NURSINGMANAGEMENTANDLEADERSHIP

PLACEMENT:VISemester

THEORY:3Credits(60hours)includesLab/SkillLabhoursalso

PRACTICUM: Clinical:1Credits(80hours)

DESCRIPTION: Thiscourseisdesignedtoenablestudentstoacquireknowledgeandcompetenciesinareasofadministration, and management of nursing services and education. Further prepares the students to develop leadershipcompetenciesandperformtheir role aseffectiveleadersin an organization.

COMPETENCIES: Oncompletionofthecourse,thestudentswillbeableto

1. Analyzethehealthcaretrendsinfluencingdevelopmentof nursingservicesand educationinIndia.

2. Describetheprinciples,functionsandprocessof managementappliedtonursing.

3. Developbasicunderstandingandbeginningcompetenciesinplanningandorganizingnursingservicesinahospital.

4. Applytheconceptofhumanresourcemanagementandidentifythejobdescriptionforallcategoriesofnursingpersonnelincluding in serviceeducation.

5. Discusstheprinciplesandmethodsofstaffingandschedulinginanindividualhospital/nursingunit.

6. Developskillinmanagementofmaterialsandsuppliesincludinginventorycontrol.

7. Developteamworkingandinterprofessionalcollaborationcompetencies.

8. Identifyeffectiveleadershipstylesanddevelopleadershipcompetencies.

9. Utilizetheknowledgeofprinciplesandlineofcontrolandparticipateinqualitymanagementandevaluationactivities.

10. Utilizetheknowledgerelatedtofinancialplanninginnursingservicesandeducationduringbudgetaryprocess.

11. Applytheknowledgeofnursinginformaticsinmaintenanceofrecordsandreportsrelevanttopatientinformation,nursingcareand progress.

12. DemonstrateunderstandingoftheINCguidelinesforestablishmentandaccreditationofeducationalinstitutionsintermsof faculty norms, physical infrastructureand clinicalfacilities.

13. Demonstratebeginningcompetenciesinplanning,organizingandstaffingatcollegeincludingimplementationandevaluationof curriculum.

14. Identifythelegalissuesandlawsrelevanttonursingpracticeandeducation.

15Applytheknowledgeandutilizethevariousopportunitiesforprofessionaladvancement.

COURSEOUTLINE

T–Theory

Unit	Time (Hrs)	Learning Outcomes	Content	Teaching/LearningActivities	Assessment Methods
I	1(T)	Explore thehealth care,development of nursingservic es andeducation inIndiaandtren ds	**HealthCareandDevelopmentofN ursingServicesinIndia** • CurrenthealthcaredeliverysystemofIn dia– review • Planninganddevelopmentofnursingse rvices and education at global andnationalscenario • Recenttrendsandissuesofnursingser viceand management	• Lecturecumdiscussion • Directedreadingandwrittena ssignment	• Shortanswer • Assessmentof assignment
II	2(T)	Explain theprinciples andfunctions ofmanagemen tapplied tonursing	**Management Basics Applied toNursing** • Definitions,conceptsandtheoriesofm anagement • Importance, features and levels ofmanagement • Managementandadministration • Functionsofmanagement • Principlesofmanagement • Roleofanurseasa manager **IntroductiontoManagementProcess** • Planning • Organizing • Staffing • Directing/Leading • Controlling	• Lectureanddiscussion	• MCQ • Shortanswer
		Describe theintroductory concepts ofmanagement asaprocess			
			MANAGEMENTOFNURSING SERVICES		
III	4(T)	Describe theessential elements ofplanning	**PlanningNursingServices** • Vision,Mission,philosophy,o bjectives • Nursingservicepolicies,proceduresa nd manuals • Functionalandoperationalplanning	• LectureandDiscussion • Visittospecifichospital/patientca reunits • Demonstrationofdisasterdrilli ntherespectivesetting	• FormulateMi ssion &VisionStat ementforthe nursingdepar tment/unit • Assessment

Unit	Time (Hrs)	Learning Outcomes	Content	Teaching/LearningActivities	Assessment Methods
			• Strategicplanning • Program planning – Gantt chart &milestonechart • Budgeting– concepts,principles,types, • Budgetproposal,costbenefitanalysis • Planninghospitalandpatientcareunit(Ward) • Planningforemergencyanddisaster		of problem-solvingexer cises • VisitReport
IV	4(T)	Discuss theconcepts oforganizin gincludingh ospitalorgan ization	**Organizing** • Organizingasaprocess– assignment,delegationand coordination • Hospital– types,functions&organizatio n • Organizationaldevelopment • Organizationalstructure • Organizationalcharts • Organizationaleffectiveness • Hospitaladministration,Control&lin eof authority • Hospitalstatisticsincludinghospitalutil izationindices • Nursingcaredeliverysystemsandtr ends • Roleofnurseinmaintenanceofeff ectiveorganizationalclimate	• Lecturecumdiscussion • Comparisonoforganizationals tructure of variousorganizations • Nursingcaredeliverysystems– assignment • PreparationofOrganizationalc hart of hospital/ Nursingservices	• Shortanswer • Assessmentof assignment
V	6(T)	Identify thesignifican ceofhuman resourcemanag ement(HRM) andmaterialma nagementand discuss itselements	**Staffing (Human resourcemanagement)** • Definition,objectives,componentsa ndfunctions **Staffing&Scheduling** • Staffing– Philosophy,staffingactivities • Recruiting,selecting,deployment • Training,development,credentialing,r etaining, promoting, transfer,terminating,superannuation • Staffing units – Projecting staffingrequirements/calculation ofrequirements of staff resources Nursepatient ratio, Nurse Population ratio asperSIUnorms/IPHNorms,andPatient classification system • Categories of nursing personnelincludingjobdescriptionofa lllevels	• Lectureanddiscussion • Roleplay • Games self-assessment, casediscussionandpracticesessi on • Calculation of staffingrequirementsforasp ecifiedward	• FormulateJo bdescription atdifferentlev els of care& comparewith existingsyste m • Preparation ofduty roster

			• Assignmentandnursingcarer esponsibilities		

Unit	Time (Hrs)	Learning Outcomes	Content	Teaching/LearningActivities	Assessment Methods
		Explain theproceduralsteps ofmaterialmanagement Developmanagerialskill ininventorycontrol andactivelyparticipate inprocurementprocess	• Turnoverandabsenteeism • Staffwelfare • Disciplineandgrievances **In-ServiceEducation** • Natureandscopeofin-serviceeducationprogram • Principlesofadultlearning –review • Planning and organizing in-serviceeducationalprogram • Methods,techniquesandevaluation • Preparationofreport **MaterialResourceManagement** • Procurement,purchasingprocess,inventory control&roleofnurse • Auditingandmaintenanceinhospitalandpatient careunit	• Visit to inventory store of theinstitution	• Preparation ofMMF/records • Preparation oflog book &condemnation documents • VisitReport
VI	5(T)	Describe theimportantmethods ofsupervisionandguidance	**DirectingandLeading** • Definition,principles,elementsofdirecting • Supervisionandguidance • Participatorymanagement • Inter-professionalcollaboration • Managementbyobjectives • Teammanagement • Assignments,rotations • Maintenanceofdiscipline • Leadershipinmanagement	• Lectureanddiscussion • Demonstration of record &reportmaintenanceinspecificwards/departments	• Assignmenton Reports &Recordsmaintained innursingdepartment/ • Preparation ofprotocols andmanuals
VII	4(T)	Discuss thesignificanceand changingtrends ofnursingleadership Analyze thedifferentleadershipstyles anddevelopleadershipcompetencies	**Leadership** • Definition,concepts,andtheories • Leadershipprinciplesandcompetencies • Leadership styles: Situationalleadership, Transformationalleadership • Methodsofleadershipdevelopment • Mentorship/preceptorshipinnursing • Delegation, power & politics,empowerment, mentoring andcoaching • Decisionmakingandproblemsolving	• Lecturecumdiscussion • Self-assessment • Report on types of leadershipadopted at different levels ofhealthcareinthegivensetting • Problemsolving/Conflict managementexercise • Observation of managerial rolesat different levels (middle levelmangers-wardincharge,ANS)	• Shortanswer • Essay • Assessmentofexercise/report

Unit	Time (Hrs)	Learning Outcomes	Content	Teaching/LearningActivities	Assessment Methods
			• Conflictmanagementandnegotiation • Implementingplannedchange		
VIII	4(T)	Explain theprocess ofcontrolling anditsactivities	**Controlling** • Implementing standards, policies,procedures,protocolsandpractices • Nursingperformanceaudit,patientsatisfaction • Nursing rounds, Documentation – recordsandreports • Totalqualitymanagement– Qualityassurance,Quality andsafety • Performanceappraisal • Programevaluationreviewtechnique(PERT) • Benchmarking,Activityplan(Ganttchart) • Criticalpathanalysis	• Lecturecumdiscussion • Preparation of policies/protocolsfornursingunits/department	• Assessment of preparedprotocols
IX	4(T)	Explain theconcepts oforganizationalbehavior andgroupdynamics	**OrganizationalBehaviorandHumanRelations** • Conceptsandtheoriesoforganizationalbehavior • Groupdynamics • Review–Interpersonalrelationship • Humanrelations • Publicrelationsinthecontextofnursing • Relations with professionalassociationsandemployeeunions • Collectivebargaining • Review – Motivation and moralebuilding • Communication in the workplace – assertivecommunication • Committees – importance in theorganization,functioning	• Lectureanddiscussion • Role play/ exercise – Groupdynamics&humanrelations	• Shortanswer • OSCE
X	2(T)	Describe thefinancial management related tonursingservices	**FinancialManagement** • Definition,objectives,elements,functions, principles & scope offinancial management • Financialplanning(budgetingfornursingdepartment) • Proposal,projectingrequirementforstaff, equipment and supplies for – Hospital & patient care units &emergency anddisaster units	• Lecturecumdiscussion • Budgetproposalreview • Preparationofbudgetproposalfor aspecificdepartment	• Shortanswer • Essay • Assessmentof assignment

Unit	Time (Hrs)	Learning Outcomes	Content	Teaching/Learning Activities	Assessment Methods
			• Budget and Budgetary process • Financial audit		
XI	1(T)	Review the concepts, principles and methods and use of nursing informatics	**Nursing Informatics/Information Management – Review** • Patient records • Nursing records • Use of computers in hospital, college and community • Telemedicine & Telenursing • Electronic Medical Records(EMR), EHR	• Review • Practice session • Visit to departments	• Short answer
XII	1(T)	Review personal management in terms of management of emotions, stress and resilience	**Personal Management – Review** • Emotional intelligence • Resilience building • Stress and time management – de-stressing • Career planning	• Review • Discussion	
			MANAGEMENT OF NURSING EDUCATIONAL INSTITUTIONS		
XIII	4(T)	Describe the process of establishing educational institutions and its accreditation guidelines	**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	• Lecture and discussion • Visit to one of the regulatory bodies	• Visit report
XIV	4(T)	Explain the planning and organizing functions of a nursing college	**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, timetable 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	• Directed reading – INC Curriculum • Preparation of organizational structure of the college • Written assignment – writing philosophy of a teaching department • Preparation of master plan, timetable and clinical rotation	• Short answer • Essay • Assessment of assignment

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Unit	Time (Hrs)	Learning Outcomes	Content	Teaching/LearningActivities	Assessment Methods
			• computerlab,transportfacilities • Records&reportsforstudents,staff,faculty andadministrative • Committeesandfunctioning • Clinicalexperiences		
XV	4(T)	Developunder standingof staffing thecollege andselecting thestudents	**StaffingandStudentSelection** • Faculty/staffselection,recruitmentandplacement,jobdescription • Performanceappraisal • Facultydevelopment • Faculty/staffwelfare • Studentrecruitment,admission,clinicalplacement	• Guidedreadingonfacultynorms • Facultywelfareactivitiesreport • Writingjobdescriptionoftutors	• Shortanswer • Activity report • Assessment of jobdescripti on
XVI	4(T)	Analyze theleadership andmanageme ntactivities in aneducational organization	**DirectingandControlling** • Review– Curriculumimplementationandevaluation • Leadershipandmotivation,supervision–review • Guidanceandcounseling • Quality management – educationalaudit • Programevaluation,evaluationofperformance • Maintainingdiscipline • Institutionalrecordsandreports– administrative, faculty, staff andstudents	• Reviewprinciplesofevaluation • **Assignment –** Identifydisciplinaryproblems amongstudents • Writingstudentrecord	• Short answer • Assessment of assignmentan drecord
XVII	4(T)	Identify variouslegal issues andlaws relevant tonursingpracti ce	**PROFESSIONALCONSIDERATIONS** **Review–LegalandEthicalIssues** • Nursing as a profession – Characteristicsofaprofessionalnurse • Nursing practice – philosophy, aimandobjectives • Regulatory bodies – INC and SNCconstitutionandfunctions **Review–Professionalethics** • Codeofethicsandprofessionalconduct– INC& ICN • Practicestandardsfor nursing–INC • InternationalCouncilforNurses(ICN) **Legalaspectsinnursing:** • Consumerprotectionact,patientrights • Legaltermsrelatedtopractice,legal		

Unit	Time (Hrs)	Learning Outcomes	Content	Teaching/LearningActivities	AssessmentMethods
			system– typesoflaw,tortlaw&liabilities • Laws related to nursing practice – negligence, malpractice, breach,penalties • Invasionofprivacy,defamationofcharacter • Nursing regulatory mechanisms – registration, licensure,renewal,accreditation, nurse practice act,regulationfornursepractitioner/specialistnursingpractice		
XVIII	2(T)	Explain variousopportunitiesfor professionaladvancement	**ProfessionalAdvancement** • ContinuingNursingEducation • Careeropportunities • Membershipwithprofessionalorganizations – national andinternational • Participationinresearchactivities • Publications–journals,newspaper	• PreparejournallistavailableinIndia • Writeanarticle– research/clinical	• Assessmentofassignments

DISTRIBUTION OF TEACHING HOURSIN NURSING ADMINISTRATION

STRATEGY			Teaching hours	
Didactic	**Lectures**		55	**60**
	Lab hours		05	
Non- didactic	**Practical / Clinical hrs.**		70	**80**
	Tutorials		10	
Total				**140 hrs.**

TOPICS & OUTCOMES IN INTRODUCTION TO NURSING ADMINISTRATION

Subjects	Number ofThemes*	Number of outcomes**
Nursing Management and Leadership	18	60

Distribution of theory hours (60 hrs)

S. N	Theme	Topics	Teaching hrs
1.	HealthCareandDevelopmentofNursingServicesinIndia	Financial management	01hrs

2.	Management Basics Applied toNursing	NursingInformatics/InformationMan agement –Review	02hrs
3.	MANAGEMENTOFNURSINGSERVICES	PlanningNursingServices	04hrs
4.	Organizing	Organizing	04hrs
5.	Staffing (Human resourcemanagement)	Staffing (Human resourcemanagement)	06hrs
6.	DirectingandLeading	DirectingandLeading	05hrs
7.	Leadership	Leadership	04hrs
8.	Controlling	Controlling	04hrs
9.	OrganizationalBehaviorandHumanRelations	OrganizationalBehaviorandHumanRelati ons	04 hrs
10.	Financial management	Financial management	02 hrs
11.	NursingInformatics/InformationManagem ent –Review	NursingInformatics/InformationMan agement –Review	01 hrs
12.	PersonalManagement–Review	PersonalManagement–Review	01 hrs
13.	EstablishmentofNursingEducationalInstitution s	EstablishmentofNursingEducationalInstit utions	04 hrs
14.	PlanningandOrganizing	PlanningandOrganizing	04 hrs
15.	StaffingandStudentSelection	StaffingandStudentSelection	04 hrs
16.	DirectingandControlling	DirectingandControlling	04 hrs
17.	PROFESSIONALCONSIDERATIONS	PROFESSIONALCONSIDERATIONS	04 hrs
18.	ProfessionalAdvancement	ProfessionalAdvancement	02 hrs
	Total		60 hrs

NURSINGMANAGEMENTANDLEADERSHIP

Theme and total hours allotted	Topic	Code No	Competency	Core competencies		Non-core competencies	Total Hours
				Must know	Desirable to know	Nice to know	
I 1(T)	HealthC areandD evelopm entofNur singServ icesinInd ia	NMLE330:VI-SEM1.1	Describe the health care, development of nursing services and education in India and trends.	• Currenthealthcaredeli verysystemofIndia– review • Planninganddevelop mentofnursingservice s and education at global andnationalscenario • Recenttrendsandissue sofnursingserviceand management			1 hour
II 2(T)	Manag ement Basics Applie d toNursi ng	NMLE330:VI-SEM2.1	Explain theprinciples andfunctions ofmanagementapplied tonursing.	• 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			1 hour

		NMLE330:VI-SEM2.2	Describe the introductory concepts of management as a process.	• Planning • Organizing • Staffing • Directing/Leading • Controlling (2 hr)			1 hour
III 4(T)	Management Of Nursing Services	NMLE330:VI-SEM3.1	Explain vision, mission, philosophy, objectives nursing service policies, procedures and manuals and strategic planning.	• Vision,Mission,philosophy,objectives • Nursingservicepolicies,proceduresand manuals • Functionalandoperationalplanning Strategicplanning			1 hour
		NMLE330:VI-SEM3.2	Explain Gantt chart and milestone chart.	• Program planning – Gantt chart &milestonechart			1 hour
		NMLE330:VI-SEM 3.3	Explain the nursing service planning in budgeting.		• Budgeting–concepts,principles,types, • Budgetproposal, costbenefitanalysis		1 hour
		NMLE330:VI-SEM 3.4	Describe nursing service planning for emergency and disaster.		• Planninghospitalandpatientcareunit(Ward) • Planningforemergencyanddisaster		1 hour
IV 4(T)	Organizing	NMLE330:VI-SEM 4.1	Describe hospital organization	• Organizingasaprocess –			1 hour

				• Hospital– types,functions &organization • Organizationaldevelopment • Organizationalstructure • Organizationalcharts • Organizationaleffectiveness			
		NMLE330:VI-SEM 4.2	Explain hospital administration	• Hospitaladministration,Control&lineof authority • Hospitalstatisticsincludinghospitalutilizationindices			1 hour
		NMLE330:VI-SEM 4.3	Describe nursingcaredeliverysystemsandtrends.		• Nursingcare deliverysystemsandtrends		1 hour
		NMLE330:VI-SEM 4.4	Explain the role of nurseinmaintenanceofeffectiveorganizationalclimate.		• Roleofnurseinmaintenanceofeffective organizationalclimate		1 hour
V 6(T)	Staffing (Human resource management)	NMLE330:VI-SEM 5.1	Describe principles and methods of staffing in an individual hospital.	• Definition,objectives,componentsandfunctions **Staffing&Scheduling** • Staffing– Philosophy,staff			1 hour

				ingactivities • Recruiting,selecting,deployment • Training,development,credentialing,retaining, promoting, transfer,terminating,superannuation			
		NMLE330:VI-SEM 5.2	Explain about staffing the units and job description of nursing personnel.	• Staffing units – Projecting staffingrequirements/ calculation ofrequirements of staff resources Nursepatient ratio, Nurse Population ratio asperSIUnorms/IPH Norms,andPatientclassification system • Categories of nursing personnelincludingjobdescriptionofalllevels			1 hour
		NMLE330:VI-SEM 5.3	Describe assignmentandnursingcareresponsibilities, staffwelfare and Disciplineandgrievances.	• Assignmentandnursingcareresponsibilities • Turnoverandabsenteeism • Staffwelfare • Disciplineandgrievances			1 hour
		NMLE330:VI-SEM5.4	Describe in service education programme		• Naturean dscopeofi		1 hour

			and adult learning.		n-serviceeducationprogram • Principlesofadult learning –review • Planning and organizing in-serviceeducationalprogram		
		NMLE330:VI-SEM 5.5	Describe methods and technique of evaluation and preparation of report.		• Methods,techniquesandevaluation • Preparationofreport		1 hour
		NMLE330:VI-SEM 5.6	Explain material resource management.			•Procurement, purchasing process, inventory control & role of nurse •Auditing and maintenance in hospital and patient care unit	1 hour
VI	Directing and	NMLE330:VI-	Define	• Definition,principle			1

5(T)	Leading	SEM 6.1	principles,elements of supervisionandguidance.	s,elementsofdirecting • Supervisionandguidance			hour
		NMLE330:VI-SEM 6.2	Explain participatory management and inter-professionalcollaboration.	• Participatorymanagement • Inter-professionalcollaboration			1 hour
		NMLE330:VI-SEM 6.3	Explain management by objectives.		• Managementbyobjectives		1 hour
		NMLE330:VISEM 6.4	Explain team management and assignment rotation.		• Teammanagement • Assignments,rotations		1 hour
		NMLE330:VI-SEM 6.5	Describe maintenance of discipline and leadership in management.			•Maintenance of discipline •Leadership in management	1 hour
VII 5(T)	Leadership	NMLE330:VI-SEM 7.1	Define leadership, its theories, leadershipprinciplesandcompetencies.	• Definition,concepts,andtheories • Leadershipprinciplesand competencies			1 hour
		NMLE330:VI-SEM 7.2	Describe leadership style, leadership development and preceptor ship in	• Leadership styles: Situationallead			1 hour

			nursing.	ership, Transformation alleadership • Methodsoflead ershipdevelop ment • Mentorship/pre ceptorshipinnu rsing			
		NMLE330:VI-SEM 7.3	Explain delegation, power & politics,empowerment, mentoring andcoaching.		•Delegation, power & politics, empowerment, mentoring and coaching		1 hour
		NMLE330:VISE M 7.4	Describe decisionmakingandpro blemsolving.		•Decision making and problem solving		1 hour
		NMLE330:VI-SEM 7.5	Elaborate conflictmanagementan dnegotiation.			• Conflict managem entandne gotiation • Impleme ntingplan nedchang e	1 hour
VIII 4(T)	Controlling	NMLE330:VI-SEM 8.1	Describe controlling regarding implementing standards, policies,procedures ,protocolsandpracti ces,	• Implementing standards, policies,procedures, protocolsandpractic es • Nursingperformanc eaudit,patientsatisf action			1 hour

			nursingperformanceaudit,patientsatisfaction and nursing rounds, Documentation – recordsandreports.	• Nursing rounds, Documentation – recordsandreports			
		NMLE330:VI-SEM 8.2	Explain qualityassurance,Quality andsafety, Performanceappraisal, Programevaluationreviewtechnique(PERT), benchmarking, activityplan(Ganttchart) and criticalpathanalysis.	• Totalqualitymanagement– Qualityassurance,Quality andsafety • Performanceappraisal • Programevaluationreviewtechnique(PERT) • Benchmarking,Activityplan(Ganttchart) • Criticalpathanalysis			1 hour
		NMLE330:VI-SEM8.3	Explain Career Opportunities Publications; Journals, newspapers etc.		• Career Opportunities • Publications; Journals, newspapers etc.		1 hour
		NMLE330:VI-SEM 8.4	Explain membership with professional organizations; National and International and nurse as a consultancy.			• Membership with Professional organizations; National and	1 hour

						Internati onal. **Nurse as a consulta ncy**	
IX 4 (T)	Organizational Behavior and Human Relations	NMLE330:VI-SEM 9.1	Describe conceptsandtheoriesof organizationalbehavior , Groupdynamics, Interpersonalrelationsh ip.	•Concepts and theories of organizational behavior •Group dynamics •Review – Interpersonal relationship			1 hour
		NMLE330:VI-SEM 9.2	Describe humanrelations, publicrelationsintheco ntextofnursing, relations with professionalassociatio nsandemployeeunions.	• Humanrelations • Publicrelationsint hecontextofnursi ng Relations with professionalassoc iationsandemploy eeunions			1 hour
		NMLE330:VI-SEM 9.3	Explain collectivebargaining and motivation and moralebuilding		• Collectivebargai ning • Review – Motivation and moralebuilding		1 hour
		NMLE330:VI-SEM 9.4	Describe communication in the workplace – assertive communication and committees – importance in theorganization,fun ctioning.			• Com munic ation in the work place – assert ive	1 hour

						• comm unicat ion Committee s – importance in theorganiza tion,functio ning	
X 2(T)	Financial Management	NMLE330:VI-SEM 10.1	Define budget its objectives elements,functions, principles & scope offinancial management, financialplanning. Explain proposal,projecting requirementforstaff , equipment and supplies for – Hospital & patient care units &emergency anddisaster units	•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			1 hour
		NMLE330:VI-SEM 10.2	Explain budgetandBudgetar y process and financialaudit.	• BudgetandBudgetar y process • Financialaudit			1 hour
XI 1(T)	Nursing Informatics/ Information	NMLE330:VI-SEM 11.1	Describe nursing information management.	• Patientrecords • Nursingrecords • Useofcomputersinho			1 hour

	Management – Review				spital,collegeandcommunity • Telemedicine&Telenursing • ElectronicMedicalRecords(EMR),HER		
XII 1(T)	Personal Management – Review	NMLE330:VI-SEM 12.1	Elaborate emotionalintelligence, resiliencebuilding, stress and time management and careerplanning.	• Emotionalintelligence • Resiliencebuilding • Stress and time management – de-stressing • Careerplanning			1 hour
XIII 4 (T)	Management of nursing educational institutions	NMLE330:VI-SEM 13.1	Explain Indian Nursing Council norms andguidelines – Faculty norms, physicalfacilities,clinicalfacilities,curriculumimplementation, andevaluation/examinationguidelines	• Indian Nursing Council norms andguidelines – Faculty norms, physicalfacilities,clinicalfacilities,curriculumimplementation, andevaluation/examinationguidelines			1 hour
		NMLE330:VI-SEM 13.2	Explain coordinationwithregulatorybodies– INCandState NursingCouncil.	• Coordinationwithregulatorybodies– INCandState NursingCouncil			1 hour
		NMLE330:VI-SEM 13.3	Explain Accreditation and Inspections.			• Accreditation– Inspections	1 hour
		NMLE330:VI-SEM 13.4	Explain affiliationwithuniversity/Statecouncil/boardof examinations			• Affiliationwithuniversity/Statecouncil/boardofexaminations	1 hour

XIV 4 (T)	Planning and Organizing	NMLE330:VI-SEM 14.1	Explain planning and organizing philosophy,objectives andmissionofthecollege. Explain organizationstructure ofschool/college and curriculumplanning.	• Philosophy,objectives andmissionofthecollege • Organizationstructureofschool/college • Review–Curriculumplanning			1 hour
		NMLE330:VI-SEM 14.2	Explain Planning regarding teaching and learningexperiences, clinical facilities, masterplan,timetableandclinicalrotation	• Planning teaching and learningexperiences, clinical facilities – masterplan,timetable andclinicalrotation			1 hour
		NMLE330:VI-SEM 14.3	Explain budget planning about faculty, staff,equipment&supplies,AVaids,Labequipment, library books, journals,computersandmaintenance, Infrastructurefacilities– college,classrooms,hostel,library,labs, computerlab,transportfacilities. Explain records&reportsforstudents,staff,faculty andadministrative		• Budget planning – faculty, staff,equipment&supplies,AVaids,Labequipment, library books, journals,computersandmaintenance Infrastructurefacilities– college,classrooms,hostel,library,labs, computerlab,transportfacilities		1 hour

					• Records&reports forstudents,staff,faculty andadministrative		
		NMLE330:VI-SEM 14.4	Explain committeesandfunctioning and Clinicalexperiences.			• Committeesandfunctioning • Clinicalexperiences	1 hour
XV 4(T)	Staffing and Student Selection	NMLE330:VI-SEM 15.1	Explain faculty/staffselection,recruitmentandplacement,jobdescription.	• Faculty/staffselection,recruitmentandplacement,jobdescription			1 hour
		NMLE330:VI-SEM 15.2	Explain performance appraisal.	• Performanceappraisal			1 hour
		NMLE330:VI-SEM 15.3	Explain facultydevelopment and faculty/staffwelfare.		• Facultydevelopment • Faculty/staffwelfare		1 hour
		NMLE330:VI-SEM 15.4	Describe studentrecruitment,admission, Clinicalplacement.		• Studentrecruitment,admission,clinicalplacement		1 hour
XVI 4(T)	Directing and Controlling	NMLE330:VI-SEM 16.1	Describe curriculumimplementationandevaluation, Leadershipandmotivation,supervision.	• Review–Curriculumimplementationandevaluation • Leadershipandmotivation,supervision–review • Guidanceandcounselin			1 hour

				g			1 hour
		NMLE330:VI-SEM 16.2	Explain guidanceandcounseling, Quality management – educational audit	• Quality management – educationalaudit			1 hour
		NMLE330:VI-SEM 16.3	Explain programevaluation,evaluationofperformance, maintainingdiscipline	• Programevaluation,evaluationofperformance • Maintainingdiscipline			1 hour
		NMLE330:VI-SEM 16.4	Explain Institutionalrecordsand reports regarding administrative, faculty, staff andstudents		• Institutionalrecordsandreports– administrative, faculty, staff andstudents		1 hour
XVII 4(T)	Professional considerations	NMLE330:VI-SEM 17.1	Explain nursing as a profession, characteristicsofaprofessionalnurse, philosophy, aimandobjectives of nursing practice. Explain regulatory bodies – INC and SNCconstitutionandfunctions.	**Review– LegalandEthicalIssues** • Nursing as a profession – Characteristicsofaprofessionalnurse • Nursing practice – philosophy, aimandobjectives • Regulatory bodies – INC and SNCconstitutionandfunctions			1 hour
		NMLE330:VI-	Explain	• Codeofethicsand			1

		SEM 17.2	codeofethicsand professionalcon duct about INC& ICN.	professionalcond uct– INC& ICN			hour
		NMLE330:VI-SEM 17.3	Explain practicestandardsfor nursing INC InternationalCouncilfo rNurses(ICN)	• Practicestandardsfor nursing–INC • InternationalCouncilfo rNurses(ICN)			1 hour
		NMLE330:VI-SEM 17.4	Explain legal aspects in nursing.		• Consumerprotect ionact,patientrig hts Legaltermsr elatedtoprac tice,legal system– typesoflaw, tortlaw&lia bilities • Laws related to nursing practice – negligence, malpractice, breach,penal ties • Invasionofpr ivacy,defam ationofchara cter • Nursing regulatory		1 hour

				mechanisms – registration, licensure,ren ewal,accredit ation, nurse practice act,regulatio nfornursepra ctitioner/spe cialistnursin gpractice			
XVIII2(T)	Professional Advancement	NMLE330:VI- SEM 18.1	Explain continuing nursing education and careeropportunities	• ContinuingNursingEdu cation • Careeropportunities			1 hour
		NMLE330:VI- SEM 18.2	Recognize the Membership with Professional organizations in national and International. Identify the Participation in research activities	• Membershipwit hprofessionalor ganizations – national andinternational • Participationinresearch activities Publications– journals,newspaper			1 hour

TEACHING STRATEGY:

Total Hours: 140 Theory Hours: 60 Clinical/Practical Hours: 80

<u>Theory</u>

Continuous Assessment: 10Marks

Sr. No	Assignments	Percentage of Attendance	Allotted marks	Total Marks for attendance
1	Attendance	95 - 100%	2	
		90-94%	1.5	
		85-89%	1	2 marks
		80-84%	0.5	
		<80%	0	
		Number assignments	Marks	Total Marks
2	Written Assignments	2	2X5	10
3	Seminar/Microteaching/Individual presentation	2	2x6	12
4	Hospital visit Report	1	1x6	06
			Total	30/3=10Marks

Note: If there is mandatory module in that semester, marks obtained by student out of 10 can be added to 30 totaling 40 marks

Total=40/4=10marks

Distribution of Lab hours (5 hours)

Sr. No	ompetency no	TOPIC	Domain	T-L Method	Teaching Hrs
1.	NMLE330:VI-SEM 5.2	Explain about staffing the units and job description of nursing personnel.	K,S	Demonstration	3 Hour
2.	NMLE330:VI-SEM 6.2	Explain participatory management and inter-professionalcollaboration.	K,S	Demonstration, Small group discussion & Role play	1 Hour
3.	NMLE330:VI-SEM 8.2	Explain qualityassurance,Qualityandsafety, Performanceappraisal,	K,S	Demonstration	1 Hour

		Programevaluationreviewtechnique(PERT), benchmarking,activityplan(Gantt chart) and criticalpathanalysis.			
TOTAL					**05 Hours**

Distribution of Non didactic hours (80)

Clinical/Field practice- (70Hrs)

Sr. No	Competency no	TOPIC	Domain	T-L Method	Teaching Hrs
4.	NMLE330:VI-SEM3.1	Explain vision, mission, philosophy, objectives nursing service policies, procedures and manualsand strategic planning.	K,S	Demonstration	10 Hours
5.	NMLE330:VI-SEM 5.2	Explainabout staffing the units and job description of nursing personnel.	K,S	Small group discussion & Role play	10 Hours
6.	NMLE330:VI-SEM 6.1	Define principles,elementsof supervisionandguidance.	K,S	Demonstration, Small group discussion & Role play	10 Hours
7.	NMLE330:VI-SEM 6.2	Explain participatory management and inter-professionalcollaboration.	K,S	Demonstration	15 Hours
8.	NMLE330:VI-SEM 7.1	Define leadership, its theories, leadershipprinciplesandcompetencies.	K,S	Demonstration	15 Hours
9.	NMLE330:VI-SEM 7.2	Describe leadership style, leadership development and preceptor ship in nursing.	K,S	Demonstration	10 Hours
TOTAL					**70 Hours**

Modified Tutorials (10 Hours)

Sr. No	Comp. no	TOPIC	Domain	T-L Method	Teaching Hrs
1.	NMLE330:VI-SEM2.1	Explain theprinciples andfunctions ofmanagementapplied tonursing.	K,S	Tutorials	1 Hour
2.	NMLE330:VI-SEM2.2	Describe the introductory concepts of management as a process.	K,S	Tutorials	1 Hour

3.	NMLE330:VI-SEM 4.1	Describe hospital organization.	K,S	Tutorials	1 Hour
4.	NMLE330:VI-SEM 5.1	Describe principles and methods of staffing in an individual hospital.	K,S	Tutorials	1 Hour
5.	NMLE330:VI-SEM 8.1	Describe controlling regarding implementing standards, policies,procedures,protocolsandpractices, nursingperformanceaudit,patientsatisfaction and nursing rounds, Documentation – recordsandreports.	K,S	Tutorials	1 Hour
6.	NMLE330:VI-SEM 8.2	Explain qualityassurance,Quality andsafety, Performanceappraisal, Programevaluationreviewtechnique(PERT), benchmarking,activityplan(Ganttchart) and criticalpathanalysis.	K	Tutorials	1 Hour
7.	NMLE330:VI-SEM 9.1	Describe conceptsandtheoriesoforganizationalbehavior, Groupdynamics, Interpersonalrelationship.	K,S	Tutorials	1 Hour
8.	NMLE330:VI-SEM 9.2	Describehumanrelations, publicrelationsinthecontextofnursing, relations with professionalassociationsandemployeeunions.	K	Tutorials	1 Hour
9.	NMLE330:VISEM 10.2	Explain budgetandBudgetary process and financialaudit.	K	Tutorials	1 Hour
10.	NMLE330:VI-SEM 12.1	Elaborate emotionalintelligence, resiliencebuilding, stress and time management and careerplanning.	K	Tutorials	1 Hour
TOTAL					**10 Hours**

Formative Assessment

1. Sessional Examinations: Theory: I

Sr. No.	Question paper – Theory	Total
Maximum marks	30	30

2. Sessional Examinations: Theory: II

Sr. No.		Total
Maximum marks	30	30

c. Calculation of Internal Assessment (IA): Theory

- Total marks of two sessional examinations along with continuous assessment 30marksx2=60/4=15
- 10+15 = 25 Marks
- Minimum required - 50 %

3. Summative Assessment

a. Theory:

Type of questions	Number of questions	Marks allotted
MCQ	12X1	12Marks
Essay/situation type	2x15	30Marks
Short	5x5	25Marks
Very short	4x2	08Marks
	Total	75marks

Datta Meghe Institute of Medical Sciences (Deemed to be University)

Smt. Radhikabai Meghe Memorial College of Nursing

Sawangi (Meghe) Wardha

Name of the Institute: SRMM College of Nursing

Name of Examination: Basic B.Sc. Nursing

Semester VI: Nursing Management and leadership

NMLE330:VI-SEM/Primary/2021-2025

	Must to Know (MK 60%)	Desirable to know (DK 30%)	Nice to know (NK 10%)	Marks = 75
ESSAY (4) 2/4	(4) Level-I-2 Level-II-2			15Mx2=30M
SHORT (6) 5/6	(3) Level-I-2 Level-II-1	(2) Level-I-1 Level-II-1	(1) Level-I-1	5Mx5=25M
VERY SHORT (5) 4/5	(3) Level-I-2 Level-II-1	(1) Level- I-1	(1) Level-I-1	2Mx4=08M
MCQ (12) 12/12	(7) Level-I-6 Level-II-1	(4) Level-I-3 Level-II-1	(1) Level-I-1	1Mx12=12M
Total				**Total = 75 Marks**

Level I: 80   **Level II: 20**