



SILVER OAK UNIVERSITY

Silver Oak College of Nursing

Bachelor of Science (Nursing)

Course Name: Nursing Management and Leadership

Course Code:1060323308

Semester: 6th

Prerequisite:

The prerequisites for nursing education include having a thorough understanding of nursing principles, healthcare systems, and patient care before delving into management and leadership roles. Additionally, critical thinking skills, communication abilities, and a desire to lead and inspire others are important qualities for individuals pursuing study in this field.

Course Objective:

1. To enable students to acquire knowledge and competencies in areas of administration, and management of nursing services and education.
2. To develop leadership competencies and perform their role as effective leaders in an organization.
3. To develop the knowledge and skills necessary to effectively lead and manage teams of healthcare professionals in a nursing setting.
4. To enhance communication and collaboration skills necessary for effective teamwork in a healthcare environment

Teaching Scheme:

Teaching Scheme				
L	T	P	Contact Hours	Credit
3	0	4	7	4

Content:

Unit No.	Contents	Teaching Hours	Weightage %
1	Health Care and Development of Nursing Services in India Current health care delivery system of India -review Planning and development of nursing services and education at global and national scenario Recent trends and issues of nursing service and management	1	2
2	Management Basics Applied to Nursing		

	<p>Definitions, concepts and theories of management Importance, features and levels of management Management and administration Functions of management Principles of management Role of a nurse as a manager Introduction to Management Process Planning Organizing Staffing Directing/Leading Controlling</p>	2	3
	MANAGEMENT OF NURSING SERVICES		
3	<p>Planning Nursing Services Vision, Mission, philosophy, objectives Nursing service policies, procedures and manuals Functional and operational planning Strategic planning Program planning Gantt chart & milestone chart Budgeting concepts, principles, types, Budget proposal, cost benefit analysis Planning hospital and patient care unit (Ward) Planning for emergency and disaster</p>	4	6
4	<p>Organizing Organizing as a process assignment, delegation and coordination Hospital types, functions & organization Organizational development Organizational structure Organizational charts Organizational effectiveness Hospital administration, Control & line of authority Hospital statistics including hospital utilization indices Nursing care delivery systems and trends Role of nurse in maintenance of effective organizational climate</p>	4	6
5	<p>Staffing (Human resource management) Definition, objectives, components and functions Staffing & Scheduling Staffing Philosophy, staffing activities Recruiting, selecting, deployment</p>	6	10

	<p>Training, development, credentialing, retaining, promoting, transfer, terminating, superannuation</p> <p>Staffing units Projecting staffing requirements/calculation of requirements of staff resources Nurse patient ratio, Nurse Population ratio as per SIU norms/IPH Norms, and Patient classification system</p> <p>Categories of nursing personnel including job description of all levels</p> <p>Assignment and nursing care responsibilities</p> <p>Turnover and absenteeism</p> <p>Staff welfare</p> <p>Discipline and grievances</p> <p>In-Service Education</p> <p>Nature and scope of in-service education program</p> <p>Principles of adult learning review</p> <p>Planning and organizing in-service educational program</p> <p>Methods, techniques and evaluation</p> <p>Preparation of report</p> <p>Material Resource Management</p> <p>Procurement, purchasing process, inventory control & role of nurse</p> <p>Auditing and maintenance in hospital and patient care unit</p>		
6	<p>Directing and Leading</p> <p>Definition, principles, elements of directing</p> <p>Supervision and guidance</p> <p>Participatory management</p> <p>Inter-professional collaboration</p> <p>Management by objectives</p> <p>Team management</p> <p>Assignments, rotations</p> <p>Maintenance of discipline</p> <p>Leadership in management</p>	5	8
7	<p>Leadership</p> <p>Definition, concepts, and theories</p> <p>Leadership principles and competencies</p> <p>Leadership styles: Situational leadership, Transformational leadership</p> <p>Methods of leadership development</p> <p>Mentorship/preceptorship in nursing</p> <p>Delegation, power & politics, empowerment, mentoring and coaching</p> <p>Decision making and problem solving</p> <p>Conflict management and negotiation</p>	4	7

	Implementing planned change		
8	Controlling Implementing standards, policies, procedures, protocols and practices Nursing performance audit, patient satisfaction Nursing rounds, Documentation records and reports Total quality management Quality assurance, Quality and safety Performance appraisal Program evaluation review technique (PERT) Bench marking, Activity plan (Gantt chart) Critical path analysis	4	7
9	Organizational Behavior and Human Relations Concepts and theories of organizational behavior Group dynamics Review Interpersonal relationship Human relations Public relations in the context of nursing Relations with professional associations and employee unions Collective bargaining Review -Motivation and morale building Communication in the workplace- assertive communication Committees- importance in the organization, functioning	4	7
10.	Financial Management Definition, objectives, elements, functions, principles & scope of financial management Financial planning (budgeting for nursing department) Proposal, projecting requirement for staff, equipment and supplies for Hospital & patient care units & emergency and disaster units Budget and Budgetary process Financial audit	2	3
11.	Nursing Informatics/ Information Management - Review Patient records Nursing records Use of computers in hospital, college and community Telemedicine & Tele nursing Electronic Medical Records (EMR), EHR	1	2
12.	Personal Management-Review Emotional intelligence	1	2

	Resilience building Stress and time management destressing Career planning		
	MANAGEMENT OF NURSING EDUCATIONAL INSTITUTION		
13.	Establishment of Nursing Educational Institutions Indian Nursing Council norms and guidelines Faculty norms, physical facilities, clinical facilities, curriculum implementation, and evaluation/examination guidelines Coordination with regulatory bodies INC and State Nursing Council Accreditation Inspections Affiliation with university/State council/board of examinations	4	7
14.	Planning and Organizing Philosophy, objectives and mission of the college Organization structure of school/college Review Curriculum planning Planning teaching and learning experiences, clinical facilities master plan, time table and clinical rotation Budget planning faculty, staff, equipment & supplies, AV aids, Lab equipment, library books, journals, computers and maintenance Infrastructure facilities college, classrooms, hostel, library, labs, computer lab, transport facilities Records & reports for students, staff, faculty and administrative Committees and functioning Clinical experiences	4	7
15	Staffing and Student Selection Faculty/staff selection, recruitment and placement, job description Performance appraisal Faculty development Faculty/staff welfare Student recruitment, admission, clinical placement	4	6
16	Directing and Controlling Review Curriculum implementation and evaluation Leadership and motivation, supervision review Guidance and counseling Quality management -educational audit Program evaluation, evaluation of performance Maintaining discipline	4	7

	Institutional records and reports administrative, faculty, staff and students		
17	<p>PROFESSIONAL CONSIDERATIONS</p> <p>Review Legal and Ethical Issues</p> <p>Nursing as a profession-Characteristics of a professional nurse</p> <p>Nursing practice- philosophy, aim and objectives</p> <p>Regulatory bodies-INC and SNC constitution and functions</p> <p>Review Professional ethics</p> <p>Code of ethics and professional conduct -INC & ICN</p> <p>Practice standards for nursing- INC</p> <p>International Council for Nurses (ICN)</p> <p>Legal aspects in nursing:</p> <p>Consumer protection act, patient rights</p> <p>Legal terms related to practice, legal system- types of law, tort law & liabilities</p> <p>Laws related to nursing practice negligence, malpractice, breach, penalties</p> <p>Invasion of privacy, defamation of character</p> <p>Nursing regulatory mechanisms registration, licensure, renewal, accreditation, nurse practice act, regulation for nurse practitioner/specialist nursing practice</p>	4	7
18	<p>Professional Advancement</p> <p>Continuing Nursing Education</p> <p>Career opportunities</p> <p>Membership with professional organizations national and international</p> <p>Participation in research activities</p> <p>Publications journals, newspaper</p>	2	3

Course Outcome:

Sr. No.	CO statement	Unit No
CO-1	Discuss health care, development of nursing services in India and management process to apply in nursing	1,2
CO-2	Describe the management of nursing services including planning, organization, human resource management, job description directing and leading	3-6
CO-3	Explain the nursing leadership, process of controlling, organizational behavior of hospital, group dynamics, financial management, nursing informatics and personal management in terms of emotion, stress and	7-12

	resilience	
CO-4	Discuss the process of establishing educational institutions and its accreditation guidelines	13
CO-5	Explain the planning, organization, staffing, student selection, directing and controlling of a nursing institution	14,15,16
CO-6	Identify various legal issues, laws relevant to nursing practice and opportunities for professional advancement	17,18

Teaching & Learning Methodology: -

1. Case study analysis (student encountered scenarios) and suggest ethical decision-making steps
2. Lecture cum discussion
3. Role play on student counseling in different situations
4. Preparation of different teaching aids.

Books Recommended:

1. Urmila Devi Bhardwaj; “Textbook of Educational Technology/Nursing Education”; CBS Publishers
2. Celestina Francis, Dr. Renuka; “Educational Technology/Nursing Education”; Lotus Publishers
3. Umesh Parashar, “Textbook of Educational Technology/Nursing Education”; Jaypee Publication
4. N. Balasubramanian; “Textbook of Educational Technology/Nursing Education”; Vision Health Science Publishers
5. Sanjay Gupta; “A textbook of Nursing Education”; Kumar Publishing House

List of Open-Source Software/learning website

1. https://books.google.co.in/books?id=MNjQDwAAQBAJ&printsec=frontcover&dq=e+book++for+nursing+education+for+bsc+nursing+students&hl=en&newbks=1&newbks_redir=1&sa=X&ved=2ahUKEwi77YeH-OaFAxVca_UHHR97DAwQ6AF6BAgEEAI
2. https://books.google.com/books?id=kfbsDwAAQBAJ&printsec=frontcover&dq=e+book++for+nursing+education+for+bsc+nursing+students&hl=en&newbks=1&newbks_redir=1&sa=X&ved=2ahUKEwi77YeH-OaFAxVca_UHHR97DAwQ6AF6BAgKEAI

CO-PO-PSO Matrix

Co. No.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PSO1	PSO2
CO-1	3	3	3	2	1	3	3	2	2	2	3	3
CO-2	3	3	3	2	1	3	3	3	3	2	3	3
CO-3	3	3	3	2	1	3	3	3	3	3	3	2

CO-4	2	2	3	1	1	2	2	2	3	3	2	3
CO-5	2	3	3	3	1	3	2	3	3	2	3	3
CO-6	2	3	3	3	1	3	2	3	3	3	3	2