

Subject No. 1

NURSING MANAGEMENT

Total: 300 Hours

Theory: 150 Hours

Practical: 150 Hours

AIM:

- 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 are able to:

- Describe the philosophy and objectives of the health care institutions at various levels.
- Identify trends and issues in nursing
- Discuss the public-administration, health care administration vis a vis nursing administration.
- Describe the principles of administration applied to nursing.
- Explain the organization of health and nursing services at the various levels/institutions.
- Collaborate and co-ordinate with various agencies by using multispectral approach.
- Discuss the planning, supervision and management of nursing workforce for various health care settings.
- Discuss various collaborative models between nursing education and nursing service to improve the quality of nursing care.
- Identify and analyze-legal and ethical issues in nursing administration.
- Describe the process of quality assurance in nursing services.
- Demonstrate leadership nursing at various levels.

CONTENTS:

Unit I -Introduction:

- Philosophy, purpose, elements, principles and scope of administration.
- Indian constitution, Indian Administrative system vis a vis health care delivery system: National, State and Local. .(5 Hrs)
- Organisation and functions of nursing services and education at National, State , District and institutions: Hospital and Community.(2hr)
- Planning process: Five year plans, Various Committee Reports on health,

State and National Health policies, national population policy, National policy on AYUSH and plans. (3 Hrs)

Unit II -Management:

- Functions of administration: Planning and control, Co-ordination & delegation. (5 Hr)
- Decision making-decentralization basic goals of decentralization. Concept of management.
- Nursing Management
- Concept, types and principles. Vision and Mission Statements. Philosophy, aims and objective(2 Hrs)
- Current trends and issues in Nursing Administration, Theories and models.(1Hr)
- Application to nursing service and education. (2 Hrs)

Unit III -Planning:

- Planning process: concept, Principles, Mission, philosophy, objectives, Strategic planning, Operational plans,
- (2 Hrs)
- Management plans.(4Hrs)
Programme evaluation and review technique (PERT), Gantt chart, management by objectives. (MBO) (4 Hrs)
- Planning new venture. Planning for change. Innovations in nursing, Institution policies
- Application to nursing service and education. (3Hrs)

Unit IV -Organization:

- Concept, principles, objectives, Types and theories, Minimum requirements for organization, (1 Hr)
 - Developing an organizational Structure, levels, organizational effectiveness and organizational Climate. (3Hrs)
 - Organizing nursing services and patient care : Methods of patient assignment – Advantages and disadvantages, primary nursing care, (5Hrs)
- Planning and Organizing : hospital, unit and ancillary services (specifically central sterile supply department, laundry, kitchen, laboratory services, emergency etc) (3 Hrs)
- Disaster management: plan, resources, drill, etc. Application to nursing service and education. (3 Hrs)

Unit V -Human Resource for Health:

- Staffing: Philosophy, Norms : Staff inspection units (SIU), Bajaj Committee, High power committee, Indian nursing council (INC) (5Hrs)
- Estimation of nursing staff requirement – activity analysis
- Various research studies.

- Recruitment: credentialing, selection, placement, promotion.
- Retention. .(1Hr)
- Personnel policies. .(1Hr)
- Termination. .(1Hr)
- Staff development programme. .(5Hrs)
- Duties and responsibilities of various categories of nursing personnel.
Applications to nursing service and education. (2 Hrs)

Unit VI -Directing:

- Roles and functions. (1Hr)
 - Motivation: Intrinsic, extrinsic, Creating motivating climate, Motivational theories.
- Communication: process, types, strategies, Interpersonal communication, channels, barriers, (7Hr)
 - problems, Confidentiality, Public relations.
 - Delegation: common delegation errors.
- Managing conflict : process, management, negotiation, consensus .(1Hr)
 - Collective bargaining: health care labor laws, unions, professional associations, role of nurse manager. Occupational health and safety.
- Application to nursing service and education. .(4Hr)

Unit VII -Material Management:

- Concepts, principles and procedures. Planning and procurement procedures : Specifications(2 hrs)
 -
- ABC analysis, VED (very important and essential daily use) analysis. Planning equipments and supplies for nursing care: unit and hospital. Inventory control, Condemnation. (1 hrs)
- Application to nursing service and education. **Threats in material management**(4hrs)
-

Unit VIII -Controlling:

- Quality assurance: Continuous Quality Improvement Standards, Models, Nursing audit. **Advanced Audit and Assurance(AAA)** (4 hrs)
- 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 proceedings enquiry etc. (3 hrs)

- Self evaluation or peer evaluation ,patient satisfaction ,utilization review, **causes of absence. the golden dozen**
- Application to nursing service and education. (4Hrs)
-

Unit IX -Fiscal Planning:

- Steps. Plan and non-plan, zero budgeting, mid-term appraisal, capital and revenue. .(2 hrs)
- Budget estimate, revised estimate, performance budget. Audit, (6 hrs)
 - Cost effectiveness, Cost accounting.
- Critical pathways. .(1hr)
 - Health care reforms, Health economics.
 - Budgeting for various units and levels.
- Application to nursing service and education. (6 Hrs)

Unit X -Nursing Informatics:

- Trends, General purpose.(1 hr)
- . Use of computers in hospital and community. (2 hrs)
- Patient record-system. Nursing records and reports.(1 hr)
- . Management information and evaluation system (MIES) (1 hrs)
- E- Nursing. (2 hrs)
- Telemedicine(1 hrs)
- , Tele nursing. Electronic medical records. (2 hrs)
-

Unit XI-Leadership:

- Concepts, Types, Theories, Styles, (2 hrs)
- Managerial behavior, Leadership behavior(2 hrs)
 - Effective leader: Characteristics, Skills, Group dynamics.
- Power and politics, Lobbying. (2 hrs)
 - Critical thinking and decision making.
- Stress management. (1 hrs)
- Applications to nursing service and education. (3hrs)

Unit XII -Legal and Ethical Issues:

- **Laws and ethics :**
- Ethical committee, Code of ethics and professional conduct. (1 hrs)
- Legal system: Types of law, tort law, and liabilities. Legal issues in nursing: negligence, malpractice, invasion of privacy, defamation of character. (2 hrs)
- Patient care issues, management issues, employment issues. Medico

legal issues. Nursing regulatory mechanisms: licensure, renewal, accreditation, (3 hrs)

- Patient's rights of special groups: children, women, HIV, handicap, aging . Professional responsibility and accountability(1hrs)
 - . Infection control. Standard safety measures. Regulator triad, National Accreditation Board for Hospitals(NABH), National Assessment and Accreditation Council(NAAC) (2 hrs)

PRACTICAL:

- Prepare prototype personal files for staff nurses, faculty and cumulative records.
- Preparation of budget estimate, revised estimate and performance budget.
- Plan and conduct staff development programme.
- Preparation of Organization Chart.
- Developing nursing standards/protocols for various units.
- Design a layout plan for specialty units /hospital, community and educational institutions.
- Preparation of job description of various categories of nursing personnel.
- Prepare a list of equipments and supplies for specialty units.
- Assess and prepare staffing requirement for hospitals, community and educational institutions.
- Plan of action for recruitment process.
- Prepare a vision and mission statement for hospital, community and educational institutions.
- Prepare a plan of action for performance appraisal.
- Identify the problems of the specialty units and develop plan of action by using problem solving approach.
- Plan a duty roster for specialty units/hospital, community and educational institutions.
- Prepare: anecdotes, incident reports, day and night reports, handing and taking over reports, enquiry reports, nurse's notes, Official letters, curriculum vitae, presentations etc.
- Prepare a plan for disaster management.
- Group work.
- Field appraisal report.

NURSING MANAGEMENT

Unit No. & Hours	Objectives	Contents with distributed Hours						
I (10Hrs)	At the end of unit students are able to: Knowledge: Recall and understand the philosophy, aim & objectives and principles of administration. Skill: Develop philosophy, aim and objectives for the institution. Attitude: Apply principles of administration in the field of nursing practice.	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 & Local.(5 Hrs) ● Organisation and functions of nursing services and education at National, State , District and institutions: Hospital and Community.(2hr) ● Planning process: Five year plans, Various Committee Reports on health, State and National Health policies, national population policy, national policy on AYUSH and plans. (3 Hrs) 						
Unit I--Introduction:								
CO-1: Define; describe administration, purpose, elements, principles and scope of administration. CO-2: Explain, illustrate about the Planning process, national health policy, National population policy and National policy on AYUSH and plan. CO-3: Explain about the Indian administrative system CO-4: Define, describe, health care delivery system.								
Course outcome		● Program outcome						
		Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
		PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO-1: Define; describe administration, purpose, elements, principles and scope of administration.		3	3	3	2	3	3	3
CO-2: Explain, illustrate about the Planning process, national health policy, National population policy and National policy on AYUSH and plan.		3	3	3	3	3	3	3
CO-3: Explain about the Indian		3	3	3	3	3	3	3

administrative system								
CO-4: Define, describe, health care delivery system.		3	3	3	3	3	3	3
II (10Hrs)	At the end of unit students are able to: Knowledge: Understand and classify the functions of administrator. Skill: Formulate the philosophy, aim and objectives for administration in nursing education institute and hospital. Attitude: Utilize the knowledge of general administration into nursing practice.	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.(5 Hr) Nursing Management: <ul style="list-style-type: none"> • Concept, types & principles. Current trends and issues in Nursing Administration. Application to nursing service & education. (2 Hrs) • Vision and Mission Statements.(1Hr) • Philosophy, aims and objective of Nursing Administration.(1Hr) • Theories and models of Nursing Administration(1Hr) Application to nursing service and education.						
Unit II- MANAGEMENT								
CO1:-Explain the functions of management CO2:-Differentiate between the co-ordination and delegation CO3:- Describe about the decision making CO4:- Write the types and principles of nursing management CO5:- Illustrate about the current trends and issues in nursing administration CO6:- Write about the vision, mission and aims and objectives of nursing administration CO7:- Describe about the theories and models of nursing administration								
Course outcome		Program outcome						
		Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
		PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:-Explain the functions of management		3	3	3	3	3	3	3
CO2:-Differentiate between the co-ordination and delegation		3	3	3	3	3	3	3

CO3:- Describe about the decision making	3	3	3	3	3	3	3
CO4:- Write the types and principles of nursing management	3	3	3	3	3	3	3
CO5:- Illustrate about the current trends and issues in nursing administration	3	3	3	3	3	3	3
CO6:- Write about the vision, mission and aims and objectives of nursing administration	3	3	3	3	3	3	3
CO7:- Describe about the theories and models of nursing administration	3	3	3	3	3	3	3
III (15Hrs)	<p>At the end of unit students are able to:</p> <p>Knowledge: Explain the importance of planning and describe different types of planning.</p> <p>Skill: Plan for various activities curricular and co-curricular in nursing service and education.</p> <p>Attitude: Takes initiative to practice MBO.</p>						
	<p>Planning:</p> <ul style="list-style-type: none"> • Planning process : concept, Principles, Institution policies • Mission, philosophy, objectives. (2 Hrs) • Strategic planning. • Operational plans. • Management plans.(4Hrs) <p>Programme evaluation and review technique (PERT), Gantt chart, management by objectives (MBO). (4 Hrs)</p> <ul style="list-style-type: none"> • Planning new venture.(2Hr) • Planning for change. • Innovations in nursing(3Hrs) <p>Application to nursing service and education</p>						
Unit- III- PLANNING							
CO1:- Write about the planning CO2:-Describe about the management plan CO3:-Explain about the Programme evaluation and review technique (PERT) CO4:- Write about the Gantt Chart CO5:-Determine about the Management by objectives (MBO)							
Course outcome	Program outcome						
	Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:- Write about the planning	3	3	3	3	3	3	3
CO2:-Describe about the management plan	3	3	3	3	3	3	3
CO3:-Explain about the Programme	3	3	3	3	3	3	3

evaluation and review technique (PERT)								
C04:- Write about the Gantt Chart		3	3	3	3	3	3	3
C05:-Determine about the Management by objectives (MBO)		3	3	3	3	3	3	3
IV (15Hrs)	At the end of unit students are able to: Knowledge: Understand and explain various patterns of organization. Skill: Develop the organizational charts and organization of nursing services in the hospital. Attitude: Incorporate this knowledge in developing effective nursing services.	Organization : <ul style="list-style-type: none"> • Concept, principles, objectives, Types and theories, Minimum requirements for organization • (1 Hr) Developing an organizational Structure, levels, organizational effectiveness and organizational Climate.(3Hrs) • Organizing nursing services and patient care: Methods of patient assignment – Advantages and disadvantages, primary nursing care.(5Hrs) • Planning and Organizing : hospital, unit and ancillary services (specifically central sterile supply department, laundry, kitchen, laboratory & emergency services • Disaster management: plan, resources, drill, etc.(3 Hrs) Application to nursing service and education. (3Hrs) 						
Unit IV- ORGANIZATION :								
CO1:-Explain about the methods of patient assignment.								
CO2:- Describe about the planning and organizing of hospital and there units								
CO3:-Illustrate about the disaster management								
CO4:- Write about the organization								
Course outcome		Program outcome						
		Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
		PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:-Explain about the methods of patient assignment.		3	3	3	2	3	3	3
CO2:- Describe about the planning and organizing of hospital and there units		3	3	3	3	3	3	3
CO3:-Illustrate about the disaster management		3	3	3	3	3	3	3
CO4:- Write about the organization		3	3	3	2	3	3	3
V (15Hrs)	At the end of unit students are able to: Knowledge: Understand and explain the staffing process and	Human Resource for Health : <ul style="list-style-type: none"> • Staffing- Philosophy, Norms : Staff inspection units (SIU), Bajaj Committee, High power committee, Indian nursing council (INC) 						

	INC norms for staffing. Skill: Forecast the staff requirement for various institutions Attitude: Consider individual differences while assigning placement for various categories of nursing personnel.	<ul style="list-style-type: none"> • Estimation of nursing staff requirement – activity analysis, Various research studies. (5Hrs) • Recruitment: credentialing, selection, placement, promotion. Retention. (1Hr) • Personnel policies. (1Hr) • Termination. (1hr) • Staff development programme. (5 Hr) • Duties and responsibilities of various categories of nursing personnel. Applications to nursing service and education. (2 Hrs)
--	---	--

UNIT-V- HUMAN RESOURCE FOR HEALTH :

- CO1:-Write about the staffing.
 CO2:-Explain about the recruitment, credentialing, selection, placement and promotion
 CO3:-Identify the Duties and responsibilities of various categories of nursing personnel
 CO4;-Recognize The norms related to nursing profession
 CO5:-Describe about the Indian nursing council (INC)
 CO6:-Write about the staff development program
 CO7:-Explain about the retention and termination
 CO8:-Write about the personnel policies

Course outcome	Program outcome						
	Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:-Write about the staffing.	3	3	3	2	2	3	2
CO2:-Explain about the recruitment, credentialing, selection, placement and promotion	3	3	3	2	3	3	2
CO3:-Identify the Duties and responsibilities of various categories of nursing personnel	3	3	3	2	3	3	3
CO4;-Recognize The norms related to nursing profession	3	3	3	2	3	3	2
CO5:-Describe about the Indian nursing council (INC)	3	3	3	2	3	3	2
CO6:-Write about the staff development program	3	3	3	2	3	3	2

CO7:-Explain about the retention and termination		3	3	3	2	3	3	3
CO8:-Write about the personnel policies		3	3	3	3	3	2	3
VI (15Hrs)	At the end of unit students are able to: Knowledge: Illustrate the process of direction. Skill: Motivate various categories of personnel for higher positions and quality output. Attitude: Identify conflict situations promptly and manage effectively	Directing : <ul style="list-style-type: none"> • Roles and functions. (1Hr) • Motivation: Intrinsic, extrinsic, Creating motivating climate, Motivational theories. Communication: process, types, strategies, Interpersonal communication, channels, barriers, problems. (7 Hrs) Confidentiality, Public relations.(1Hr) • Delegation: common delegation errors. • Managing conflict: process, management, negotiation, consensus. • Collective bargaining: health care labour laws, unions, professional associations, role of nurse manager. (2Hr) • Occupational health and safety. Application to nursing service and education. (4 Hrs) 						
UNIT-VI-Directing								
CO1:-Explain about the motivation CO2:-Write about the communication CO3:-Describe about the occupational health and safety CO4:-Write about the public relation CO5:-Illustrate about the delegation CO6:-Write about the conflict CO7:-Explain about the collective bargaining CO8:-Write about the labour laws and professional association								
Course outcome		Program outcome						
		Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
		PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:-Explain about the motivation		3	3	3	3	3	3	3
CO2:-Write about the communication		3	3	3	3	3	3	3
CO3:-Describe about the occupational health and safety		3	3	3	3	3	3	3
CO4:-Write about the public		3	3	3	3	3	3	3

relation							
CO5:-Illustrate about the delegation	3	3	3	2	3	3	3
CO6:-Write about the conflict	3	3	3	3	3	3	3
CO7:-Explain about the collective bargaining	3	3	3	3	3	3	3
CO8:-Write about the labour laws and professional association	3	3	3	3	3	3	3
VII (10Hrs)	At the end of unit students are able to: Knowledge: Understands and explains the procedures related to procurement of hospital supplies Skill: Practice VED and ABC analysis for maintaining inventories economically. Attitude: Shows interest in cost effective management of material and disseminates the same to others.	Material Management: <ul style="list-style-type: none"> • Concepts, principles and procedures. • Planning and procurement procedures : Specifications (2 hrs) • ABC analysis, VED (very important and essential daily use) analysis (4 hrs) • Planning equipments and supplies for nursing care : unit and hospital (2 hrs) • Inventory control. Condemnation. • Threats in material management Application to nursing service and education. (2 hr)					
UNIT-VII—MATERIAL MANAGEMENT							
CO1:-Explain about the material management							
CO2:-Write about the planning equipments and supplies for nursing care : unit and hospital							
CO3:- Explain about Inventory control							
CO3:-Describe about the procurement							
Course outcome	Program outcome						
	Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:-Explain about the material management	3	3	3	3	3	3	3
CO2:-Write about the planning equipments and supplies for nursing care : unit and hospital	3	3	3	2	3	3	3
CO3:- Explain about Inventory control	3	3	3	2	3	3	3

CO4:-Describe about the procurement		3	3	3	2	3	3	3
VIII (15Hrs)	At the end of unit students are able to: Knowledge: Understand and explain quality assurance, its importance and models and methods in nursing service. Skill: Supervises the nursing services for quality performance and care. Attitude: Uses discipline constructively for the growth of the individual & organization.	Controlling <ul style="list-style-type: none"> Quality assurance, Continuous Quality Improvement Standards, Models Nursing audit. Advanced Audit and Assurance (AAA) (4 hrs) Performance appraisal : Tools, confidential reports formats, Management, interviews (4 hrs) Supervision and management: concepts and principles. Discipline: service rules, self discipline, constructive versus destructive discipline, problem employees, disciplinary proceedings enquiry etc. (3 hrs) Self evaluation or peer evaluation ,patient satisfaction ,utilization review, causes of absence. the golden dozen Application to nursing service & education. (4Hrs) 						
UNIT-VIII--CONTROLLING								
CO1:-Describe about the quality assurance CO2:-Describe about the nursing audit CO3:-Write about the Advanced Audit and Assurance (AAA) CO4:-Illustrate about the performance appraisal CO5:-Write about the supervision CO6:-Explain about the discipline CO7:-Illustrate about the evaluation and patient satisfaction								
Course outcome		Program outcome						
		Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
		PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:-Describe about the quality assurance		4	4	3	2	3	3	3
CO2:-Describe about the nursing audit		4	4	3	3	3	3	4
CO3:-Write about the Advanced Audit and Assurance (AAA)		4	3	3	3	3	3	4
CO4:-Illustrate about the performance appraisal		4	4	3	3	3	3	3
CO5:-Write about the supervision		4	4	3	3	3	3	3

CO6:-Explain about the discipline		3	4	3	3	3	3	3
CO7:-Illustrate about the evaluation and patient satisfaction		4	3	3	3	3	3	4
IX (15Hrs)	At the end of unit students are able to: Knowledge: Explain different types of budgets with their importance at various levels. Skill: Prepare budget for the unit/institution Attitude: Practices budgeting within the constraints to manage the unit effectively and efficiently.	Fiscal Planning : <ul style="list-style-type: none"> • Steps • Plan and non-plan, zero budgeting, mid-term appraisal, capital and revenue.(2 hrs) • Budget estimate, revised estimate, performance budget Audit. (6 hrs) • Cost effectiveness Cost accounting, Critical pathways.(1hr) • Health care reforms, Health economics, Health insurance • Budgeting for various units and levels. • Application to nursing service & education. (6 Hrs) • 						
UNIT-IX-FISCAL PLANNING								
CO1;-Write about the budgeting CO2:- Describe about the cost effectiveness CO3:-Explain about the health economics								
Course outcome		Program outcome						
		Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
		PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1;-Write about the budgeting		3	3	2	3	3	3	3
CO2:-Describe about the cost effectiveness		3	3	2	3	3	3	3
CO3:-Explain about the health economics		3	3	2	3	3	3	3
X (10Hrs)	At the end of unit students are able to: Knowledge: Explain the importance of nursing informatics and understands its place in rendering quality care. Skill: Participates in development	Nursing Informatics : <ul style="list-style-type: none"> • Trends • General purpose.(1 hr) • Use of computers in hospital and community. (2 hrs) • Patient record-system.(1 hr) • Nursing records and reports. (1 hr) 						

	of nursing informatics system. Attitude: Pay special attention to user friendly information system to enhance cooperation from all.	<ul style="list-style-type: none"> • Management information and evaluation system (MIES) (2 hrs) • Electronic medical records. (1 hr) • E- Nursing. Telemedicine, tele-nursing, Electronic Medical Record (2 hrs) 						
UNIT-X-Nursing Informatics								
CO1:-Recognize the uses of computers in hospital and community CO2:-Differentiate between records and reports CO3:-Explain about the Management information and evaluation system (MIES) CO4:-Describe about the electronic medical records CO5:-Write about the telemedicine and telenursing								
Course Outcome		Program outcome						
		Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
		PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:-Recognize the uses of computers in hospital and community		4	4	3	3	3	3	3
CO2:-Differentiate between records and reports		4	4	3	3	3	3	3
CO3:-Explain about the Management information and evaluation system (MIES)		3	4	3	3	3	3	3
CO4:-Describe about the electronic medical records		4	4	3	3	3	3	3
CO5:-Write about the telemedicine and telenursing		4	4	3	3	3	3	3
XI (10Hrs)	At the end of unit students are able to: Knowledge: Understands and explains various leadership styles and their implications. Skill: practices & uses power appropriately to foster individual development and quality administration.	Leadership: <ul style="list-style-type: none"> • Concepts, Types, Theories, Styles (2 hr) • Manager behavior. Leader behavior (2 hr) • Effective leader: Characteristics, Skills, • Group dynamics, Power and politics, Lobbying (2 hrs) • Critical thinking and decision making. • Stress management.(1 hr) Applications to nursing service and education. (3 Hrs)						

	Attitude: Incorporates critical thinking in decision making related to leadership roles.							
UNIT-XI-LEADERSHIP								
CO1:-Explain about the leadership CO2:-Write about the group dynamics CO3:-Describe about the critical thinking and decision making. CO4:-Write about the power and politics CO5:-Explain about the lobbying CO6:-Illustrate about the stress management								
Course outcome		Program outcome						
		Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
		PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:-Explain about the leadership		4	4	3	3	3	3	3
CO2:-Write about the group dynamics		3	3	3	3	3	3	3
CO3:-Describe about the critical thinking and decision making.		3	3	3	3	3	3	3
CO4:-Write about the power and politics		3	3	3	3	3	3	3
CO5:-Explain about the lobbying		3	3	3	3	3	3	3
CO6:-Illustrate about the stress management		3	3	3	3	3	3	3
XII (10Hrs)	At the end of unit students are able to: Knowledge: Understands and explains the ethical and legal aspects of nursing as a profession. Skill: Practices nursing skills legally and ethically. Attitude: Protect rights of the clients with different vulnerable status.	Legal and Ethical Issues Laws and Ethics :						
		<ul style="list-style-type: none"> Ethical committee Code of ethics and professional conduct. (1 hr) Legal system: Types of law, tort law, and liabilities. Legal issues in nursing: negligence, malpractice, invasion of privacy, defamation of character. (2 hr) Patient care issues, management issues, employment issues. Medico legal issues. Nursing regulatory mechanisms: licensure, renewal, accreditation, (3 hr) Patient's rights. Rights of special groups : children, women, HIV, handicap, aging (1 hr) Professional responsibility and accountability. (1 hr) 						

		<ul style="list-style-type: none"> Infection control. Standard safety measures. Regulator triad, National Accreditation Board for Hospitals(NABH), National Assessment and Accreditation Council(NAAC) (2 hrs) 					
UNIT-XII- Legal and Ethical Issues Laws and Ethics							
CO1:-Explain about the legal and ethical issues in nursing CO2:-Describe about the nursing regulatory mechanisms CO3:- Write about the rights of patients and other special groups CO4:-Explain about the infection control and standard safety measures CO5:-Explain about the Regulator triad, National Accreditation Board for Hospitals(NABH), National Assessment and Accreditation Council(NAAC)							
Course outcome	Program outcome						
	Clinician/nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1:-Explain about the legal and ethical issues in nursing	4	4	3	3	3	3	3
CO2:-Describe about the nursing regulatory mechanisms	4	4	3	3	3	3	3
CO3:- Write about the rights of patients and other special groups	4	4	3	3	3	3	3
CO4:-Explain about the infection control and standard safety measures	4	4	3	3	3	3	3
CO5:-Explain about the Regulator triad, National Accreditation Board for Hospitals(NABH), National Assessment and Accreditation Council(NAAC)	4	4	3	3	3	3	3

AREA AND DISTRIBUTION OF CLINICAL HOURS:

<i>Sr. No.</i>	<i>Dept / Unit Shift</i>	<i>Hours/Day</i>	<i>Total hours</i>
1.	Morning Shift	7 Hrs/dayX5days/weekX2weeks	70
2.	Evening Shift	7 Hrs/dayX5days/weekX2weeks	70
3.	Night Shift	12 Hrs/NightX3 Nights/Week X 1 week	36
Total			176

Note:

- Preferably, students shall work in the wards of their own specialty. However depending on needs, they may be posted in other wards.
- Posting in the Nursing Superintendent's office as per rotation.
- Field Visits related to Administration may be arranged during this period.
- Students from Community Health Nursing specialty may be clubbed with other specialty groups.

TEACHING STRATEGY:

- Total Hours: 300 Theory Hours: 150 Clinical Hours: 150

TEACHING METHOD:

- Lectures, Seminars, Case presentation & discussion. Clinical observation.

A.V. AIDS:

- OHP, LCD, Posters, Blackboard, Demonstration.

ASSIGNMENTS: THEORY AND PRACTICAL:

There is no practical examination, therefore, the assignments completed as part of practical during posting in the wards will be considered as (practice of implementation of theory knowledge), theory assignments and marks will be considered as internal assessment in theory.

<i>Sr. No.</i>	<i>Assignment</i>	<i>No./ Quantity</i>	<i>Marks per Assignment</i>	<i>Total Marks</i>
1	Seminar	One	1X50	50
2	Preparation of forms for various types of performance appraisal and appraising one staff nurse during their posting in the ward.	One	1X25	25
3	Organizing staff development programme (Group work)	One	1X50	50
4	Preparation of Proforma for evaluation of students (4 Types) (Shall be evaluated as one assignment)	One	4X05	20
5	Preparation of cumulative record	One	1X05	05
6	Night report	One	1X10	10
7	Day report	One	1X10	10
8	Preparation of duty rotation for one ward and for hospital for a period of one week.	One	1X10	10
9	Report of Visit to Medical Record Department	One	1X10	10
10	Incidental report of any incident occurred in the ward during their posting.	One	1X10	10
Total Marks				200

RECOMMENDED BOOKS:

- Agarwal R.S. - Organization and Management.
- Arora M. – Hospital Management.
- Chaterjee K.D. -A Hand Book on Accounting for Hospital Management.
- Pandya S.R. - Administration and Management of Education
- Yoder, Will P. and Kowalski K.K. - Beyond Leading and Managing (Nursing Administration)
- Shaarma R.N. Educational Administration, Management and Organization.
- Koontz H and Wehrich H. Essentials of Management.
- Joshi M. Hospital Administration.
- Momin Hospital Administration.
- Gupta S.K., Kant S. and Chandrashekhar Kant – Hospital and Health Care Administration: Appraisal.
- Tabis S.A. – Hospitals and Nursing Homes Planning.
- Hubber D.T. – Leadership and Nursing Management.
- Huston C.J. – Leadership Roles and Management Function in Nursing.
- Huston C.J – Leadership and Nursing Care Management.
- Marquis B.L. – Leadership and Management Function in Nursing.
- Anderson M.A.-Nursing Leadership Management and Professional Practice.
- Arora V.S. -Nursing and Administration.
- Basawanthappa B.T. – Nursing Administration.
- Eilis J.R. and Hartley C.L – Nursing in Today – Issues and Management.
- Goel S.L. and Kumar R. – Nursing Services (Management and Administration)
- Agarwal R. – Organization and Management.
- Nagarath A. and Singh M. – Practical Management of Labour.
- Sakharkar B.M. – Principles of Hospital Administration and Planning.
- RAmasamy – Principles of Management.
- Agarwal J.C. - School Organization and Management.
- George M.A. – The Hospital Administrator.
- Mathelli T.M.- The Nurse Manager Survival Guide.