

NURSING ADMINISTRATION AND WARD MANAGEMENT

Course Description:-

This course is designed to help the student to understand the basic principles of administration and its application to the management of ward and health care unit.

General Objective:-

Upon completion of this course, the students shall able to:

1. Describe the meaning and principles of administration.
2. Apply the principles of administration in practice of nursing
3. Plan the nursing service in the ward and community health settings.
4. Describe the importance of good administration in the day to day nursing service in varied health care setting.

Total Hours: 40

Unit	Learning Objectives	Contents	Hr	Teaching learning activities	Assessment methods
I	Describe the meaning , philosophy and principles of administration	Introduction a) Administration and management - Meaning - Philosophy - Elements and principles - Significance	4	Lecture cum discussion	Short answers Objective type Essay type
II	Describe the management process	Management process a) Planning - Importance - Purpose - Types of planning b) Organization - Principles of organization - Organization chart of hospital/ward/ PHC/ Sub center c) Staffing - Scheduling - Recruitment, selection, deployment, retaining, promotion, superannuation - Personnel management - Job description - Job specification - Staff development and staff welfare d) Directing e) Co-ordination and control - Quality management f) Budgeting g) Policies of hospital and various department of the hospital	15	Lecture cum discussion Companion of organization charts	Short answers Essay type Objective type Written test Evaluation of the organization chart prepared by students.

Unit	Learning Objectives	Contents	Hr	Teaching learning activities	Assessment methods
IV	Explain the administration of different health care units	<p>Administration of hospital/department/ unit/ ward</p> <p>a) Health centre/ unit physical layout b) Safety measures for prevention of accidents and infections c) Legal responsibilities of a nurse d) Leadership styles e) Problem solving : process and approach, steps and methods of dealing with complaints of patients and other health team members. f) Records and reports: meaning, types, importance.</p>	9	Lecture cum discussion Role play Group work on physical layout Reading notes	Short answers Objective type Essay type
V	Discuss the importance of maintaining supplies and equipment for effective administration	<p>Management of equipment supplies.</p> <p>a) Maintenance of supplies & equipment (preventive maintenance) b) Handing over and taking over of inventory c) Indent and ordering of supplies and equipment d) Problem solving : process and approach, steps and methods of dealing with supplies and equipment.</p>	7	Lecture cum discussion Role play Group project on problem solving	Short answers Objective type Essay type Evaluation of the report on Group project
VI	Discuss the cost and financing of health services in India	<p>Cost and financing of health care</p> <p>a) Cost of health care b) Health financing c) National health plans (annual and five year plans) and outlays, role of state and central government in allocation of funds d) Health insurance- types, issues etc.</p>	5	Lecture cum discussion	Short answer Test

