

MIDWIFERY AND GYNECOLOGICAL NURSING

Placement- THIRD YEAR

Time- 140 hours
Midwifery- 120 hours
Gynecological Nursing- 20 hours

MIDWIFERY

Course Description:-

This course is designed to help students acquire knowledge and gain skills to meet the needs of women during pregnancy, labor and puerperium and care for the newborn.

General Objective:-

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

1. Describe the health needs of women in pregnancy, labour and puerperium.
2. Identify deviation(s) from normal pregnancy, labour and puerperium and take appropriate action.
3. Demonstrate skills in providing antepartum, intrapartum and postpartum care to the mother as well as care to the new born as per the SBA guidelines of Government of India.

Total Hours:120

Unit No.	Learning objectives	Contents	Hr	Teching learning Activities	Assessment methods
I	Describe the scope and trends in midwifery	Introduction: a) Definition of midwifery and obstetrical nursing b) Scope of midwifery c) Basic competencies of a midwife d) History of midwifery e) Trends of maternity services in India f) Vital statistics related to maternal health in India.	4	Lecture cum discussions Videos	Short answers Objective type Essay type
II	Describe the anatomy and physiology of female reproductive system	Reproductive system a) Review of structure and function of female reproductive system b) Female pelvis –structure, types and diameters	5	Lecture cum discussions Demonstrations Charts, Specimen Models & Objects	Short answers Objective type Essay type Viva

Unit No.	Learning objectives	Contents	Hr	Teching learning Activities	Assessment methods
III	Describe the stages of Embryological and fetal development	Embryology and foetal development a) Oogenesis, spermatogenesis, fertilization and implantation. b) Embryology and Fetal development c) Placenta and membranes: - Structure - Functions - Abnormalities - Liquor amni - Umbilical cord d) Fetal skull: - Structure - Diameters - Fontanel and sutures e) Fetal circulation	8	Lecture cum discussions Charts Models & Objects Specimens	Short answers Objective type Essay type Oral presentation
IV	Describe the physiological changes in pregnancy and the management of normal pregnancy Demonstrate skill is caring for pregnant women	Normal pregnancy and its management a) Pre-conception care b) Genetic counseling c) Physiological changes in pregnancy d) Diagnosis of pregnancy - History - Signs & symptoms e) Antenatal care: - History taking - Calculation of expected date of delivery, - Examination and investigations - Health Education and counselling - Drugs and immunizations f) Minor disorders and their management	12	Lecture cum discussions Demonstration Clinical teaching Simulation Charts & Videos SBA module of government of India, handbook for staff nurses (Government of India)	Short answers Objective type Essay type Assessment of skill using checklist
V	Describe the various stages of labour and the role of the midwife in caring for a woman in labour Demonstrate skill in conducting the normal delivery	Normal labour and its management a) Definition and stages b) Causes and signs of onset of labour c) True and false labour d) First stage of labour: - Physiology - Monitoring using partograph and its interpretation - Care of mother : physical and psychological - Pain management - Setting up of the labour room including newborn corner	18	Lecture cum discussions Demonstrations Case studies Simulation Videos Exercises SBA module of government of India, handbook for staff nurses (Government of India)	Short answers Objective type Essay type Assessment of skill using checklist

Unit No.	Learning objectives	Contents	Hr	Teaching learning Activities	Assessment methods
		e) Second stage: <ul style="list-style-type: none"> - Physiology and mechanism - Monitoring - Conduction of normal delivery - Episiotomy - Essential newborn care f) Third stage: <ul style="list-style-type: none"> - Physiology and signs - Active management of third stage - Examination of the placenta - Episiotomy suturing g) Fourth stage: <ul style="list-style-type: none"> - Physiology - Care of the mother and baby - Postpartum family planning 			
VI	Describe the management of normal newborn Development of skill in caring for the normal newborn	Management of newborn <ol style="list-style-type: none"> Assessment Physiological adaptation Apgar scoring Examination for defects Breast feeding- BFHI Care of newborn -Skin, eyes, buttocksetc Bonding and rooming in Minor disorders of new born: <ul style="list-style-type: none"> - Birth marks, rashes, skin - Infections, sore buttocks, - Infection of eyes. 	14	Lecture cum discussion Demonstrations, Clinical teaching Chart Videos SBA module, ENBC, NSSK, PPIUCD module, handbook for staff nurses of government of India	Short answers Objective type Essay type Assessment of skill using checklist
VII	Describe normal puerperium and the role of midwife in the caring for woman in puerperium	Management of normal puerperium <ol style="list-style-type: none"> Definition and objectives of care Physiological changes Postnatal counselling Lactation and feeding Care during puerperium – breast and perineal care, postnatal exercise, postnatal examination, follow up, family welfare Minor ailments and management. Family planning 	10	Lecture cum discussion Demonstration Simulation Role play SBA module, PPIUCD module, handbook for staff nurses of government of India	Short answers Objective type Essay type Assessment of skill using checklist

Unit No.	Learning objectives	Contents	Hr	Teaching learning Activities	Assessment methods
VIII	Describe the complications of pregnancy Demonstrate skills in providing care for women with complicated pregnancy	Management of complications during pregnancy a) Bleeding in pregnancy <ul style="list-style-type: none"> - Early and late - Ectopic pregnancy - Abortion - Antepartum hemorrhage - Vesicular mole b) Hyperemesis gravidarum c) Gestational diabetes mellitus d) Pregnancy induced hypertension <ul style="list-style-type: none"> - Pre eclampsia - Eclampsia e) Hydromnios – poly and oligo f) Pelvic inflammatory diseases g) Intra uterine growth retardation h) Post maturity i) Intra uterine death High risk pregnancy: <ul style="list-style-type: none"> - Monitoring- NST, USG - Anemia - Jaundice - Viral - Urinary tract infections - Heart diseases - Diabetes - AIDS and STD's - Osteomalacia, - Teenage pregnancy - Elderly Primigravida - Multipara - Multiple pregnancy 	12	Lecture cum discussions Case presentation Clinical teaching Videos Simulation Case studies and exercises SBA module	Short answers Essay type Objective type Assessment of skill using checklist
IX	Describe the management high risk labour Demonstrate skills in early detection and prompt management of high risk labour	Management of high risk labour a) Malposition, malpresentations b) Contracted pelvis c) Abnormal uterine actions d) Cervical Dystocia e) Premature rupture of membranes, precipitate and prolonged labour, induction of labour obstructed labour, f) Obstetrics Emergencies-Cord prolapse, cord presentation, amniotic fluid embolism, obstetric shock, rupture of uterus, shoulder dystocia, vasa previa.	10	Lecture cum discussion Demonstration Bed-side clinic Videos & Charts Clinical teaching IMPAC module of WHO MCPC module of Government of India	Short answers Objective type Essay type Assessment of skill using checklist

Unit No.	Learning objectives	Contents	Hr	Teching learning Activities	Assessment methods
		g) Complications of third stage <ul style="list-style-type: none"> - Postpartum Hemorrhage - Atonic uterus - Injuries to the birth canal - Retained placenta and membranes - Inversion of uterus 			
X	Describe the puerperal complications Demonstrate skill in the management of complications of puerperium	Management of complications of puerperium <ul style="list-style-type: none"> - Puerperal pyrexia - Puerperal Sepsis - Thrombophlebitis and Embolism - Breast engorgement, Mastitis, Breast abscess - Puerperal psychosis 	4	Lecturer cum discussion Demonstration Clinical teaching MCPC module of Government of India	Short answers Objective type Essay type
XI	Describe the management of high risk and sick newborn Demonstrate skills in caring for high risk and sick newborns	High risk and sick newborn <ol style="list-style-type: none"> Assessment Nursing care Management of newborn with: <ul style="list-style-type: none"> - Hyperbilirubinaemia - Neonatal hypoglycemia - Hypothermia - Neonatal Convulsions - Rh incompatibility - Small for dates - Low birth weight - Preterm - Asphyxia, RDS - Sepsis - Birth injuries Cephal hematoma Caput succedaneum Facial & Erb's palsy Torticollis Hemorrhage - Congenital anomalies Newborn of HIV positive mother, diabetic mother Levels of care in NICU 	10	Lecturer cum discussion Demonstration Clinical teaching IMNCI module SBA module NSSK module	Short answers Objective type Essay type Assessment of skill using checklist

Unit No.	Learning objectives	Contents	Hr	Teaching learning Activities	Assessment methods
XII	Describe the obstetric operations and midwife role in assisting with each one	Obstetric operations a) Definition, indication and care of women undergoing <ul style="list-style-type: none"> - Induction of labour - Manual removal of placenta - Version - Forceps delivery - Vacuum extraction - Caesarean Section - Sterilization - Destructive surgeries - Amnio infusion - Manual Vacuum Aspiration, Dilatation and Evacuation, Dilatation and Curettage b) Post abortion care.	10	Lecture cum discussion Clinical teaching Videos Post abortion care module of GoI	Short answers Objective type Essay type Assessment of skill using checklist
XIII	Describe the midwife's role in the administration of drugs for women during pregnancy, labour and post partum period	Drugs used in obstetrics a) Indication, dose, action, contraindication, side effects and responsibilities in the administration of : <ul style="list-style-type: none"> - Oxytocin - Uterotonics - Tocolytics - Antihypertensives - Anticonvulsants - Anesthesia and analgesia b) Drugs used for newborn c) Teratogens – effects of drugs on mother and baby.	4	Lecture cum discussion Drug presentation	Short answers Objective type Essay type
XIV	Describe the ethical & legal issues related to midwifery	Ethical and legal aspects related to midwifery a) Maternal and newborn death review b) Mother and child tracking system	2	Lecture cum discussion Presentation	Short answers Objective type

GYNECOLOGICAL NURSING

Course objective

The students shall be able to identify different gynecological disorders and diseases and gain skills in providing nursing care to women suffering from them.

General Objective:-

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

1. List different gynecological problems and demonstrate skills in providing nursing care to women suffering from these disorders and diseases.

Total Hours:20

Unit No	Learning objectives	Content	Hours	Teaching learning activities	Method of assessment
I	Define the terms used in gynecology Demonstrate the skills of gynecology history taking, conducting examination & investigation	Introduction a) Definition of terms b) History c) Examination d) Investigation	2	Lecture cum discussion Demonstration Videos	Short answers Objective type Essay type Return demonstration
II	Describe the physiology, psychology and pathology of puberty	Puberty a) Definition b) Development of sex organs in females and sexuality c) Review of menstrual cycle d) Premenstrual syndrome e) Disorders of menstruation, dysmenorrhoea, cryptomenorrhoea, dysfunctional uterine bleeding	3	Lecture cum discussion Clinical teaching Videos Charts	Short answers Objective type Essay type
III	Describe the management of couples with fertility related problems.	Fertility and infertility a) Definition b) Causes-both in male and female c) Investigation d) Management e) Artificial reproductive techniques	2	Lecture cum discussion Clinical teaching, Videos Role play	Short answers Objective type Essay type

Unit No	Learning objectives	Content	Hours	Teaching learning activities	Method of assessment
IV	Demonstrate skills in the management of clients with various pelvic infections.	Pelvic infections a) Vulva – vulvitis, bartholinitis b) Vagina - Vaginitis, Trichomonas vaginitis, Moniliasis, c) Metritis, Salpingitis, Oophritis d) Cervical erosions e) Pelvic Abscess f) Chronic infection g) Pelvic inflammatory disease h) Pelvic tuberculosis i) Sexually Transmitted Diseases - Syphilis - Gonorrhea - Warts - HIV j) Syndromic case management	4	Lecture cum discussion Clinical teaching Videos Prevention of STI module of NACO	Short answers Objective type Essay type
V	Describe the care of women with gynaecological disorders	Gynaecological disorders a) Retroversion, retro flexion b) Fistulas c) Uterine displacement & prolapse (Procidentia) d) Uterine malformations e) Cysts and fibroids f) Uterine polyps g) Tumors of the reproductive tract – benign and malignant h) Palliative care and rehabilitation	5	Lecture cum discussion Case Presentation Demonstration	Short answers Objective type Essay type
VI	Describe the care of the woman with breast disorders	Breast disorders a) Review mastitis, breast engorgement, breast abscess b) Tumors of the breast benign and malignant	2	Lecture cum discussion Clinical teaching, Videos Role play	Short answers Objective type Essay type
VII	Describe the care of women with menopause	Menopause a) Definition and physiological changes b) Signs and symptoms c) Health education and counselling d) Hormone replacement therapy e) Surgical menopause	2	Lecture cum discussion Case histories.	Short answers Objective type Essay type

COMMUNITY HEALTH NURSING-II

Placement: THIRD YEAR (PART – I)

Total Hours: 90

Course Description:-

This course is designed to help students to practice community health nursing for the individual, family and groups at both the urban and rural settings by using concepts and principles of health and community health nursing.

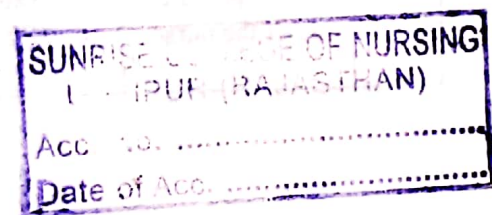
General Objective:-

Upon completion of this course, the student shall be able to:

1. Describe the health system and health care services in India.
2. Identify major health problems, national health programmes and specialized community health services.
3. Explain the concept of health team and describe the nurses' role at various levels of health care setting.
4. Demonstrate skills in rendering effective nursing care to the individual, family and groups in all community health settings.

Total Hours: 90

Unit	Learning objective	Contents	Hr	Teaching learning Activities	Assessment methods
I	Explain the health system in India	Health system in India Organization and administration of health system in India at a) Central level - Union Ministry - Directorate General of Health Services - Central Council of Health b) State level - State Health Administration - State Ministry of Health - State Health Directorate c) District level - Sub Divisions - Tehsils/ Talukas - Villages - Municipalities & Corporation - Panchayats	10	Lecture cum discussion Organizational chart of various levels Visit to Municipality Office, Panchayat office, Health block office, CHC	Short answer Objective type Essay type



Unit	Learning objective	Contents	Hr	Teaching learning Activities	Assessment methods
II	Describe the health care services in India and discuss the role of the nurse in these services	Health care delivery system a) Health care concept and trends b) Health care services - Public sector, Rural, Urban c) Private sector d) Public Private Partnership (PPP) e) Other agencies f) Indigenous systems of medicine Ayurvedha, yoga, unani, siddha and homeopathy (AYUSH) g) Voluntary health services h) National Health Programmes i) Nurse role in health care services	8	Lecture cum discussion Visit to different health care agencies	Short answer Objective type Essay type
III	Describe health planning in India	Health planning in India a) National health planning b) Five year plans c) Health Committees and reports d) National health policy	10	Lecture cum discussion and reports	Short answer Essay type
IV	Describe the different specialized community health services and the nurse's role in these services	Specialized community health services and nurse's role a) RCH (reproductive health and child care) b) National Health Mission (rural/ urban) c) Janani Sishu Suraksha Karaykaram (JSSK) d) Emergency ambulance services. e) Government health insurance schemes f) School health Services g) Occupational health nursing (including health care providers) h) Geriatric nursing i) Care of differently abled- Physical and mental j) Rehabilitation nursing	18	Lecture cum discussion Visit to different agencies of specialized services, factory, Old age home, Homes for the differently abled	Short answer Objective type Essay type
V	Describe the major health problems in India	National health problems Health Problems in India a) Communicable diseases b) Non communicable diseases c) Nutritional problems d) Environmental sanitation e) Population	5	Lecture cum discussion Quiz	Short answer Objective type
VI	Describe the national health and family welfare programs in India and the role of the nurse	National Health programme: - National ARI program - Revised national tuberculosis control program (RNTCP) - National anti-malaria program - National filarial control program	15	Lecture cum discussion Government of India program flyers.	Short answer Objective type

Unit	Learning objective	Contents	Hr	Teaching learning Activities	Assessment methods
		<ul style="list-style-type: none"> - National guinea worm eradication program - National leprosy eradication program - National AIDS control program - STD control program - National program for control of blindness - Iodine deficiency control program - Expanded program of immunization - National family welfare program - National water supply and sanitation program - Minimum needs program - National diabetes control program - Polio eradication : pulse program program, NPSP - National cancer control program - Yaws eradication program - National nutritional anemia prophylaxis program - 20 point program - ICDS program - Mid –day meal program - National mental health program - Adolescent health program - Role of nurse in the national health programme. 			
VII	Explain the meaning of demography and describe the national family welfare programmes	Demography and family welfare a) Demography <ul style="list-style-type: none"> - Concept - Trends in the world and in India - Concept of fertility and infertility - Small family norm b) Family Welfare <ul style="list-style-type: none"> - Concept, importance, aims & objectives - Family planning methods - Family planning counseling - National family Welfare Policy - National family Welfare Programme - Role of a nurse in the family planning programme 	18	Lecture cum discussion Show and explain family planning devices Role play Demonstration	Short answer Objective type Essay type

Unit	Learning objective	Contents	Hr	Teaching learning Activities	Assessment methods
VIII	Describe the concept and functions of health team and the role of nursing personnel at various levels.	Health Team: a) Concept <ul style="list-style-type: none"> - Composition - Functions b) Role of Nursing personnel at various levels: <ul style="list-style-type: none"> - District Public Health Nursing Officer - Block health Nurse - Public Health Nurse - Lady Health Visitor/ health supervisor - Health worker female/ ANM 	7	Lecture cum discussion Interaction with health team members: Job description as per the Indian Public Health Standards (IPHS)	Short answer Objective type Essay type
IX	Explain the concept and uses of health information system	Health Information System a) Concepts, components, uses , sources. b) Vital Statistics: <ul style="list-style-type: none"> - Important rates and indicators c) Vital health records and their uses. d) Basic statistical methods e) Descriptive statistics	6	Lecturer cum discussion Exercises	Short answer Objective type Exercises
X	Describe the national and international health agencies	Health Agencies a) International: <ul style="list-style-type: none"> - WHO - UNFPA - UNDP - World bank - FAO - UNICEF - DANIDA - European commission (EU) - Red cross - USAID - UNESCO - ILO - CARE b) National: <ul style="list-style-type: none"> - Indian Red Cross - Indian Council for child welfare - Family Planning association of India - Other NGOs 	3	Lecture cum discussion Seminar	Short answer Objective type

NURSING EDUCATION, INTRODUCTION TO RESEARCH, PROFESSIONAL TRENDS & ADJUSTMENT & NURSING ADMINISTRATION & WARD MANAGEMENT

Placement: Internship (3rd years Part II)

Time: 120 Hours

Nursing Education- 20 hours

Introduction to Research- 30 hours

Professional Trends and Adjustment- 30 hours

Nursing Administration and Ward Management- 40 hours

NURSING EDUCATION

Course Description:-

This course is designed to introduce the students to the concept of teaching as an integral part of nursing practice.

General Objective:-

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

1. Explain the concept of teaching
2. Describe techniques used for teaching.

Total Hours: 20

Unit	Learning objectives	Contents	Hr	Teaching learning activities	Method of Assessment
I	Describe the concept of education	Introduction a) Education - Meaning, aims, scope and purposes,	2	Lecture cum discussion	Short answers Objective type
II	Explain the process of teaching and learning	Teaching learning process a) Basic principles b) Characteristics of teaching and learning c) Teaching responsibility of a nurse d) Preparation of teaching plan	4	Lecture cum discussion	Short answers Objective type Evaluation of teaching plan
III	Narrate the methods of teaching Describe the clinical teaching methods	Methods of teaching a) Methods of teaching b) Clinical teaching methods - Case method - Bed side clinic - Nursing rounds - Nursing conference (individual and group) - Process recording.	14	Lecture cum discussion	Short answer Objective type Evaluation of planned as well as incidental health teaching

INTRODUCTION TO RESEARCH

Course Description:-

This course is designed to develop fundamental abilities and attitude in the students towards scientific methods of investigation and utilization of research finding so as to improve practice of nursing.

General Objective:-

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

1. Describe the use of research in the practice of nursing
2. Describe the scientific methods of investigation used in nursing.
3. Participate in research activities in the health care settings.

Total Hours: 30

Unit	Learning Objectives	Contents	Hr.	Teaching learning activities	Assessment Method
I	Discuss the importance of research in Nursing	Introduction a) Definition b) Terminology related to research c) Need and importance of nursing research d) Characteristics of good research	3	Lecture cum discussion	Short answers Objective type
II	Describe the research process	Research process a) Purposes and objectives b) Steps in research process	3	Lecture cum discussion	Short answer Essay type
III	Describe the various research approaches	Research approaches and designs a) Types b) Methods c) Advantages and disadvantages	5	Lecture cum discussion	Short answer Essay type
IV	Describe the various data collection methods	Data collection process a) Meaning b) Methods and instruments of data collection	5	Lecture cum discussion	Short answer Essay type
V	List the steps involved in data analysis	Analysis of data a) Compilation b) Tabulation c) Classification d) Summarization e) Presentation and interpretation of data using descriptive statistic	6	Lecture cum discussion Reading the research articles	Short answer Essay type
VI	Describe the importance of statistics in research	Introduction to statistics a) Definition b) Use of statistics c) Scales of measurement d) Frequency distribution e) Mean, median, mode and standard deviation.	6	Lecture cum discussion	Short answer Essay type
VII	Describe the utilization of research in nursing practice	Utilization of research in nursing practice - Evidence based practice	2	Lecture cum discussion	Short answer Essay type

PROFESSIONAL TRENDS AND ADJUSTMENT

Course Description:-

This course is designed to help students develop an understanding of the career opportunities available for professional development.

General Objective:-

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

1. Describe nursing as a profession.
2. Identify various professional responsibilities of a nurse.
3. Describe various professional organizations related to nursing.
4. Identify the need for in-service and continuing education in nursing.
5. Demonstrate skills in application of knowledge of professional etiquettes in the practice of nursing in any health care setting.

Total Hours: 30 hours

S. No	Learning objectives	Contents	Hr.	Teaching learning activities	Assessment methods
I	Describe nursing as a profession	Nursing as a profession a) Definition of profession b) Criteria of a profession and nursing profession c) Evolution of Nursing Profession in India d) Educational preparation of a professional nurse e) Qualities/ Characteristics and role of a professional nurse	4	Lecture cum discussion	Short answer Objective type Essay type
II	Explain various aspects of Professional ethics	Professional ethics a) Meaning and relationship of professional ethics and etiquettes b) Code of ethics for nurse by ICN c) Standards for nursing practice (INC) d) Etiquettes for employment: locating posting, applying and accepting a position, resignation from a position.	6	Lecture cum discussion Assignment: Application for job acceptance & job resignation	Short answer Essay type
III	Discuss the importance of continuing education in personal and professional development	Personal and professional development a) Continuing education - Meaning and importance - Scope - Identifying opportunities	10	Lecture cum discussion	Short answer Essay type

S. No	Learning objectives	Contents	Hr.	Teaching learning activities	Assessment methods
		b) Career in Nursing <ul style="list-style-type: none"> - Opportunities available in Nursing in Hospital, Community teaching and other related special organization. c) In-service education <ul style="list-style-type: none"> - Definition - Value - Need participation in committee procedures - Nursing in the future 		Draw a career ladder in nursing in reference to international influence and financial aid.	
IV	Discuss the significance of legislation in Nursing	Legislation in nursing <ol style="list-style-type: none"> 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	Lecture cum discussion	Assignment
V	List the various organizations related to health and nursing profession and briefly describe their function	Profession and related organizations <ol style="list-style-type: none"> Regulatory bodies: Indian Nursing Council, State Nursing Council Professional organizations: <ul style="list-style-type: none"> - 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	Lecture cum discussion Observational visits to State Nursing Council and Local TNAI office	Report of visit to the council Short answers Essay type

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	Administration of hospital/department/ unit/ ward 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.	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	Management of equipment supplies. 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.	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	Cost and financing of health care 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.	5	Lecture cum discussion	Short answer Test