
NURSING MANAGEMENT

Placement: II Year

Hours of Instruction

Theory	150 hrs
Practical	150 hrs
Total	300 Hours

COURSE DESCRIPTION:

This course is designed to assist students to develop a broad understanding of Principles, concepts, trends and issues related to nursing management. Further, it would provide opportunity to students to understand, appreciate and acquire skills in planning, supervision and management of nursing services at different levels to provide quality nursing services.

OBJECTIVES:

At the end of the course, students will be able to:

1. Describe the philosophy and objectives of the health care institutions at various levels.
2. Identify trends and issues in nursing
3. Discuss the public administration, health care administration vis a vis nursing administration
4. Describe the principles of administration applied to nursing
5. Explain the organization of health and nursing services at the various levels/institutions.
6. Collaborate and co-ordinate with various agencies by using multisectoral approach
7. Discuss the planning, supervision and management of nursing workforce for various health care settings.
8. Discuss various collaborative models between nursing education and nursing service to improve the quality of nursing care
9. Identify and analyse legal and ethical issues in nursing administration
10. Describe the process of quality assurance in nursing services.
11. Demonstrate leadership in nursing at various levels

COURSE CONTENT:

Units	Hours	1 Content
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I	10	INTRODUCTION: <ul style="list-style-type: none"> ● Philosophy, purpose, elements, principles and scope of administration ● Indian Constitution, Indian Administrative system vis a vis health care delivery system: National, State and Local ● Organisation and functions of nursing services and education at National, State , District and institutions: Hospital and Community ● Planning process: Five year plans, Various Committee Reports on health, State and National Health policies, national population policy, national policy on AYUSH and plans,
II	10	MANAGEMENT: <ul style="list-style-type: none"> ● Functions of administration ● Planning and control ● Co-ordination and delegation ● Decision making – decentralization basic goals of decentralization. ● Concept of management NURSING MANAGEMENT: <ul style="list-style-type: none"> ● Concept, types, principles and techniques ● Vision and Mission Statements ● Philosophy, aims and objective ● Current trends and issues in Nursing Administration ● Theories and models ● Application to nursing service and education
III	15	PLANNING: <ul style="list-style-type: none"> ● Planning process: Concept, Principles, Institutional policies ● Mission, philosophy, objectives, ● Strategic planning ● Operational plans ● Management plans ● Programme evaluation and review technique(PERT), Gantt chart, Management by objectives(MBO) ● Planning new venture ● Planning for change ● Innovations in nursing Application to nursing service and education
IV	15	ORGANISATION: <ul style="list-style-type: none"> ● Concept , principles, objectives, Types and theories, Minimum requirements for organisation, Developing an organizational Structure, levels, organizational Effectiveness and organizational Climate, ● Organising nursing services and patient care: Methods of patient assignment- Advantages and disadvantages, primary nursing care, ● Planning and Organising: hospital, unit and ancillary services(specifically central sterile supply department, laundry, kitchen, laboratory services, emergency etc) ● Disaster management: plan, resources, drill, etc Application to nursing service and education.
V	15	HUMAN RESOURCE FOR HEALTH: <ul style="list-style-type: none"> ● Staffing <ul style="list-style-type: none"> ● Philosophy

		<ul style="list-style-type: none"> ● Norms: Staff inspection unit(SIU), Bajaj Committee, High power committee, Indian nursing council (INC) ● Estimation of nursing staff requirement- activity analysis ● Various research studies ● Recruitment: credentialing, selection, placement, promotion ● Retention ● Personnel policies ● Termination ● Staff development programme ● Duties and responsibilities of various category of nursing personnel <p>Applications to nursing service and education</p>
VI	15	<p>DIRECTING:</p> <ul style="list-style-type: none"> ● Roles and functions ● Motivation: Intrinsic, extrinsic, Creating motivating climate, Motivational theories ● Communication : process, types, strategies, Interpersonal communication, channels, barriers, problems, Confidentiality, Public relations ● Delegation; common delegation errors ● Managing conflict: process, management, negotiation, consensus ● Collective bargaining: health care labour laws, unions, professional associations, role of nurse manager ● Occupational health and safety <p>Application to nursing service and education</p>
VII	10	<p>MATERIAL MANAGEMENT:</p> <ul style="list-style-type: none"> ● Concepts, principles and procedures ● Planning and procurement procedures : Specifications ● ABC analysis, ● VED (very important and essential daily use) analysis ● Planning equipments and supplies for nursing care: unit and hospital ● Inventory control ● Condemnation <p>Application to nursing service and education</p>
VIII	15	<p>CONTROLLING:</p> <ul style="list-style-type: none"> ● Quality assurance – Continuous Quality Improvement <ul style="list-style-type: none"> ● Standards ● Models ● Nursing audit ● Performance appraisal: Tools, confidential reports, formats, Management, interviews ● Supervision and management: concepts and principles ● Discipline: service rules, self discipline, constructive versus destructive discipline, problem employees, disciplinary proceeding senquiry etc ● Self evaluation or peer evaluation, patient satisfaction, utilization review ● Application to nursing service and education
IX	15	<p>FISCAL PLANNING:</p> <ul style="list-style-type: none"> ● Steps ● Plan and non-plan, zero budgeting, mid-term appraisal, capital and revenue

		<ul style="list-style-type: none"> ● Budget estimate, revised estimate, performance budget ● Audit ● Cost effectiveness ● Cost accounting ● Critical pathways ● Health care reforms ● Health economics ● Health insurance ● Budgeting for various units and levels <p>Application to nursing service and education</p>
X	10	<p>NURSING INFORMATICS:</p> <ul style="list-style-type: none"> ● Trends ● General purpose ● Use of computers in hospital and community ● Patient record system ● Nursing records and reports ● Management information and evaluation system (MIES) ● E- nursing, Telemedicine, telenursing ● Electronic medical records
XI	10	<p>LEADERSHIP:</p> <ul style="list-style-type: none"> ● Concepts, Types, Theories ● Styles ● Manager behaviour ● Leader behaviour ● Effective leader: Characteristics, skills ● Group dynamics ● Power and politics ● lobbying ● Critical thinking and decision making ● Stress management <p>Applications to nursing service and education</p>
XII	10	<p>LEGAL AND ETHICAL ISSUES:</p> <p><u>LAWS AND ETHICS:</u></p> <ul style="list-style-type: none"> ● Ethical committee ● Code of ethics and professional conduct ● Legal system: Types of law, tort law, and liabilities ● Legal issues in nursing: negligence, malpractice, invasion of privacy, defamation of character ● Patient care issues, management issues, employment issues ● Medico legal issues ● Nursing regulatory mechanisms: licensure, renewal, accreditation ● Patients rights, Consumer protection act(CPA) ● Rights of special groups: children, women, HIV, handicap, ageing ● Professional responsibility and accountability ● Infection control ● Standard safety measures

PRACTICAL:

1. Prepare prototype personal files for staff nurses, faculty and cumulative records.
2. Preparation of budget estimate, revised estimate and performance budget.
3. Plan and conduct staff development programme.
4. Preparation of Organisation Chart.
5. Developing nursing standards/protocols for various units.
6. Design a layout plan for speciality units /hospital, community and educational institutions.
7. Preparation of job description of various categories of nursing personnel.
8. Prepare a list of equipments and supplies for speciality units.
9. Assess and prepare staffing requirement for hospitals, community and educational institutions.
10. Plan of action for recruitment process.
11. Prepare a vision and mission statement for hospital, community and educational institutions.
12. Prepare a plan of action for performance appraisal.
13. Identify the problems of the speciality units and develop plan of action by using problem solving approach.
14. Plan a duty roster for speciality units/hospital, community and educational institutions.
15. Prepare: anecdotes, incident reports, day and night reports, handing and taking over reports, enquiry reports, nurses notes, Official letters, curriculum vitae, presentations etc.
16. Prepare a plan for disaster management.
17. Group work.
18. Field appraisal report.