

INTRODUCTION TO NURSING ADMINISTRATION

UNIT I

1. Definition of Administration
2. Principles of administration
3. Elements of Administration
4. Theories of Administration & Management
5. Planning: Nature, Principles, Characteristics, Advantages, Disadvantages, Components, Steps, Types, Classification.
6. Decision Making Process, Types of Decision.
7. Organization: Nature, Importance, Principles, Steps, Types.
8. Organization Structure, Characteristics, Change & Management
9. Staffing: meaning, Types, Policies, steps, factors influencing staffing process
10. Recruitment: Sources, Process, problems.
11. Roles & functions of Administrator
12. Methods of Assigning Nursing Personnel
13. Motivation
14. Leadership
15. Communication: Elements, Process, Barriers, Theories, Elements
16. Supervision: Nature, Need, Objectives, Factors Influencing, Functions, Principles, Types, Methods
17. Coordination: Nature, Definition, Need, Importance, Principles, Techniques, Types, Hindrances
18. Recording & reporting
19. Budgeting: Concept, Purpose, Prerequisite, Importance, Principles, Types, Approach, Advantages, Disadvantages, Classification, Nursing
20. Hospital Administration: Definition, Aims, Functions, Roles, Classification, Health Team, Ethical & Legal Aspects, Policies.

UNIT II

1. Nursing Service Administration: Philosophy, Objectives, Organization, Management, Factors Influencing Ward management, Time management, Supervision, Medico legal Aspects
2. Factors affecting quality of nursing care
3. Therapeutic Environment
4. Nursing Care Delivery System
5. Nursing Audit

UNIT III

1. Personnel Management: Staff recruitment, selection process, Appointment, Promotions, Transfers, Promotions, Transfers, Remunerations, Retraining, Terminating
2. Job Specifications
3. Job Descriptions
4. Job Analysis
5. Patient Classification
6. Rotation Plan
7. Performance Appraisal
8. Career Counselling
9. Staff welfare Activites
10. Human Resource Development
11. Health Team Approach
12. Collective Bargaining

UNIT IV

1. Supervision: Definition, Nature, Need, Philosophy, Objectives, Principles, Tools & Techniques
2. Staff Development: Orientation Program, Inservice Education, Continuing Education
3. Assertiveness Training
4. Leadership: Concept, manager behaviour, leader behaviour, theories, styles, functions, Qualities,

5. Problem Solving Process

UNIT V

1. Material Management: Concept, Need, Principles, Quality Control, Inventory, Role of Nursing Personnel.

UNIT VI

1. Budgeting: Nature, Purposes, Types, Principles, Financial Audits

UNIT VII

1. Group Dynamics
2. Human relations
3. Morale Building
4. Hospital Information System