

Continuous Education Program

Certificate Program in

Nursing Management



**P. D. HINDUJA HOSPITAL
& MEDICAL RESEARCH CENTRE**

Veer Savarkar Marg, Mahim, Mumbai-400 016 India. Tel: 24449199 / 24452222 / 24451515.

An Overview:

Behind the ultra-modern world renowned medical services offered at P. D. Hinduja Hospital & M.R.C; lies a dream which was nurtured by our Founder, Shri Parmanand Deepchand Hinduja, a hard working philanthropist who laid the foundation of Hinduja Hospital; way back in 1951.

The P.D. Hinduja Hospital & Medical Research Centre is a multifaceted Healthcare Organization. It is committed to establish the essential facilities required to enhance Quality Healthcare comparable to International Standards, for larger sections of our Society.

Our Institution has a good reputation for leading in the provision of Quality Healthcare Services & in Advanced Technology. Considering the accelerating scientific, technical & social changes, Nurses are challenged to be more accountable. Our organization strongly believes that, the enhancement of the Nursing Profession can be best achieved by an education appropriate to the advanced times.

Philosophy & Goal: Nursing Division

The philosophy of nursing in P.D. Hinduja national hospital & Medical Research Centre is based on the belief that caring for human being is ,multifaceted and while all people share commonalities of necessities for survival we are also unique individuals. As health care service professionals, we are obligated to have knowledge and skills in assisting those who come to us for care. Quality care would be given without prejudice regardless of social, ethnic, religious or political affiliation.

It is our belief that the nursing service is dependant on quality nursing education & that the purpose of nursing education is to prepare the nurse who are capable of delivering quality nursing care.

Continuing Education Program: Nursing Administration & Leadership Certificate Programme:

Health systems around the world have undergone reforms and organizational changes which affect the nursing staff. The development of a management level in nursing necessitates the acquisition of management skills suited to the new work environment and the needs of the system. Nursing today is a difficult profession to be in...From the Hospital to the Frontline, Nurses are no longer viewed as only working in a hospital in an acute setting,” Dr. Elaine Duffy says. “Nursing roles are much broader than 'illness' and 'hospital' oriented and the changes in nursing have evolved in response to changing societal needs and changing health care.

The Nurse with a managerial role plays an essential role in healthcare. She sets the tone of any Healthcare System. The quality of patient care, as well as staff recruitment and retention success, rests with this key role.

This program is designed and developed for the senior nursing personnel, who is an important & integral part of the nursing division and contributes towards the many nursing administrative activities and are in leadership roles by virtue of their experience.

This program will allow them to explore and understand various dimensions of management and leadership qualities & skills which are crucial in today's scenario for the achievement of “Quality Health Care for All”, and will also enable to achieve individualistic career growth goals of the participants.

Aim:

To develop the Administrative & Leadership skills of the Senior Nursing Personnel at P.D. Hinduja National Hospital & MRC

Objectives:

1. To enhance the learning of nursing administrative and leadership skills directed towards improvement of operational activities of the nursing units in turn resulting into quality care to the patients.
2. To instill confidence in the participants by allowing them to effectively exercise various managerial skills in their units.
3. To develop & enhance leadership competencies in the participants.
4. To encourage participants to apply research activities to improve the nursing quality output.
5. To enhance the knowledge of managerial subjects eg. Human resource, quality management, operations management, materials and inventory management.

Criteria for Admission to the Course:

1. The candidate should have passed diploma/ degree in nursing and midwifery in English medium.
2. The candidate should have minimum of 5 years of clinical experience and should have taken senior nursing responsibilities.
3. Candidates seeking enrollment into the course is required to apply on the prescribed Performa.
4. The selection of the candidate to the program will be subject her passing the entrance examination (written test & interview)

Terms & Conditions:

1. **Duration of Course:** The program is of 4 months duration on a fulltime basis. On a successful completion of the course, she will qualify for the certificate of training issued by the management of the hospital.
2. **Duty Hours:** The candidate will be required to work 4 hours on the theory class day, and 8 hours on the remaining days.
3. **Holidays:** The candidate will be entitled to weekly off day & hospital holidays.
4. **Attendance:** is important. 95% attendance will be required, and exemption for consideration will include sick leave and emergency leave not exceeding period of 7 days.
5. **Mark Up Period:** The candidate will be required to make up hours for deficiency in course work, both in theory and practical.
6. **Exemption from Course:** In an eventuality of long term illness requiring hospitalization or infectious diseases, the candidate would be required to discontinue the training.
7. **Examination:** On completion of the course, the candidate will be required to take the final examination.

Categories of Candidates:

- a) **In-House Candidates:** Employed Senior Nursing Personnel of our hospital
- b) **Deputed or Private Candidates:** will be considered on grounds that they take up a senior nursing responsibility in the hospital, they will be entitled for a stipend.

No. of Candidates:

Total no. of candidates per batch will be 25 · Reserved Category – In House · Open Category – Outside candidates

Note: In case the reserved seats are vacant, they can be allotted to the open category candidate.

Teaching Faculty:

The program is conducted as training and development activity of nursing division and is coordinated by the nursing management professional. The eminent internal and external faculties also included as resource personnel to teach about their area of expertise in management, which will help the participants to learn different skills of management.

Physical Facilities:

- Classroom/ Conference Hall
- Teaching Aids

Course Description:

Total 10 subjects are included in the course curriculum, following is the glimpse of the subject content:

Sr. No.	Subject	Teaching Hours	Practical/ Assignment
1	Fundamentals of Management / Management Theory & Practice	10	Assignment
2	Human Resource Management	20	Assignment
3	Hospital Operations Management	10	Assignment
4	Organizational Behavior	15	Assignment
5	Business Communication	15	Practical Assignment
6	Total Quality Management	15	Assignment
7	Materials & Inventory Management	10	Assignment
8	Research Methodology & Methods of Education	15	Practical Assignment
9	Hospital Planning	08	Assignment
10	IT Fundamentals & Management Information System	07	Practical Assignment
Total		125 Hours	1 Assignments / Practical

1. Fundamentals of Management / Management Theory & Practice: to enable the participant of the program - To understand the functions and responsibility of the managerial personnel & Provide them tools to be used in performing the managerial job.
2. Human Resource Management: This subject is included for Understanding of the dimensions of management of the human resources with particular reference to the personnel management policies and practices in India specially nursing services.
3. Hospital Operations Management: objectives of this subject are to gain understanding of events & problems, which occur on day to day working of healthcare organizations. Expected to develop a diagnostic & problem solving approach, it will help & sharpen the comprehension, analytical & descriptive skills.

4. **Organizational Behavior:** this is to help the participants in learning & understanding human behavior in organization so that they improve their managerial effectiveness.
5. **Business Communication:** enabling the participants to develop communication & public speaking skills. To understand the communication patterns at the unit level & improving the same.
6. **Total Quality Management:** objectives of this subject are to make participants understand the concept & importance of quality management, to learn types and details of the quality tools & implementation at the unit level.
7. **Materials & Inventory Management:** enable the participants to understand the concept of purchase, materials and inventory management in the hospital & health care industry
8. **Research Methodology & Methods of Education:** As research and teaching methodology is an integral part of management, this subject is included to enable the participants in understanding of the concept of research methodology applicable to health care system and to learn about the teaching methodology and development of the teaching skills.
9. **Hospital Planning:** It is to acquaint participants with various aspects of hospital planning and role and importance of the nursing personnel in planning of the hospital / health care system.
10. **IT Fundamentals & Management Information System:** it is to enable the participants understand basics of information technology, application software and to enable them to make more efficient use of information for decision making.

Examination Schedule

Sr. No.	Subject	Hours	Evaluation System (Marks)		
			Internal		External Written Examination
			Assignment/ Project	Unit Test	
1	Fundamentals of Management / Management Theory & Practice	10	25	15	60
2	Human Resource Management	20	25	15	60
3	Hospital Operations Management	10	25	15	60
4	Organizational Behavior	15	25	15	60
5	Business Communication	15	25	15	60
6	Total Quality Management	15	25	15	60
7	Materials & Inventory Management	10	25	15	60
8	Research Methodology & Methods of Education	15	25	15	60
9	Hospital Planning	08	25	15	60
10	IT Fundamentals & Management Information System	07	25	15	60
Total		125 Hours	250	150	600

The candidate has to obtain minimum 60% marks in examination to qualify for an award of certificate. The evaluation system would be CGPA system / Grading System.

Unsuccessful candidates are given only one chance to re-appear in the failed subjects & expected to pass, failing which she does not qualify to receive a certificate of training. On successful completion of the course the candidate qualify for a certificate in Nursing Management.

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