

Subject No.3
MANAGEMENT OF NURSING SERVICES AND EDUCATION

Total Hours: 120

Theory Hours: 60

Practical Hours: 60

AIM:

- 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.

OBJECTIVES:

At the end of course students are able to:

- Explain the principles and functions of management.
- Describe the elements and process of management.
- Describe the management of nursing services in the hospital and community.
- Describe the concepts, theories and techniques of Organizational behaviour and human relations.
- Participate in planning and organizing in service education program.
- Describe management of nursing educational institutions.
- Describe the ethical and legal responsibilities of a professional nurse.
- Explain the nursing practice standards.
- Explain the various opportunities for professional advancement.

COURSE CONTENT:

Unit I - Introduction to management in nursing:

- Definition, concepts and theories. Functions of management. Principles of Management. Role of Nurse as a manager.

Unit II - 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, type 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).

Unit III - Management of nursing services in the hospital and community:

- Planning: Hospital and patient care 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, Assignment, 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 - Records and reports and Performance appraisal.

Ward management, professional advancement in nursing. Employment/ carrier opportunities.

Unit IV - Organizational behavior and human relations:

- Concepts and theories of organizational behavior. Review of Channels of communication. Leadership styles.
- Review of Motivation: concepts and theories.
- Group dynamics. Techniques of: Communication, Interpersonal relationship and Human relations;
- Public relations in context of nursing. Relations with professional associations and employee unions and Collective bargaining.

Unit V - In service education:

- Nature & scope of in service education programme. Organization of in service education. Principles of adult learning. Planning for in service education programme, techniques, methods & evaluation of staff education programme. Preparation of report

Unit VI - Management of nursing educational institutions:

- Establishment of Nursing educational institution – INC norms and guidelines
- Co-ordination with: Regulatory bodies, Accreditation, Affiliation. Philosophy/ objective, Organizational Structure, Committees.
 - Physical facilities: College /School, Hostel.
 - Students: Selection, Admission, Guidance and Counseling, 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,
- Facilities: Clinical facilities, Transport facilities
- Institutional Records and reports- administrative, faculty, staff and students

Unit VII - Nursing as a profession:

- Nursing as a profession: Philosophy; nursing practice, Aims and objectives, Characteristics of a professional nurse, Regulatory bodies; INC, SNC Acts; constitution, functions.
- Professional ethics: Code of ethics; INC, ICN, Code of Professional conduct, INC, ICN.
- Practice standards for Nursing.
- 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

Unit VIII - Professional Advancement:

- Continuing education. Career Opportunities. Collective bargaining. Membership with Professional organizations; National and International. Participation in research activities. Publications; Journals, newspapers etc.

MANAGEMENT OF NURSING SERVICES AND EDUCATION

Unit: I Introduction to management in nursing							
Course outcome	Program outcome						
	Clinician/Nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
CO1: Define management, Explain the concept and theories of management.	3	3	3	3	3	2	3
CO2: Describe managerial roles, List down the function of management.	3	3	3	3	3	3	3
CO3: differentiate between management and administration	3	3	3	3	3	3	3
CO4: List down principles of management	3	3	3	3	3	3	3
CO5: Describe managerial skill,							
CO6: Identify level of management in an organization.	3	3	3	3	3	2	3
Unit: II: Management process							
Course outcome	Program outcome						
	Clinician/Nurse educator	Professional	Communicator	Leader and member of the health care team and system	Lifelong learner	Critical thinker	Researcher
CO1: Define planning. : Identify Mission, philosophy, objectives, and operational plan of planning.	3	3	2	3	3	2	3
CO2: Describe Material management: equipment and supplies	3	3	3	3	3	3	3
CO3: Define Staffing, Explain Philosophy, staffing study, norms, activities of staffing	3	3	2	3	3	2	3

CO4: Recognize the Patient classification systems	3	3	3	3	3	3	3
CO5: Define scheduling, Enlist the objective of scheduling	3	3	3	3	3	3	3
CO6: Define Human Recourse Management, Identify important of Human Recourse Management,	3	3	3	3	3	3	3
CO7: Explain Human Recourse Management process	3	3	3	3	3	3	3
CO8: Discriminate the recruiting, selecting, deployment, and retaining, promoting, superannuation.	3	3	3	3	3	3	3
CO9: Interpret Program Evaluation Review Technique (PERT), Bench marking, Activity Plan (Gantt Chart)	3	3	3	3	3	3	3
Unit III Management of nursing services in the hospital and community							
Course outcome	Program outcome						
CO1: Define planning ,Explain nature of planning	3	3	2	3	3	2	2
CO2: Identify purposes of planning, List down advantages of planning	3	3	3	3	3	3	3
CO3: Appreciate steps in planning, List down types of planning.	3	3	3	3	3	3	3
CO4: Recognise importance of planning in management of nursing services	3	3	3	3	3	3	3
CO5: Appreciate planning process in management of nursing service.	3	3	3	3	3	3	3
CO6: Explain Hospital and patient care units including ward management. Emergency and disaster management.	3	3	3	3	3	3	3
CO7: Define Budgeting. Recognize the Proposal, and projecting requirements for staff.	3	3	3	3	3	3	3
CO8: Illustrate the equipments and supplies for: Hospital and patient care units.	3	3	3	3	3	3	3
CO9: Illustrate the equipments and	3	3	3	3	3	3	3

supplies for: Hospital and patient care unit							
CO10: Describe Emergency and disaster management.	3	3	3	3	3	3	3
CO11: Explain Controlling / Evaluation: Nursing Rounds/ visits, Nursing Protocols, Manuals.	3	3	3	3	3	3	3
CO8: Draw the Quality Assurance Model. Describe quality assurance in nursing.	3	3	3	3	3	3	3
CO9: Identify the documentation. , Illustrate Records and reports Performance appraisal.	3	3	3	3	3	3	3
CO10: Determine the Ward management, professional advancement in nursing.	3	3	3	3	3	3	3
CO11: Identify Employment/ carrier opportunities.	3	3	3	3	3	3	3
CO12: Identify Employment/ carrier opportunities.	3	3	3	3	3	3	3
CO13: Elaborate the Material Management: procurement, inventory control, auditing and maintenance in Hospital and patient care units.	3	3	3	3	3	3	3
CO14: Determine Human Recourse Management.	3	3	3	3	3	3	3
CO15: Discriminate the recruiting, selecting, deployment, and retaining, promoting, superannuation	3	3	3	3	3	3	3
CO16: Illustrate Categories of nursing personnel including job description of all levels.	3	3	3	3	3	3	3
CO17: Illustrate Categories of nursing personnel including job description of all levels.	3	3	3	3	3	3	3
CO18: Explain Directing and leading: delegation, participatory management. Assignment, rotations, delegations Supervision & guidance	3	3	3	3	3	3	3

CO19: Determine Implement Standards, policies, procedures and practices, Maintenance of discipline.	3	3	3	3	3	3	3
CO20: Identify Patient/ population classification systems, Patients/population assignment and Nursing care responsibilities.	3	3	3	3	3	3	3
Unit :Organizational behavior and human relations							
Course outcome	Program outcome						
CO1: Describe organizational behavior and leadership styles and role of human relations in an organization.	3	3	3	3	3	3	3
CO2: Explain the theories of organizational behavior.	3	3	3	3	3	3	3
CO3: Recognize Group dynamics. Public relations in context of nursing.	3	3	3	3	3	3	3
CO4: Illustrate Review of Motivation; concepts and theories, Relations with professional associations and employee unions.	3	3	3	3	3	3	3
CO5: Describe Collective bargaining.	3	3	3	3	3	3	3
CO6: Identify Review of Channels of communication Techniques of Communication	3	3	3	3	3	3	3
CO7: Interpersonal relationship Human relations.	3	3	3	3	3	3	3
CO8: Illustrates Interpersonal relationship Human relations.	3	3	3	3	3	3	3
Unit : V- In service education							
Course outcome	3						
CO1: Recognize Nature & scope of in service education programme	3	3	3	3	3	3	3
CO2: Describe Organization of in	3	3	3	3	3	3	3

service education.							
CO3: Describe Organization of in service education.	3	3	3	3	3	3	3
CO4: Recognize Preparation of report.	3	3	3	3	3	3	3
CO5: Illustrate Principles of adult learning	3	3	3	3	3	3	3
Unit : VI- Management of nursing educational institutions							3
Course outcome							
CO1: Explain Establishment of Nursing educational institution – INC norms and guidelines	3	3	3	3	3	3	3
CO2: Define Budgeting, Describe Equipments and supplies.	3	3	3	3	3	3	3
CO3: Enlist the audio visual equipments, laboratory equipment, books, and journals.	3	3	3	3	3	3	3
CO4: Illustrate Students Selection, Admission. Guidance and Counseling. Maintaining discipline.	3	3	3	3	3	3	3
CO5: Discriminate Faculty and staff Selection, Recruitment, and Placement. Job description. Performance appraisal. Development and welfare.	3	3	3	3	3	3	3
CO6: Illustrate the Curriculum; Planning, implementation and evaluation.	3	3	3	3	3	3	3
CO7: List Down the Clinical facilities ,Transport facilities	3	3	3	3	3	3	3
CO8: Identify Institutional Records and reports	3	3	3	3	3	3	3
CO9: Recognize Regulatory bodies. Accreditation. Affiliation. Philosophy/ objective. Organizational Structure & Committees.	3	3	3	3	3	3	3
CO10: Illustrate Physical facilities: College /School. Hostel	3	3	3	3	3	3	3
Unit : VII Nursing as a profession:							

Course outcome	Program outcome						
CO1: Define profession, Recognise criteria as a profession, Describe nursing as profession.	3	3	3	3	3	2	3
CO2: Describe Philosophy in nursing practice. Aims and objectives.	3	3	3	3	3	3	3
CO3: Enlist Characteristics of a professional nurse.	3	3	3	3	3	3	3
CO4: Illustrate Regulatory bodies; INC, SNC Acts; constitution, functions	3	3	3	3	3	3	3
CO5: Identify important of ethics in nursing.	3	3	3	3	3	3	3
CO6: Discriminate Code of ethics; INC, ICN .Code of Professional conduct; INC, ICN Practice standards for Nursing	3	3	3	3	3	3	3
CO7: Explain Legal responsibilities of Nurses.	3	3	3	3	3	3	3
CO8: Illustrate Legal terms related to practice; registration and licensing	3	3	3	3	3	3	3
CO9: Recognize Laws related to nursing practice, Breach and penalties	3	3	3	3	3	3	3
CO10: Illustrate Consumer protection act	3	3	3	3	3	3	3

Unit: VIII Professional Advancement

Course outcome	Program out come						
CO1: Explain Continuing education	3	3	3	3	3	3	3
CO2: Describe Collective bargaining.	3	3	3	3	3	3	3
CO3: Identify the Participation in research activities.	3	3	3	3	3	3	3

CO4: : Illustrate Career Opportunities	3	3	3	3	3	3	3
CO5: Describe Journals, newspapers.	3	3	3	3	3	3	3
CO6: Recognize the Membership with Professional organizations; National and International.	3	3	3	3	3	3	3

