

Subject code:	1NR1010402
Subject Title:	Management of Nursing Services and Education
Pre-requisite	- NA-

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.

Teaching Scheme (Total Hours)				Evaluation Scheme (Marks)				
Lecture	Tutorial	Practical	Total Hours	Theory		Practical		Total
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
90	-	-	90	75	25	-	-	100

Unit	Time (Hrs)		Learning Objectives	Content	Teaching Learning Activity	Assessment Method
	Th.	Pr.				
I	4		Explain the principles and functions of management.	Introduction to Management in Nursing - Definition, concepts and theories - Functions of management - Principles of Management - Role of Nurse as a manager	- Lecture Discussion - Explain using organization chart	Short answers
II	5		Describe the elements and process of management	Management process - Planning; mission, philosophy, objectives, operational plan - Staffing: philosophy, staffing study, norms, activities, patient classification systems, scheduling - Human resource management; recruiting, selecting, deployment, retaining, promoting, superannuation 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).	- Lecture Discussion - Simulated Exercises - Case studies	- Essay type - Short answers



III	8	20	• Describe the • Management • of nursing • services in the • hospital and • Community	Management of nursing services in the hospital and Community: • Planning: - Hospital and patients are units including ward management -Emergency and disaster management • Human resource management: -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 •Budgeting: proposal, projecting requirements for staff, equipments and supplies for -Hospital and patient care units -Emergency and disaster management •Material Management; procurement, inventory control, auditing and maintenance in -Hospital and patient care units -Emergency and disaster management •Directing and leading: delegation, participatory management -Assignments, rotations, delegations -Supervision & guidance -Implement Standards, policies, procedures and practices -Staff development and welfare -Maintenance of discipline •Controlling / Evaluation: -Nursing Rounds/Visits, Nursing protocols, Manuals -Quality Assurance Model, documentation - a Records and reports •Performance appraisal	•Lecture Discussion •Demonstration •Simulated Exercises •Case studies •Supervised practice in ward- writing indents, preparing duty •roaster, ward supervision •Assignment on Duties & responsibilities of ward sister •Writing report	•Essay type •Short answers •Assessment of problem solving exercises, •Assessment of the assignments •Performance evaluation by ward sister with rating scale
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IV	5		Describe the concepts, theories and techniques of Organizational behaviour and human relations	Organizational behaviour and human relations: - Concepts and theories of organizational behaviours - Review of Channels of communication - Leadership styles - Review of Motivation; concepts and theories - Group dynamics - Techniques of -Communication; -Interpersonal relationships -Human relations; - Public relations in context of nursing - Relations with professional associations and employee unions and Collective bargaining	- Lecture Discussion - Role plays - Group games - Self assessment - Case discussion - Practice Session	- Essay type - Short answers - Assessment of problem solving
V	5	5	Participate in planning and organizing in service education program	In service education: - Nature & scope of in- service education program, - Organization of in service education - Principles of adult learning, - Planning for in-service education program, techniques, methods & evaluation of staff education program - Preparation of report	- Lecture Discussion - Plan & conduct an educational session for in service nursing personnel	- Short Answer - Objective type - Assess the planning & conduct of the educational session
VI	10		- Describe - Management of Nursing educational institutions	Management of nursing educational Institutions - Establishment of Nursing educational institution-INC norms and guidelines Co-ordination with -Regulatory bodies -Accreditation -Affiliation -Philosophy/objectives -Organization -Structure -Committees -Physical facilities -College/School Hostel Students ,Selection ,Admission, Guidance and Counseling ,	- Lecture Discussion - Role plays - Counseling session - Group Exercises	- Essay type - Short answers



				Maintaining discipline 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		
VI	10		•Describe the ethical and legal responsibilities of a professional nurse. •Explain the nursing practice standards	Nursing as a profession: • 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 • Code of ethics; INC, • Code of Professional conduct; INC, ICN - Practice standards for Nursing; INC - Consumer protection act - Legal Aspects in Nursing • Legal terms related to practice; registration and licensing • Laws related to nursing practice; Breach and penalties • Malpractice and negligence - ICN	•Lecture Discussion •Case discussion •Panel discussion •Role plays •Critical incidents •Visit to INC/SNC	•Short answers •Assessment of critical incidents



VIII	3		•Explain the various opportunities for professional advancement	Professional Advancement: •Continuing education •Career Opportunities •Collective bargaining •Membership with Professional organizations; National and International •Participation in research activities •Publications; Journals, Newspapers etc.	•Lecture Discussion •Review/Presentation of published articles •Group work on maintenance of bulletin board	•Short answers
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