dhaulta, Trained Nurses Association Of India, Nursing Administration & Management, 1<sup>st</sup> edition 2000, Pp-260-266
11. Jennifer E. Clark, Management for Nurses & Health Care Professionals, Churchill Livingstone Publication 1997, 2<sup>nd</sup> edition, Pp-192-193
12. 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)