

NURSING MANAGEMENT

PLACEMENT: 2nd YEAR

HOURS OF INSTRUCTION: Theory 150 Hours +Practical 200 Hours = 350 Hours

PURPOSE: This course designed to help students to develop expertise in the field of nursing management and to work as nurse managers at different levels in the health care system.

SPECIFIC OBJECTIVES:

At the end of the course the students will be able to:

1. Describe the concept, philosophy, aims & objectives, theories, and principles of management
2. Describe the hospital as a system
3. Identify health and nursing organizational set up at various levels.
4. Differentiate between public and private administration
5. Discuss management process in nursing and role of nurse manager
6. Identify the functions and attributes necessary for effective management
7. Identify economic, demographic and technological changes affecting nursing practice and formulate reforms for change.
8. Apply principles of management in hospitals, nursing education programs, and community health care units at all level.
9. Demonstrate leadership in professional nursing practice
10. Establish collaborative relationship with the other members of the health care team & public.
11. Discuss the importance of integrating nursing practice, education, & research for improving the quality of nursing services
12. Discuss the role of nurse manager in organizing emergency nursing and other support services
13. Identify and analyze ethical & legal issues in nursing management
14. Identify areas of research in nursing management

CONTENT OUTLINE

Unit 1 Introduction to management:

- Meaning, concept, purpose and significance of management
- Scope of nursing management
- Management theories
- Philosophy, objectives, and principles of management
- Management functions and attributes necessary for effective management
- Management of government & public sector organizations
- Principles and theories of management applied to nursing services and nursing education

Unit II Organization of nursing and health delivery system:

- Organization of nursing and health management at village, district, state and national level
- Development of hospitals, regionalization, types, structure, layout, & functions of hospitals
- Development of community health services, regionalization, types, structure, layout, & functions of CHC, PHC, SC
- Government & Private hospitals
- Role of NGO's in health delivery system
- Organizing emergency & support services - blood bank, CSSD, laundry, laboratory, Bio medical waste management

Unit III Roles and functions of nurse manager in planning:

- Introduction to planning –Meaning, concept, definition, purpose, significance, and nature of planning
- Types of planning
- Decision making and problem solving approach
- Planning process- purpose (mission), philosophy, goals, objectives, policies and procedures
- Planning process applied to nursing services and education

Unit IV Roles and functions of nurse manager in organizing:

- Introduction to organizing—meaning, concept, definition, purpose, significance, nature
- Organizational theories, process, & principles
- Organizational structure
- Application of organization process in nursing services and education

Unit V Roles and functions of nurse manager in personnel management:

- Introduction, meaning, concept, definition, purpose, significance and principles
- Manpower planning, Job analysis, job description, job evaluation, recruitment and selection
- Induction, orientation, placement and socialization,
- Superannuation & termination
- Staffing policies and procedures
- Performance appraisal
- Staff development, guidance & counseling, stress management
- Time management
- Application of principles of personnel management in nursing services and nursing education

Unit VI Organizational behavior

- Motivation and behavior
- Leadership approaches
- Organizational and interpersonal communication
- Group dynamics, team building & management

- Discipline, managing conflicts
- Planning and implementing change
- Managerial effectiveness: roles & skills, stress and coping, self development, time management

Unit VII Roles and functions of nurse manager in directing:

- Directing—meaning, concepts, definition, purpose, scope, and principles
- Potential constraints affecting directing-unions, employment laws
- Application of principles of directing in nursing services and nursing education

Unit VIII Roles and functions of nurse manager in controlling:

- Introduction to controlling—meaning, concept, definition, purpose, scope and principles
- Quality assurance in nursing, nursing audit
- Controlling and managing employees
- Discipline and disciplinary procedure & penalties
- Labor relations, labor laws
- Tools for control
- Principles of control applicable to nursing services & education

Unit IX Roles and functions of nurse manager in financial management:

- Introduction to fiscal management – meaning, concept, definition, purpose, significance, scope & principles
- Budgeting process, approaches to budgeting
- Cost effectiveness & cost containment
- Application of budgeting principles in nursing services & education

Unit X Management information system:

- Introduction, meaning, concept, definition, purpose, significance, nature and types
- Record keeping
- Medico legal records
- Use of computers in management information system

Unit XI Material management:

- Introduction, meaning, concept, purpose, scope, significance & principles
- Process of material management
- Inventory check, stock and ledger maintenance
- Management of stores in nursing units

Unit XII Legal & ethical issues in nursing management:

- Role of nurse manager in policy making
- Introduction to ethics and laws relevant to nursing management, patients rights, nurses rights, Nursing practice Act-role of statutory bodies -INC
- Ethical dilemmas in nursing management
- Legal responsibility of nurse managers