

Subject No. 5
INTRODUCTION TO NURSING ADMINISTRATION

Total Hours: 240

Theory Hours: 60

Practical/Clinical Hours: 180

AIM:

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 services. It is also intended to assist the student to develop understanding of professional leadership need.

OBJECTIVES:

At the end of course the students are able to:

1. Identify the principles of administration.
2. Describe the principles and techniques of supervision.
3. Explain the principles and methods of personnel management.
4. Explain the principles of budgeting.
5. Organize and manage the nursing unit effectively.
6. Identify dynamics of organizational behavior, style and functions of effective leadership.

CONTENTS:

Unit I -Introduction:

- Principles and practice of administration. Significance, elements and principles of administration.
- Organization of hospital – definition, aims, functions, classification and health team
- Policies of hospital, different departments with special emphasis to department of nursing and office management. Responsibilities of nursing personnel especially of ward sister, medico legal aspects, concept of cost effectiveness.

Unit II -Nursing unit management:

- Physical layout of nursing unit and necessary facilities. Factors affecting the quality of nursing care. Maintenance of therapeutic environment. Administration of 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 patient records and reports, legal responsibilities. Maintenance of quality of nursing care and nursing audit.

Unit III -Personnel management:

- Staff recruitment and selection, appointment, promotions, personnel policies and job description. Job analysis. Staffing the unit, staffing norms, rotation plan, leave planning, performance appraisal, staff welfare and management of discipline problems.

Practical aspect of lobbying

Unit IV -Supervision:

- Principles of supervision, nature and objectives. Tools and technique of supervision. Evaluation. Nursing audit. Staff development – orientation programme. Skill training. Leadership development. Problem solving process.

Unit V -Material management:

- Principles of material management.. Quality assurance. Inventory, care of equipments, safe keeping.
- Role of nursing personnel in material management.

Unit VI -Financial management:

- Budgeting, principles of budgeting. Types of Budgets.

Unit VII –Organizational Behaviour:

- Group Dynamics and Human Relations. Organizational Communication. Methods of Reporting. Maintaining Records and Reports. Public Relations, Leadership style and functions.

INTRODUCTION TO NURSING ADMINISTRATION

Unit No. & Hrs.	Objectives	Contents with distributed hours						
		Must Know			Desirable to Know		Nice to Know	
I (10 Hrs)	At the end of unit students are able to: Knowledge: Understand the principles of administration. Skill: Practice the principles of administration. Attitude: Adapt as per the roles and take responsibilities appropriate to the role while working in clinical settings.	Principles and practice e of administration: <ul style="list-style-type: none"> • Significance, elements and principles of administration. (2 hrs) • Policies of hospital, different departments with special emphasis to department of nursing and office management. (3 hrs) • Responsibilities of nursing personnel especially of ward sister, medico legal aspects, concept of cost effectiveness. (3 hrs) 			Organization of hospital – definition, aims, functions, classification and health team. (2 hrs)			
Unit: I Principles and practice e of 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
	CO-1: Define; describe management and administration, elements and principles of administration	3	3	3	3	3	3	3
	CO-2: Define hospital, explain Policies of hospital and different departments with special emphasis to department of nursing and office management.	3	3	3	3	3	3	3
	CO-3: Describe responsibilities of nursing personnel especially of ward sister, medico legal aspects, concept of cost effectiveness.	3	3	3	3	3	3	3
	CO-4: List down aims and Explain functions and classification and health team of hospital.	3	3	3	3	3	3	3

Student should be able to-

CO-1: Explain and describe factors affecting the quality of nursing care, the management of patient care.

CO-2: Explain Maintenance of physical environment. Assignment of duties and time plan. Patient assignment, safety measures. Prevention of accidents and infections.

CO-3: Describe maintenance of patient records and reports, legal responsibilities of ward sister.

CO-4: List down and explain Physical layout of nursing unit and necessary facilities, Maintenance of quality of nursing care and ward management and nursing audit.

III (10 Hrs)	At the end of unit students are able to: Knowledge: Understand the staff recruitment, selection procedures and explain the staffing norms. Skill: Demonstrate innovative ideas while preparing rotation plans and assigning duties. Attitude: Develop self for managing discipline problems.	Personnel management: <ul style="list-style-type: none"> Staff recruitment and selection, appointment, promotions, personnel policies and job description, Job analysis. (4 hrs) Staffing the unit, staffing norms, rotation plan, leave planning, performance appraisal, (5 hrs) 	<ul style="list-style-type: none"> Staff welfare and management of discipline problems. (1 hr) <p style="color: red;">Practical aspect of lobbying</p>
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Unit:-III:-Personnel management:

Course outcome	Programme outcome						
	Clinician/Nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
CO-1: Explain and describe Staff recruitment and selection, appointment, promotions, personnel policies and job description, Job analysis.	3	3	3	3	3	3	3
CO-2: Explain and describe Staffing the unit, staffing norms, rotation plan, leave planning.	3	3	3	3	3	3	3
CO-3: Describe performance appraisal.	3	3	3	3	3	3	3
CO-4: Define, list down and explain Staff welfare and management of discipline problems.	3	3	3	3	3	3	3
CO-5: Illustrate Practical aspect of lobbying.	3	3	3	3	3	3	3

Student should be able to-

CO-1: Explain and describe Staff recruitment and selection, appointment, promotions, personnel policies and job description, Job analysis.

CO-2: Explain and describe Staffing the unit, staffing norms, rotation plan, leave planning.

CO-3: Describe performance appraisal.

CO-4: Define, list down and explain Staff welfare and management of discipline problems.

CO-5: Illustrate Practical aspect of lobbying.										
IV (9 Hrs)	At the end of unit students are able to: Knowledge: Understand and explain nature of supervision and different tools used for supervision. Skill: Practices principles of supervision and encourages staff develop skills. Attitude: Participate and strive to organize staff development programmes.	Supervision: <ul style="list-style-type: none"> Principles of supervision, nature and objectives Tools and technique of supervision. Evaluation. Nursing audit. Staff development – orientation programme. Skill training. (5 hrs) 				<ul style="list-style-type: none"> Leadership development. Problem solving process. (4 hrs) 				
Unit IV:-Supervision:										
Course outcome				Program outcome						
				Clinician/Nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
CO-1: Define, list down and explain Principles of supervision, nature and objectives, tools and technique of supervision.				3	3	3	3	3	3	3
CO-2: Define, interpret and describe staff development orientation programme.				3	3	3	3	3	3	3
CO-3: Define and describe Leadership development.				3	3	3	3	3	3	3
CO-4: Explain Problem solving process.				3	3	3	3	3	3	3
Student should be able to-										
CO-1: Define, list down and explain Principles of supervision, nature and objectives, tools and technique of supervision.										
CO-2: Define, interpret and describe staff development orientation programme.										
CO-3: Define and describe Leadership development.										
CO-4: Explain Problem solving process.										
V (9 Hrs)	At the end of unit students are able to: Knowledge: Understand and explain the principles of material management. Skill: Manage materials effectively. Attitude: Demand quality material and manage them efficiently.	Material management: <ul style="list-style-type: none"> Principles of material management. Quality assurance. (3 hrs) Role of nursing personnel in material management. (2hrs) 				<ul style="list-style-type: none"> Inventory, care of equipments, safe keeping. (4 hrs) 				

Unit V:Material 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
CO-1: Describe Principles of material management and role of nursing personnel in material management.		3	3	3	3	3	3	3
CO-2: Explain Quality assurance.		3	3	3	3	3	3	3
CO-3: Define, list down and describe Inventory, care of equipments, safe keeping of inventory.		3	3	3	3	3	3	3
Student should be able to-								
CO-1: Describe Principles of material management and role of nursing personnel in material management.								
CO-2: Explain Quality assurance.								
CO-3: Define, list down and describe Inventory, care of equipments, safe keeping of inventory.								
VI (3 Hrs)	At the end of unit students are able to: Knowledge: Understand the principles and process of budgeting. Skill: Practice principles of budgeting while participating in budgeting process in different settings. Attitude: Demonstrate skill in budgeting for the unit.	Financial management: • Budgeting, principles of budgeting (3 hrs)						
Unit VI:Financial 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
CO-1: Define, Describe Principles and process of budgeting.		3	3	3	3	3	3	3

Student should be able to-
CO-1: Define, Describe Principles and process of budgeting.

VII (9 Hrs)	At the end of unit students are able to: Knowledge: Understand and explain group dynamics and methods of records and reports. Skill: Enhance public relations through quality care and empathetic approach towards patients. Attitude: Maintain accurate and comprehensive records and reports appropriately.	Organizational behavior, <ul style="list-style-type: none"> • Group dynamics and human relations, organizational communication. (3 hrs) • Methods of reporting. (1 hr) • Maintaining record and reports. (2 hrs) 	<ul style="list-style-type: none"> • Public relations, leadership style and functions. (3 hrs) 	
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Unit :-VII Organizational behavior,

Course outcome	Program outcome						
	Clinician/Nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
CO-1: Define, list down and explain group dynamics and human relations	3	3	3	3	3	3	3
CO-2: Describe methods and Maintenance of records and reports.	3	3	3	3	3	3	3
CO-3: Define and describe Public relations Explain leadership style and functions.	3	3	3	3	3	3	3
CO-4: Explain leadership style and functions.	3	3	3	3	3	3	3