

NURSING MANAGEMENT SYLLABUS (MSC - SECOND YEAR)

HOURS OF INSTRUCTION: 150 HRS

PRACTICAL HRS: 150 HRS

TOTAL: 300 HRS

Sl.No.	Hours	Course content
1	10	<p>1. Introduction</p> <p>1.1. Philosophy, purpose, elements and scope of administration</p> <p>1.2. Indian constitution, Indian administrative system vis a vis health care delivery system: national, state and local.</p> <p>1.3. Organization and functions of nursing services and education at: national, state, district, and institutions-hospital and community.</p> <p>1.4. Planning process: five year plans, various committee reports of health, state and national health policies, national population policy, national policy on AYUSH plans.</p>
2	10	<p>2.1. Management.</p> <p>2.1.1. Functions of administration</p> <p>2.1.2. Planning and control</p> <p>2.1.3. Co-ordination and delegation</p> <p>2.1.4. Decision making: decentralization and basic goals of decentralization.</p> <p>2.1.5. Concept of management.</p> <p>2.2. Nursing management</p> <p>2.2.1. Concept, types, principles and techniques.</p> <p>2.2.2. Vision and mission statements.</p> <p>2.2.3. Philosophy, aims and objectives.</p> <p>2.2.4. Current trends and issues in nursing administration.</p> <p>2.2.5. Theories and models.</p> <p>2.2.6. Application to nursing service and education.</p>
3	15	<p>3. Planning</p> <p>3.1. Planning process: concept, principles, institutional polices.</p> <p>3.2. Mission, philosophy, objectives.</p> <p>3.3. Strategic planning.</p> <p>3.4. Operational plans.</p> <p>3.5. Management plans.</p> <p>3.6. Programme evaluation and review technique (PERT), Gantt chart, management by objectives (MBO)</p> <p>3.7. Planning new venture.</p> <p>3.8. Planning for change.</p> <p>3.9. Innovations in nursing.</p> <p>3.10. Applications to nursing service and education.</p>

4	15	<p>4. Organization</p> <p>4.1. Concept, principles, objectives, types and theories, minimum requirements of organization, developing an organizational structure, levels, organizational effectiveness and organizational climate.</p> <p>4.2. Organizing nursing services and patient care: methods of patient assignment-advantages and disadvantages, primary nursing care.</p> <p>4.3. Planning and organizing: hospital, unit, ancillary services (specially central sterile supply department, laundry, kitchen, laboratories, emergency etc).</p> <p>4.4. Disaster management: plan, resources, drill, ect, application to nursing service and education.</p>
5	15	<p>5. Human resource for health</p> <p>5.1. Staffing.</p> <p>5.2. philosophy</p> <p>5.3. Norms: staff inspection unit (SIU), bajaj committee, high power committee, Indian nursing council (INC).</p> <p>5.4. Estimation of nursing staff requirement: activity analysis,.</p> <p>5.5. Various research studies.</p> <p>5.6. Recruitment: credentialing, selection, placement, promotion.</p> <p>5.7. Retention.</p> <p>5.8. Personnel policies.</p> <p>5.9. Termination.</p> <p>5.10. Staff development programme.</p> <p>5.11. Duties and responsibilities of various categories of nursing personnel.</p> <p>5.12. Applications to nursing service and education.</p>
6	15	<p>6. Directing</p> <p>6.1. Roles and functions.</p> <p>6.2. Motivation: intrinsic, extrinsic, creating motivating climate, motivational theories.</p> <p>6.3. Communication: process, types, strategies, interpersonal communication, channels, barriers, problems, confidentiality, public relations.</p> <p>6.4. Delegation: common delegation errors.</p> <p>6.5. Managing conflict: process, management, negotiation, consensus.</p> <p>6.6. Collective bargaining: health care, labor laws, unions, professional associations, role of nurse manager.</p> <p>6.7. Occupational health and safety.</p> <p>6.8. Application to nursing service and education.</p>
7	10	<p>7. Material management</p> <p>7.1. Concepts, principles and procedures.</p> <p>7.2. Planning and procurement procedures: specification.</p> <p>7.3. ABC analysis.</p> <p>7.4. VED (Very important and essential daily use) analysis.</p> <p>7.5. Planning equipment and supplies for nursing care: unit and hospital.</p> <p>7.6. Inventory control.</p> <p>7.8. Condemnation.</p> <p>7.9. Application to nursing service and education.</p>

8	15	<p>8. Controlling</p> <p>8.1. Quality assurance: continuous quality improvement.</p> <p>8.2. Standards.</p> <p>8.3. Models.</p> <p>8.4. Nursing audit.</p> <p>8.5. Performance appraisal: tools, confidential reports, formats, management, interviews.</p> <p>8.6. Supervision and management: concepts and principles.</p> <p>8.7. Discipline: service rules, self-discipline, constructive verse destructive discipline, problem employees, disciplinary proceeding enquiry etc.</p> <p>8.8. Self-evaluation of peer evaluation, patient satisfaction, utilization review.</p> <p>8.9. Application to nursing service and education.</p>
9	15	<p>9. Fiscal planning</p> <p>9.1. Steps</p> <p>9.2. Plan and non-plan, zero budgeting, mid-term appraisal, capital and revenue.</p> <p>9.3. Budget estimate, revised estimate, performance budget.</p> <p>9.4. Audit.</p> <p>9.5. cost effectiveness.</p> <p>9.6. Cost accounting.</p> <p>9.7. Critical pathways.</p> <p>9.8. Health care reforms.</p> <p>9.9. Health insurance.</p> <p>9.10. Budgeting for various units and levels.</p> <p>9.11. Application to nursing service and education.</p>
10	10	<p>10. Nursing informatics</p> <p>10.1. Trends.</p> <p>10.2. General purpose.</p> <p>10.3. Uses of computers in hospital and community.</p> <p>10.4. Patient record system.</p> <p>10.5. Nursing records and reports.</p> <p>10.5. Management information and evaluation system (MIES).</p> <p>10.6. E- nursing, telemedicine, telenursing.</p> <p>10.7. Electronic medical records.</p>
11	10	<p>11. Leadership</p> <p>11.1. Concepts, types, theories.</p> <p>11.2. Styles.</p> <p>11.3. Management behavior.</p> <p>11.4. Leadership behaviors.</p> <p>11.5. Effective leader: characteristics, skills.</p> <p>11.6. Group dynamics.</p> <p>11.7. Power and politics.</p> <p>11.8. Lobbying.</p> <p>11.9. Critical thinking and decision making.</p> <p>11.10. Stress management.</p> <p>11.11. Applications to nursing service and education.</p>

12	10	<p>12. Legal and ethical issues: laws and ethics</p> <p>12.1. Ethical committee.</p> <p>12.2. Code of ethics and professional conduct.</p> <p>12.3. Legal system: types of laws, tort law, and liabilities.</p> <p>12.4. Legal issues in nursing: negligence, malpractice, ivasion of privacy, defamation of character.</p> <p>12.5. Patient care issues, management issues, employment issues.</p> <p>12.6. medico-legal issues.</p> <p>12.7. Nursing regulatory mechanisms: licensure, renewal, accreditation.</p> <p>12.8. Patient rights, consumer protection act (CPA).</p> <p>12.9. Rights of special groups: children, women, HIV, handicap, aging.</p> <p>12.10. Professional responsibility and accountability.</p> <p>12.11. Infection control.</p> <p>12.12. Standards and measures.</p>
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