

Management of Nursing Services and Education

Placement: Fourth Year

Time: Theory - 90 Hours

Course Description: This course is designed to enable students to acquire understanding of management of clinical and community health nursing services, nursing educational programmes. This is also designed to enable students to acquire understanding of the professional responsibilities, prospects and contribution to the growth of the profession.

Unit	Time (Hrs)		Learning Objectives	Content and Teaching Learning Activities
	Th	Pr		
I	4		* Explain the principles and functions of management	<p>Introduction to management in nursing</p> <ul style="list-style-type: none"> * Definition, concepts and theories * Functions of management * Principles of Management * Role of Nurse as a manager <p>Teaching Learning Activities</p> <ul style="list-style-type: none"> * Lecture Discussion * Explain using organization chart
II	5		* Describe the elements and process of management	<p>Management Process</p> <ul style="list-style-type: none"> * Planning; mission, philosophy, objectives, operational plan * Staffing: Philosophy, staffing study, norms, activities, patient, classification systems, scheduling * Human resource management; recruiting, selecting, deployment, retaining, promoting, super annuation etc * Budgeting: concept, principles, types, cost benefit analysis, audit * Material management: equipment and supplies * Directing process (Leading) * Controlling: Quality management * program Evaluation Review Technique (PERT) , Bench marking, Activity Plan (Gantt Chart), <p>Teaching Learning Activities</p> <ul style="list-style-type: none"> * Lecture Discussion * Simulated Exercises * Case studies
III	8	20	* Describe the Management of nursing services in the hospital and community	<p>Management of nursing services in the hospital and Community</p> <ul style="list-style-type: none"> * Planning: <ul style="list-style-type: none"> ○ Hospital and patient care units including ward management ○ Emergency and disaster management * Human resource management:

			<ul style="list-style-type: none"> ○ Recruiting, selecting, deployment, retaining, promoting, superannuation etc. ○ Categories of nursing personnel including job description of all levels ○ Patient /population classification systems ○ Patients/population assignment and Nursing care responsibilities ○ Staff development and welfare <p>* Budgeting: proposal, projecting requirements for staff, equipments and supplies for</p> <ul style="list-style-type: none"> ○ Hospital and patient care units ○ Emergency and disaster management <p>* Material Management; procurement, inventory control, auditing and maintenance in</p> <ul style="list-style-type: none"> ○ Hospital and patient care units ○ Emergency and disaster management <p>* Directing and leading: delegation, participatory management</p> <ul style="list-style-type: none"> ○ Assignments, rotations, delegations ○ Supervision & guidance ○ Implement standards, policies, procedures and practices ○ Staff development and welfare ○ Maintenance of discipline <p>* Controlling / Evaluation:</p> <ul style="list-style-type: none"> ○ Nursing Rounds/visits, Nursing protocols, Manuals ○ Quality Assurance Model, documentation- ○ Records and report <p>Performance appraisal</p> <p><i>Teaching Learning Activity</i></p> <ul style="list-style-type: none"> * Lecture Discussion * Demonstration * Simulated Exercises * Case studies * Supervised practice in ward-writing indents, preparing duty roaster, ward supervision * Assignment on duties and responsibilities of ward sister * Writing report * Assessment of the assignments * Performance evaluation by ward sister with rating scale
IV	5	* Describe the concepts, theories and techniques of Organizational behaviour and human relations	<p>Organizational behaviour and human relations</p> <ul style="list-style-type: none"> * Concepts and theories of organizational behaviours * Review of Channels of communication * Leadership styles * Review of Motivation; concepts and theories * Group dynamics

				<ul style="list-style-type: none"> * Techniques of; <ul style="list-style-type: none"> ○ Communication; and ○ Interpersonal relationships ○ Human relations; * Public relations in context of nursing * Relations with professional associations and employee unions and Collective bargaining <p>Teaching Learning Activity</p> <ul style="list-style-type: none"> * Lecture Discussion * Role plays * Group games * Self assessment * Case discussion * Practice Session * Assessment of problem solving
V	5	5	* Participate in planning and organizing in service education program	<p>In Service education</p> <ul style="list-style-type: none"> * Nature & scope of in -service education program, * Organization of in-service education * Principles of adult learning, * Planning for in-service education program, techniques, methods and evaluation of staff education program. * Preparation of report <p>Teaching Learning Activity</p> <ul style="list-style-type: none"> * Lecture Discussion * Plan and conduct an educational session for in service nursing personnel * Assess the planning & conduct of the educational session
VI	10		* Describe management of Nursing education institutions	<p>Management of nursing educational institutions</p> <ul style="list-style-type: none"> * Establishment of Nursing educational institution-INC norms and guidelines * Co-ordination with- <ul style="list-style-type: none"> ○ Regulatory bodies ○ Accreditation ○ Affiliation - Philosophy/objectives - Organization ○ Structure ○ Committees - Physical facilities ○ College/School ○ Hostel - Students <ul style="list-style-type: none"> ▪ Selection ▪ Admission ▪ Guidance and Counseling

			<ul style="list-style-type: none"> ▪ Maintaining discipline <ul style="list-style-type: none"> - Faculty and staff ○ Selection ○ Recruitment ○ Job description ○ Placement ○ Performance appraisal ○ Development and welfare • Budgeting • Equipments and supplies: audio visual equipments, laboratory equipment, books, journals etc. • Curriculum; Planning, implementation and evaluation, • Clinical facilities • Transport facilities • Institutional Records and reports – Administrative, faculty, staff and students. <p>Teaching Learning Activity</p> <ul style="list-style-type: none"> * Lecture Discussion * Role plays * Counseling session * Group Exercises
VII	10	<ul style="list-style-type: none"> * Describe the ethical and legal responsibilities of a professional nurse. * Explain the nursing practice standards 	<p>Nursing as a Profession</p> <ul style="list-style-type: none"> * Nursing as a profession <ul style="list-style-type: none"> ○ Philosophy; nursing practice ○ Aims and objectives ○ Characteristics of a professional nurse ○ Regulatory bodies; INC, SNC Acts; - Constitution, functions ○ Current trends and issues in Nursing * Professional ethics <ul style="list-style-type: none"> ○ Code of ethics; INC, ICN ○ Code of professional conduct; INC, ICN * Practice standards for Nursing; INC * Consumer protection Act * Legal aspects in Nursing <ul style="list-style-type: none"> ○ Legal terms related to practice; registration and licensing ○ Laws related to Nursing practice, Breach and Penalties ○ Malpractice and negligence <p>Teaching Learning Activity</p> <ul style="list-style-type: none"> * Lecture Discussion * Case discussion * Panel discussion * Role plays * Critical incidents * Visit to INC/SNRCs

				* Assessment of critical incidents
VIII	3		* Explain the various opportunities for professional advancement	<p>Professional Advancement:</p> <ul style="list-style-type: none"> * Continuing education * Career opportunities * Collective bargaining * Membership with professional organization; National and International * Participation in research activities * Publications; Journals, newspapers etc. <p>Teaching Learning Activity</p> <ul style="list-style-type: none"> * Lecture Discussion * Review / Presentation of published articles * Group work on maintenance of bulletin board.

Scheme of University Examination for Management of Nursing Services and Education

Theory

There shall be one theory paper of three hours duration carrying 100 marks. Distribution of type of questions and marks for Management of Nursing Services and Education shall be as given under.

Distribution of Type of Questions and Marks for Management of Nursing Services and Education

Type of Questions	No. of Questions	Marks	Sub-total
Long Essay (LE)	2	10	20
Short Essay (SE)	10	5	50
Short Answer (SA)	10	3	30
Total Marks			100

Note: No practical examination