

<b>COURSE TITLE</b>	<b>PROFESSIONAL TRENDS &amp; ADJUSTMENTS AND NURSING ADMINISTRATION &amp; WARD MANAGEMENT</b>
<b>COURSE CODE</b>	<b>20GN0304</b>
<b>COURSE CREDITS</b>	<b>2</b>

**Objective:**

- 1 Describe nursing as a profession & Identify various professional responsibilities of a nurse
- 2 Describe various professional organizations related to nursing & Identify the need for in-service and continuing education in nursing
- 3 Demonstration skills in application of knowledge of professional etiquettes in the practice of nursing in any health care setting
- 4 Describe the meaning and principles of administration & Apply the principles of administration in practice of nursing
- 5 Plan the nursing service in the ward and community health settings & Describe the importance of good administration in the day to day nursing service in varied health care setting

**Course Outcomes:** After completion of this course, student will be able to:

- 1 Describe nursing as a profession, Explain various aspects of Professional ethics,
- 2 Discuss the importance of continuing education in personal and professional development, Discuss the significance of legislation in Nursing
- 3 List the various organizations related to health and nursing profession and briefly describe their function,
- 4 Describe the meaning, philosophy and principles of administration & Describe the management process
- 5 Explain the administration of different health care units & Discuss the importance of maintaining supplies and equipment for effective administration
- 6 Discuss the cost and financing of health services in India

**Pre-requisite of course:** This course is designed to help students develop an understanding of the career opportunities available for professional development. and This course is also designed to help the student to understand the basic principles of administration and its application to the management of ward and health care units.

**Teaching and Examination Scheme**

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
2	0	0	50	30	20	0	0

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>Nursing as a profession</b> Definition of profession, Criteria of a profession and nursing profession, Evolution of Nursing Profession in India, Educational preparation of a professional nurse, Qualities/ Characteristics and role of a professional nurse	4
2	<b>Professional ethics</b> Meaning and relationship of professional ethics and etiquettes, Code of ethics for nurse by ICN, Standards for nursing practice (INC), Etiquettes for employment: locating posting, applying and accepting a position, resignation from a position.	6
3	<b>Personal and professional development</b> Continuing education - Meaning and importance, Scope, Identifying opportunities, Career in Nursing - Opportunities available in Nursing in Hospital, Community teaching and other related special organization., In-service education - Definition - Value - Need participation in committee procedures - Nursing in the future	10
4	<b>Legislation in nursing</b> Purpose and importance of laws in Nursing, Legal Terms, Common legal hazards in Nursing, Laws and regulations related to health care providers in India at different levels, Service and institutional rules, Regulation of nursing education, Registration and reciprocities	5
5	<b>Profession and related organizations</b> Regulatory bodies: Indian Nursing Council, State Nursing Council, Professional organizations: - Trained Nurses Association of India, - Students Nurses Association, - Nurses League of the Christian Medical Association of India, - International Council of Nurses (ICN), - International Confederation of Midwives etc., Related organization and their contribution to nursing: World Health Organization, Red cross and St. john's Ambulance, Colombo plan, UNICEF, World Bank etc.	5
6	<b>Introduction to nursing administration &amp; ward management</b> Administration and management - Meaning - Philosophy - Elements and principles - Significance	4
7	<b>Management process</b> Planning - Importance - Purpose - Types of planning, Organization - Principles of organization - Organization chart of hospital/ward/ PHC/ Sub center, Staffing - Scheduling - Recruitment, selection, deployment, retaining, promotion, superannuation - Personnel management - Job description - Job specification - Staff development and staff welfare, Directing, Co-ordination and control - Quality management, Budgeting, Policies of hospital and various department of the hospital	15
8	<b>Administration of hospital/department/ unit/ ward</b> Health centre/ unit physical layout, Safety measures for prevention of accidents and infections, Legal responsibilities of a nurse, Leadership styles, Problem solving : process and approach, steps and methods of dealing with complaints of patients and other health team members., Records and reports: meaning, types, importance.	9

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
9	<b>Management of equipment supplies</b> Maintenance of supplies & equipment (preventive maintenance), Handing over and taking over of inventory, Indent and ordering of supplies and equipment, Problem solving : process and approach, steps and methods of dealing with supplies and equipment	7
10	<b>Cost and financing of health care</b> Cost of health care, Health financing, National health plans (annual and five year plans) and outlays, role of state and central government in allocation of funds, Health insurance- types, issues etc	5
<b>Total Hours</b>		<b>70</b>

**Textbook :**

- 1 Textbook on Professional Trends and Adjustments in Nursing , I Clement , jaypee, 2024

**References:**

- 1 Nursing Administration and Ward Management for General Nursing and Midwifery,  
Nursing Administration and Ward Management for General Nursing and Midwifery, Dr.  
Rahul R Jawanjil and Ms. Swati B Chavan, AKINIK PUBLICATIONS , 2024

**Suggested Theory Distribution:**

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking / Creative</b>
20.00	30.00	30.00	10.00	10.00	0.00

**Instructional Method:**

- 1 .

**Supplementary Resources:**

- 1 .