

Subject Code: 1NR1020205	Subject Title: INTRODUCTION TO NURSING SERVICE ADMINISTRATION
Pre-requisite	-----NA-----

Course Description

This course is designed to give an opportunity to the student to gain an understanding of the principles of administration and its application to nursing service. It is also intended to assist the students to develop an understanding of professional leadership need.

Teaching Scheme (Total Hours)			Evaluation Scheme (Marks)				
Lecture	Practical	Total Hours	Theory		Practical		Total
			University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
60	180	240	75	25	-	-	100

Course Content:

UNIT NO	HOURS	Learning Objective	COURSE CONTENT	TEACHING LEARNING ACTIVITIES	ASSESSMENT
I	6	Discuss the Meaning of education, aims, function and principles. Philosophy of education	Principles and practice of Administration * Significance, elements and principles of administration, * Organization of hospital – Definition, Aims, functions and classifications, health team. Policies of hospital, different departments with special emphasis to department of nursing and office management. * Responsibilities of the nursing personnel specially of ward sister, medico legal aspects, concept of cost effectiveness.	- Chalkboard - Transparency - Power Point - Charts	☐ Assignments ☐ Unit tests, ☐ Essay type ☐ Short Answers ☐ Objectives ☐ Type
II	6	Discuss Teaching learning process	Nursing unit Management * Physical layout of a nursing unit and necessary facilities * Factors affecting the quality of nursing care * Maintenance of a therapeutic environment * Administration of the unit- management of patient care * Maintenance of physical environment * Assignment of duties and time plan. * Patient assignment, safety measures, prevention of accidents and infections, * Maintenance of patients records and reports, legal responsibilities. * Maintenance of quality nursing care, nursing audit.	- Chalkboard - Transparency - Power Point - Charts	☐ Assignments ☐ Unit tests, ☐ Essay type ☐ Short Answers ☐ Objectives ☐ Type

III	10	Enlist various types of Methods of teaching	Personnel management * Staff recruitment and selection, appointment, promotions, personnel policies and job descriptions. * Job analysis. * Staffing the unit, staffing norms, rotation plan, leave planning, performance appraisal, staff welfare and management of disciplinary problems.	• Chalkboard • Transparency • Power Point • Charts	☐ Assignments ☐ Unit tests, ☐ Essay type ☐ Short Answers ☐ Objectives ☐ Type
IV	10	Explain the Educational media	Supervision * Principles of supervision, nature and objectives * Tools and techniques of supervision * Evaluation * Nursing audit * Staff development –orientation program * Skill training * Leadership development * Problem solving process.	• Chalkboard • Transparency • Power Point • Charts	☐ Assignments ☐ Unit tests, ☐ Essay type ☐ Short Answers ☐ Objectives ☐ Type
V	10	Discuss the Methods of assessment	Material management * Principles of material management * Quality control * Inventory, care of equipment, safekeeping * Role of nursing personnel in material management.	• Chalkboard • Transparency • Power Point • Charts	☐ Assignments ☐ Unit tests, ☐ Essay type ☐ Short Answers ☐ Objectives ☐ Type
VI	10	Discuss the Management of school of Nursing	Financial Management * Budgeting – Principles of budgeting, audit.	• Chalkboard • Transparency • Power Point • Charts	☐ Assignments ☐ Unit tests, ☐ Essay type ☐ Short Answers ☐ Objectives ☐ Type
VII	8	Discuss Guidance and counseling.	Organizational behaviour * Group dynamic and human relation, organizational communication (hospital information system) * Public relations, leadership styles and functions * Methods of reporting * Maintaining records and reports	• Chalkboard • Transparency • Power Point • Charts	☐ Assignments ☐ Unit tests, ☐ Essay type ☐ Short Answers ☐ Objectives ☐ Type

PRACTICUM

- Observe the functioning of nursing administration at various level i.e. institution, department, unit.
- Each student will practice ward management under supervision.
- Student will prepare rotation plan of the staff, write reports, give verbal report of the ward and assist in maintaining the inventory of the nursing unit.
- Visit to private and government hospital and write observation reports.