

**Dr. D.Y.Patil Vidyapeeth, Pune**

**Dr. D.Y. Patil College of Nursing, Pimpri, Pune-18.**

**Semester VIII Fourth year BSc. Nursing**

**Subject:-Management of Nursing service and Education**

**Faculty: - Mrs. Jayabala Aghamkar & Mrs. Avnee Naik**

Unit	Topic	Number of lecture	Lecture Serial No
1 Introduction to management in nursing	<ul style="list-style-type: none"><li>• History ,Definition, Concepts and Theories</li><li>• Functions of management</li><li>• Principles of management</li><li>• Role of Nurse as a manager and her qualities</li></ul>	1	1
		1	2
		1	3
		1	4
2 Management process	<ul style="list-style-type: none"><li>• Planning ,mission,philosophy,objectives,operational plan</li><li>• Staffing ,philosophy,staffing study ,norms,activites,patient classification system,scheduling</li><li>• Human resource management ,recruiting,selecting,deployment,retaining,promoting, supernnuation</li><li>• Budgeting :concept,principles,types,cost benefit analysis audit</li><li>• Material management :equipment and supplies</li><li>• Directing process (Leading)</li><li>• Controlling :Quality management</li><li>• Program Evaluation Review Technique(PERT),Bench marking,Activity Plan (Gantt chart)</li></ul>	1	5
		1	6-7
		1	8
		1	9
		1	10
		1	11
		1	12
3 Hospital organization	<ul style="list-style-type: none"><li>• Definition ,types,and functions of hospital</li><li>• Governing body-Hospital administration</li><li>• Control and line of authority</li><li>• Hospital statistics including hospital utilization indices</li><li>• Role of hospital in comprehensive health care</li><li>• Development of new management practices ,Marketing of hospitals,Speciality hospitals</li></ul>	2	12
		2	13
		2	14
		2	15
		2	15

<p>4 Management of nursing services in the hospital and community</p>	<ul style="list-style-type: none"> <li>● Planning <ul style="list-style-type: none"> <li>➤ Hospital and patient care units including ward management</li> <li>➤ Emergency and disaster management</li> </ul> </li> <li>● Human resource management <ul style="list-style-type: none"> <li>➤ Recruiting ,selecting,deployment,retaining,promoting,su pernnuation</li> <li>➤ Categories of nursing personnel including job description of all levels</li> <li>➤ Patients /population assignment and nursing care responsibilities</li> <li>➤ Staff development and welfare programmes</li> </ul> </li> <li>● 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> </li> <li>● 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> </li> <li>● Directing and Leading:delegation,participatory management <ul style="list-style-type: none"> <li>➤ Assignments ,rotations,delegations</li> <li>➤ Supervision and guidance</li> <li>➤ Implement standards ,policies,procedures and practices</li> <li>➤ Staff development and welfare</li> <li>➤ Maintenance of discipline</li> </ul> </li> <li>● 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> </li> <li>● Performance appraisal</li> </ul>	<p>1 1 1 1 1 1 1 1 1 1 1</p>	<p>16 17 18 19 20 21 22 23</p>
<p>5 Organizational behavior</p>	<ul style="list-style-type: none"> <li>● Concepts and theories of organizational behaviors</li> <li>● Review of channels of communication</li> <li>● Leadership styles ,power,types</li> <li>● Review of Motivation:concepts and theories</li> <li>● Group dynamics</li> <li>● Techniques of <ul style="list-style-type: none"> <li>➤ Communication</li> <li>➤ Interpersonal relationships</li> <li>➤ Human relations</li> </ul> </li> <li>● Public relations in context of nursing</li> </ul>	<p>1 1 1 1</p>	<p>24 25 26</p>

	<ul style="list-style-type: none"> <li>• Relations with professional associations and employee union</li> <li>• Collective bargaining</li> </ul>	1	27
6 In-service education	<ul style="list-style-type: none"> <li>• Nature and scope of in-service education program</li> <li>• Organization of in-service education</li> <li>• Principles of adult learning</li> <li>• Planning for in-service education program, techniques ,methods and evaluation of staff education program</li> <li>• Preparation of report</li> </ul>	1  1 1 1 1	28  29 30 31 32
7 Managemen t of Nursing Educational Institutions	<ul style="list-style-type: none"> <li>• Establishment of nursing educational institution – INC norms and guidelines</li> <li>• Coordination with <ul style="list-style-type: none"> <li>➤ Regulatory bodies</li> <li>➤ Accreditation</li> <li>➤ Affiliation –Philosophy /Objectives,Organisation</li> <li>➤ Structure</li> <li>➤ Committees</li> <li>➤ Physical facilities</li> <li>➤ College/school</li> <li>➤ Hostel –students</li> <li>➤ Selection</li> <li>➤ Admission procedures</li> <li>➤ Guidance and counseling</li> <li>➤ Maintaining discipline-faculty and staff</li> <li>➤ Selection</li> <li>➤ Recuirtnent</li> <li>➤ Job description</li> <li>➤ Placement</li> <li>➤ Performance appraisal</li> <li>➤ Development and welfare</li> </ul> </li> <li>• Budgeting</li> <li>• Equipments and supplies:audio visual equipments,laboratory equipments,books,journals etc</li> <li>• Curriculum :Planning ,Implementation and Evaluation</li> <li>• Clinical facilities</li> <li>• Transport facilities</li> <li>• Institutional Records,and reports- Administrative,Faculty,Staff and Students</li> </ul>	1  1   1   1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	33  34  35  36 37 38 39 40 41 42  43
8 Nursing as a profession	<ul style="list-style-type: none"> <li>➤ Nursing as a profession</li> <li>➤ Philosophy ;nursing practice</li> <li>➤ Aims and Objectives</li> </ul>	4	44

	<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>	1	45
	<ul style="list-style-type: none"> <li>• Professional ethics <ul style="list-style-type: none"> <li>➤ Code of ethics;INC ,ICN</li> <li>➤ Code of professional conduct;INC ,ICN</li> </ul> </li> <li>• Practice standards for nursing;INC</li> <li>• Consumer Protection Act</li> <li>• Legal aspects in Nursing <ul style="list-style-type: none"> <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> </li> </ul>	2	46
		1	47
		2	48
9 Professional Advanceme nt	<ul style="list-style-type: none"> <li>• Continuing education</li> <li>• Carrer opportunities</li> <li>• Collective bargaining</li> <li>• Memebership with professional organizations;National and International</li> <li>• Participation in research activities</li> <li>• Publications ;Journals,Newspaper etc</li> </ul>	1	49
		1	50
		1	51
		1	52

#### References;

1. TNAI. Nursing administration and management 1<sup>st</sup> edn,Academic press;New Delhi,2000
2. Shakharkar, B.M. Principles of Hospital Administration and Planning,Jaypee Brothers ;
3. Pai ,pragna.Effective Hospital Management ,1<sup>st</sup> edn,The National Book Depot;Mumbai,2002
4. Srinivasan ,A.V.Managing a Modern Hospital,1<sup>st</sup> edn,;sage publications New Delhi,2000
5. Basavanhappa .B T.Nursing Administration,1<sup>st</sup> edn, J P Brothers Medical Publishers;New Delhi,2000

#### Evaluation

1. Duties and responsibilities of ward sister-25
2. Planning and implementation of an in service education programme 25
3. Performance appraisal preparation of format -25

