



PBB B.Sc. NUSING II YEAR FOURTH SEMESTER

Subject: Introduction to Nursing Service Administration

Total hours: 60

Practical hours: 180

Faculty: Mrs. Pooja Nikam

UNIT	TOPICS	No.Of lectures	Lecture s serial no.
UNIT I PRINCIPLE AND PRACTICE OF ADMINISTRATION	<ul style="list-style-type: none">• Significance, elements and Principles of Administration.- Planning- Organization- Staffing- Directing- Controlling- Coordinating- Reporting- Budgeting	3	3
	<ul style="list-style-type: none">• Administration and Organization of Hospital.○ Definition, Aims, Functions & roles of the hospital○ Classifications of Hospitals Health Team○ Ethical and legal aspects of hospital administration	3	6
	<ul style="list-style-type: none">○ Policies of Hospital, different departments with special○ emphasis to the department of nursing office management○ Nursing management	2	8
	<ul style="list-style-type: none">○ Responsibilities of nursing personnel , specially of ward sister,○ Medico –legal aspects○ Concept of cost effectiveness	2	10

UNIT II NURSING UNIT MANAGEMENT	<ul style="list-style-type: none"> Physical Layout of a Nursing Unit Necessary facilities 	1	11	
	<ul style="list-style-type: none"> Factors affecting the quality of nursing care Maintenance of a therapeutic environment 	2	13	
	<ul style="list-style-type: none"> Administration of the nursing unit 	1	14	
	<ul style="list-style-type: none"> Management of patient care 	1	15	
	<ul style="list-style-type: none"> Maintenance of the Physical environment 	1	16	
	<ul style="list-style-type: none"> Assignment of duties and time plan Patient assignment, Discharge Planning 	1	17	
	<ul style="list-style-type: none"> Safety measures, prevention of accidents and infections Maintenance of patients records and reports, legal responsibilities 	1 1	18 19	
	<ul style="list-style-type: none"> Maintenance of quality nursing care Nursing audit 	2	20	
	UNIT III PERSONNEL MANAGEMENT	<ul style="list-style-type: none"> Significance of Personnel management Staff recruitment and selection process appointment, promotions, transfers, remunerations, retraining, terminating 	2	22
		<ul style="list-style-type: none"> personnel policies Job specifications Job description 	1	23
<ul style="list-style-type: none"> Job Analysis 		1	24	
<ul style="list-style-type: none"> Staffing the unit 		1	25	
<ul style="list-style-type: none"> Staffing Philosophy 		1	26	
<ul style="list-style-type: none"> Staffing norms 		1	27	
<ul style="list-style-type: none"> Staffing Modules 		1	28	
<ul style="list-style-type: none"> Patient Classification System 		1	29	
<ul style="list-style-type: none"> Rotation plan Leave planning 		1	30	
UNIT IV SUPERVISION	<ul style="list-style-type: none"> Definition, nature, need Philosophy and objectives of supervision 	1	31	
	<ul style="list-style-type: none"> - Principles of supervision 	1	32	
	<ul style="list-style-type: none"> - Tools and techniques of supervision 	1	33	
	<ul style="list-style-type: none"> - Staff Development 	1	34	
	<ul style="list-style-type: none"> - Orientation program 	1	35	
	<ul style="list-style-type: none"> - In service education - Continuing Education 	1	36	
	<ul style="list-style-type: none"> - Skill training 	1	37	
	<ul style="list-style-type: none"> - Leadership development 	1	38	
	<ul style="list-style-type: none"> - Problem solving process 	1	39	

	- Evaluation		
	- Nursing audit		
UNIT V MATERIAL MANAGEMENT	• Material management – concept, need	2	41
	• Principles of Material management	2	43
	• Quality control - Inventory	3	46
	• Care of equipments Stock keeping	2	48
UNIT VI FINANCIAL MANAGEMENT	• Budgeting -Nature and purposes of Budgeting -Types of Budget	1	49
	-Principles of Budgeting -Financial Audits	2	51
UNIT VII ORGANIZATIONAL BEHAVIOR	• Organizational behavior	1	52
	• Group dynamics	1	53
	• Human relations	1	54
	• Morale Building	1	55
	• Organization Communication	1	56
	• Hospital Information system	1	57
	• Public relations in Hospitals	1	58
	• Leadership –Concepts, Manager behavior, Leader behavior Leadership – defined, Leadership Theories – Behavioral, Situational	1	59
	• Leadership styles and functions, • Transformational leadership • Qualities of a leader		
• Methods of reporting • Maintaining records and reports	1	60	

PRACTICUM

- Observe the functioning of Nursing administration at various levels i.e., Institutions, departments and units.

- Each student will practice ward management under supervision

- Student will prepare rotation plan of the staff duties, write reports, give verbal reports of the ward and assist in the maintaining the inventory of the nursing unit

- Develop an Assessment tool for performance appraisal

- Visit Private and Government Hospital and write observation reports

- Student will present one seminar during administration experience.

Note : visits for Nursing administration and Nursing Education may be planned together.

CLINICAL EXPERIENCES Total Hours. : 180 hrs

- Ward Management	Hours 90
- ICU Management	Hours 30
- OPD / Departments	Hours 30
- Visits to hospitals and other agencies (ie. Govt, Pvt or corporation and any other)	Hours 30

EVALUATION:

Internal Assessment:

Theory:	15 Marks
Clinical Assignment:	10 Marks
Total:	25 Marks

Details as follows:

Internal Assessment (Theory):	15 Marks
(Out of 15 Marks to be send to the University)	
Unit Test –I:	25 Marks
Pre-Final:	75 Marks
Total:	100 Mark

(100 Marks from Unit Test& prelim (Theory) to be converted into 15 Marks)

Clinical Assignment: **10 Marks**

Practicum: Posting of ward management: 100 Marks

(100 Marks from Clinical Assignment to be converted into 10 Marks)

External Assessment (Theory): **75 Marks**

(University Examination)

REFERENCES

1. B. T. Basvanthappa : Nursing Administration Edition Ist 2000 –
2. Jean Barret : i) Head Nurse – 1975 ii) Ward Management and Teaching
3. Goal : Hospital Administration
4. Koontz : Principles of Management IV th Edition 1968
5. Ann Marriner : Guide to Nursing Management
6. Keith Davis : Human relations at work the Dynamics of organizational behaviors 1967