

UNIT

OUTCOME

## **MANAGEMENT OF NURSING SERVICE & EDUCATION**

**Total hours: Theory: 90 Hrs (Class 60 + Lab 30 hrs)**

<b>Unit Time (Hrs)</b>	<b>Learning Objectives</b>	<b>Content</b>	<b>Outcome</b>
Unit I	<ul style="list-style-type: none"><li>• Explain the principles</li></ul>	<b>Introduction to Management in Nursing</b>	<ul style="list-style-type: none"><li>• Students will be understand the</li></ul>

Th	Pr	and functions of management	<ul style="list-style-type: none"> <li>History, Definition, concepts and theories</li> <li>Functions of management</li> <li>Principles of management</li> <li>Role of nurse as a manager and her qualities</li> </ul>	concepts and theories. <ul style="list-style-type: none"> <li>Students will gain knowledge regarding the functions and principles of management.</li> </ul>
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Unit II		<ul style="list-style-type: none"> <li>Describe elements and process of management.</li> </ul>	<b>Management Process</b> <ul style="list-style-type: none"> <li>Planning, mission, philosophy, objectives, operational plan.</li> <li>Staffing: Philosophy, staffing study, norms, activities, patient classification system, scheduling</li> <li>Human resource management, recruiting, selecting, deployment, retaining, promoting, superannuation.</li> <li>Budgeting: Concept, principles, types, cost benefit analysis audit</li> <li>Material management: equipment and supplies</li> <li>Directing process (Leading)</li> <li>Controlling: Quality management</li> <li>Program Evaluation Review Technique (PERT), Bench marking, Activity Plan (Gantt Chart)</li> </ul>	<ul style="list-style-type: none"> <li>Students will understand in detail about planning, its objective, mission and types and process.</li> <li>Students will gain in depth knowledge regarding staffing.</li> <li>Students will understand about the human resource management, recruiting, selecting, deployment, retaining, promoting, superannuation.</li> <li>Students will understand in detail about the budgeting, material management, directing process and controlling.</li> </ul>
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Unit Time (Hrs)		Learning Objectives	Content	Outcome
Unit III		<ul style="list-style-type: none"> <li>To understand the modern</li> </ul>	<b>Hospital Organization</b> <ul style="list-style-type: none"> <li>Definition, types and</li> </ul>	<ul style="list-style-type: none"> <li>Students will gain in depth knowledge</li> </ul>
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8	5	concepts, components and changing trends in hospital organization	<p>functions of hospital</p> <ul style="list-style-type: none"> <li>• -Governing body- Hospital administration</li> <li>• Control &amp; line of authority</li> <li>• Hospital statistics including hospital utilization indices</li> <li>• Role of hospital in comprehensive health care</li> <li>• Development of new management practices: Marketing of Hospitals, Specialty Hospitals</li> </ul>	regarding the Hospital Organization including the definition, types, functions of hospital, hospital administration, hospital statistics, role of hospital, development of new management practices.
Unit IV		<ul style="list-style-type: none"> <li>• Describe the management of nursing services in the hospital and community</li> </ul>	<p><b>Management of nursing services in the hospital</b></p> <ul style="list-style-type: none"> <li>• Planning <ul style="list-style-type: none"> <li>➤ Hospital &amp; patient care units including ward management</li> <li>➤ Emergency and disaster management</li> </ul> </li> <li>• Human resource management <ul style="list-style-type: none"> <li>➤ Recruiting, selecting, deployment, retaining, promoting, superannuation</li> <li>➤ Categories of nursing personnel including job description of all levels</li> <li>➤ Patients/ population classification system</li> <li>➤ Patients/ population assignment and nursing care responsibilities</li> <li>➤ Staff development and welfare programmes</li> </ul> </li> <li>• Budgeting: Proposal, projecting requirements for staff, equipments and supplies for <ul style="list-style-type: none"> <li>➤ Hospital and patient care units</li> <li>➤ Emergency and disaster management</li> </ul> </li> <li>• Material management: Procurement, inventory</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be able to describe in detail regarding the management of nursing services in hospital and community.</li> </ul>
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			<p>control, auditing and maintenance in</p> <ul style="list-style-type: none"> <li>➤ Hospital and patient care units</li> <li>➤ Emergency and disaster Management</li> <li>• Directing &amp; Leading: delegation, participatory management</li> <li>➤ Assignments, rotations, delegations</li> <li>➤ Supervision &amp; guidance</li> <li>➤ Implement standards, policies, procedures and practices</li> <li>➤ Staff development &amp; welfare</li> <li>➤ Maintenance of discipline</li> <li>• Controlling/ Evaluation</li> <li>➤ Nursing rounds/ visits, Nursing protocols, Manuals</li> <li>➤ Quality assurance model, documentation</li> <li>➤ Records and reports</li> <li>• Performance appraisal</li> </ul>	
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Unit Time (Hrs)		Learning Objectives	Content	Outcome
Unit V		<ul style="list-style-type: none"> <li>• Describe the concepts,</li> </ul>	<b>Organizational behavior and human relations</b>	<ul style="list-style-type: none"> <li>• Students will understand and will</li> </ul>
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5	-	<p>theories and techniques of</p> <ul style="list-style-type: none"> <li>Organizational behavior and human relations</li> </ul>	<ul style="list-style-type: none"> <li>Concepts and theories of organizational behaviors</li> <li>Review of channels of communication</li> <li>Leadership styles, Power, types</li> <li>Review of motivation: concepts and theories</li> <li>Group dynamics</li> <li>Techniques of: <ul style="list-style-type: none"> <li>➤ Communication and</li> <li>➤ Interpersonal relationships</li> <li>➤ Human relations</li> </ul> </li> <li>Public relations in context of nursing</li> <li>Relations with professional associations and employee union <ul style="list-style-type: none"> <li>➤ Collective bargaining</li> </ul> </li> </ul>	<p>get in depth knowledge regarding the concepts and theories of organizational behaviour and human relations.</p>
Unit VI		<ul style="list-style-type: none"> <li>Participate in planning and organizing in-service education program</li> </ul>	<p><b>In-service education</b></p> <ul style="list-style-type: none"> <li>Nature &amp; scope of in-service education program</li> <li>Organization of in-service education</li> <li>Principles of adult learning</li> <li>Planning for in-service education program, techniques, methods, and evaluation of staff education program</li> <li>Preparation of report</li> </ul>	<ul style="list-style-type: none"> <li>Students will gain in depth knowledge regarding planning and organization of in-service education program and will participate in in-service education.</li> </ul>
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<b>Unit Time (Hrs)</b>		<b>Learning Objectives</b>	<b>Content</b>	<b>Outcome</b>
VII		<ul style="list-style-type: none"> <li>Describe management of</li> </ul>	<p><b>Management of Nursing educational institutions</b></p> <ul style="list-style-type: none"> <li>Establishment of nursing</li> </ul>	<ul style="list-style-type: none"> <li>Students will gain in depth knowledge</li> </ul>
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10	-	Nursing educational institutions	<p>educational institution – INC norms and guidelines</p> <ul style="list-style-type: none"> <li>• Co-ordination with <ul style="list-style-type: none"> <li>➤ Regulatory bodies</li> <li>➤ Accreditation</li> <li>➤ Affiliation – Philosophy/ Objectives, Organization</li> <li>➤ Structure</li> <li>➤ Committees</li> <li>➤ Physical facilities</li> <li>➤ College / School</li> <li>➤ Hostel – Students</li> <li>➤ Selection</li> <li>➤ Admission procedures</li> <li>➤ Guidance and counseling</li> <li>➤ Maintaining discipline- Faculty and staff</li> <li>➤ Selection</li> <li>➤ Recruitment</li> <li>➤ Job description</li> <li>➤ Placement</li> <li>➤ Performance appraisal</li> <li>➤ Development and welfare</li> </ul> </li> <li>• Budgeting</li> <li>• Equipments and supplies: audio visual equipments, laboratory equipments, books, journals etc.</li> <li>➤ Curriculum: Planning, Implementation and Evaluation</li> <li>• Clinical facilities</li> <li>• Transport facilities</li> <li>• Institutional Records, and reports – Administrative,</li> <li>➤ Faculty, Staff and Students.</li> </ul>	regarding the management of Nursing educational institutions.
<b>Unit Time (Hrs)</b>	<b>Learning Objectives</b>	<b>Content</b>	<b>Outcome</b>	
VIII		<b>Nursing as a Profession</b>		

Th	Pr	<ul style="list-style-type: none"> <li>Describe the ethical and legal Responsibilities of an professional nurse</li> <li>Explain the Nursing practice standards</li> </ul>	<ul style="list-style-type: none"> <li>Nursing as a Profession <ul style="list-style-type: none"> <li>➤ Philosophy; nursing practice</li> <li>➤ Aims and Objectives</li> <li>➤ Characteristics of a professional nurse</li> <li>➤ Regulatory bodies; INC, SNC Acts:- Constitution, functions</li> <li>➤ Current trends and issues in Nursing</li> </ul> </li> <li>Professional ethics <ul style="list-style-type: none"> <li>➤ Code of ethics; INC, ICN</li> <li>➤ Code of professional conduct;</li> <li>➤ INC, ICN. Practice standards for nursing; INC</li> <li>➤ Consumer Protection Act</li> <li>➤ Legal aspects in Nursing</li> <li>➤ Legal terms related to practice; Registration and licensing</li> </ul> </li> <li>Legal terms related to Nursing practice; Breach and penalties <ul style="list-style-type: none"> <li>➤ Malpractice and Negligence</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Students will be able describe in detail about the ethical and legal responsibilities of an professional nursing.</li> <li>Students will be able to explain in detail about the Nursing practice standards.</li> </ul>
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<b>Unit IX</b>		<ul style="list-style-type: none"> <li>Explain various opportunities for professional advancement</li> </ul>	<b>Professional Advancement</b> <ul style="list-style-type: none"> <li>Continuing education</li> <li>Career opportunities</li> <li>Collective bargaining</li> <li>Membership with Professional Organizations; National and International</li> <li>Participation in research activities</li> <li>Publications; Journals, Newspaper etc.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be able to explain about the various opportunities for professional advancement.</li> </ul>
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