

INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Placement: Second Year

Time Allotted: Theory - 60 hrs.
Practical - 180 Hrs.

COURSE CONTENTS

This course is designed to give an opportunity to the student to gain an understanding of the principles of administration and its application to nursing service. It is also intended to assist the students to develop an understanding of professional leadership need.

OBJECTIVES

At the end of the course, the student will

1. Identify the principles of administration
2. Describe the principles and techniques of supervision
3. Explain the principles and methods of personnel management
4. Explain the principles of budgeting
5. Organise and manage a nursing unit effectively
6. Identify dynamics of organizational behaviour, styles and functions of effective leadership.

COURSE CONTENTS

UNIT I

Principles and Practice of Administration

Significance, elements and principles of administration,

Organisation of Hospital -Definition, Aims, functions and classifications, health team.

Policies of hospital, different departments with special emphasis to department of nursing & office management.

Responsibilities of the nursing personnel specially of ward sister, medico legal aspects, concept of cost effectiveness.

UNIT II

Nursing Unit Management

Physical layout of a nursing unit and necessary facilities

Factors affecting the quality of nursing care.

Maintenance of a therapeutic environment

Administration of the unit -management of patient care.

Maintenance of physical environment.

Assignment of duties and time plan.

Patient assignment, safety measures, prevention of accidents and infections,

Maintenance of patients records and reports, legal responsibilities.

Maintenance of quality nursing care, nursing audit.

UNIT III

Personnel management

Staff recruitment and selection, appointment, promotions, personnel policies and job descriptions.

Job analysis.

Staffing the unit, staffing norms, rotation plan, leave planning, performance appraisal, staff welfare and management of disciplinary problems.

UNIT IV

Supervision

Principles of supervision, nature and objectives .

Tools and techniques of supervision

Evaluation

Nursing audit

Staff development - orientation program

Skill training

Leadership development.

Problem solving process.

UNIT V

Material Management

Principles of material management,

Quality control.

Inventory, care of equipment, safekeeping

Role of nursing personnel in material management.

UNIT VI

Financial Management

Budgeting - Principles of budgeting, audit.

UNIT VII

Organisational Behaviour

Group dynamic and human relation, organizational communication (hospital information system)

Public relations, leadership styles and functions.

Methods of reporting.

Maintaining records and reports.

PRACTICUM

Observe the functioning of nursing administration at various level, i.e. institution, department, unit.

Each student will practice ward management under supervision

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

Visit to private and Government hospital and write observation reports.