

# NURSING MANAGEMENT

Placement : II Year

Hours of Instruction  
Theory 150 Hours  
Practical 150 Hours  
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 multi-sectoral 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

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

Unit	Hours	Content
		<ul style="list-style-type: none"> <li>□ Disaster management: plan, resources, drill, etc</li> </ul> <p>Application to nursing service and education</p>
<b>V</b>	<b>15</b>	<p><b>Human Resource for health</b></p> <ul style="list-style-type: none"> <li>□ Staffing <ul style="list-style-type: none"> <li>• Philosophy</li> <li>• Norms: Staff inspection unit(SIU), Bajaj Committee, High power committee, Indian nursing council (INC)</li> <li>• Estimation of nursing staff requirement- activity analysis</li> <li>• Various research studies</li> </ul> </li> <li>□ Recruitment: credentialing, selection, placement, promotion</li> <li>□ Retention</li> <li>□ Personnel policies</li> <li>□ Termination</li> <li>□ Staff development programme</li> <li>□ Duties and responsibilities of various category of nursing personnel</li> </ul> <p>Applications to nursing service and education</p>
<b>VI</b>	<b>15</b>	<p><b>Directing</b></p> <ul style="list-style-type: none"> <li>□ Roles and functions</li> <li>□ Motivation: Intrinsic, extrinsic, Creating motivating climate, Motivational theories</li> <li>□ Communication : process, types, strategies, Interpersonal communication, channels, barriers, problems, Confidentiality, Public relations</li> <li>□ Delegation; common delegation errors</li> <li>□ Managing conflict: process, management, negotiation, consensus</li> <li>□ Collective bargaining: health care labour laws, unions, professional associations, role of nurse manager</li> <li>□ Occupational health and safety</li> </ul> <p>Application to nursing service and education</p>
<b>VII</b>	<b>10</b>	<p><b>Material management</b></p> <ul style="list-style-type: none"> <li>□ Concepts, principles and procedures</li> <li>□ Planning and procurement procedures : Specifications</li> <li>□ ABC analysis,</li> <li>□ VED (very important and essential daily use) analysis</li> <li>□ Planning equipments and supplies for nursing care: unit and hospital</li> <li>□ Inventory control</li> <li>□ Condemnation</li> </ul> <p>Application to nursing service and education</p>
<b>VIII</b>	<b>15</b>	<p><b>Controlling</b></p> <ul style="list-style-type: none"> <li>□ Quality assurance – Continuous Quality Improvement <ul style="list-style-type: none"> <li>• Standards</li> <li>• Models</li> <li>• Nursing audit</li> </ul> </li> </ul>

Unit	Hours	Content
		<ul style="list-style-type: none"> <li>□ Performance appraisal: Tools, confidential reports, formats, Management, interviews</li> <li>□ Supervision and management: concepts and principles</li> <li>□ Discipline: service rules, self discipline, constructive versus destructive discipline, problem employees, disciplinary proceedings-enquiry etc</li> <li>□ Self evaluation or peer evaluation, patient satisfaction, utilization review</li> </ul> <p>Application to nursing service and education</p>
<b>IX</b>	<b>15</b>	<p><b>Fiscal planning</b></p> <ul style="list-style-type: none"> <li>□ Steps</li> <li>□ Plan and non-plan, zero budgeting, mid-term appraisal, capital and revenue</li> <li>□ Budget estimate, revised estimate, performance budget</li> <li>□ Audit</li> <li>□ Cost effectiveness</li> <li>□ Cost accounting</li> <li>□ Critical pathways</li> <li>□ Health care reforms</li> <li>□ Health economics</li> <li>□ Health insurance</li> <li>□ Budgeting for various units and levels</li> </ul> <p>Application to nursing service and education</p>
<b>X</b>	<b>10</b>	<p><b>Nursing informatics</b></p> <ul style="list-style-type: none"> <li>□ Trends</li> <li>□ General purpose</li> <li>□ Use of computers in hospital and community</li> <li>□ Patient record system</li> <li>□ Nursing records and reports</li> <li>□ Management information and evaluation system (MIES)</li> <li>□ E- nursing, Telemedicine, telenursing</li> <li>□ Electronic medical records</li> </ul>
<b>XI</b>	<b>10</b>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>□ Concepts, Types, Theories</li> <li>□ Styles</li> <li>□ Manager behaviour</li> <li>□ Leader behaviour</li> <li>□ Effective leader: Characteristics, skills</li> <li>□ Group dynamics</li> <li>□ Power and politics</li> <li>□ lobbying</li> <li>□ Critical thinking and decision making</li> <li>□ Stress management</li> </ul> <p>Applications to nursing service and education</p>

Unit	Hours	Content
<b>XII</b>	<b>10</b>	<p><b>Legal and ethical issues</b></p> <p><b>Laws and ethics</b></p> <ul style="list-style-type: none"> <li>□ Ethical committee</li> <li>□ Code of ethics and professional conduct</li> <li>□ Legal system: Types of law, tort law, and liabilities</li> <li>□ Legal issues in nursing: negligence, malpractice, invasion of privacy, defamation of character</li> <li>□ Patient care issues, management issues, employment issues</li> <li>□ Medico legal issues</li> <li>□ Nursing regulatory mechanisms: licensure, renewal, accreditation</li> <li>□ Patients rights, Consumer protection act(CPA)</li> <li>□ Rights of special groups: children, women, HIV, handicap, ageing</li> <li>□ Professional responsibility and accountability</li> <li>□ Infection control</li> <li>□ Standard safety measures</li> </ul>

### **PRACTICALS**

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