

Tilak Maharashtra Vidyapeeth

**4TH YEAR
B.Sc. NURSING
SYLLABUS
2017-2018**

Midwifery & Obstetrical Nursing

PRACTICAL

Placement: Third Year
Fourth Year

Time : Practical-180 Hours (Third year)
Practical 180 hrs (Fourth year)

Areas	Duration (Hrs)	Objectives	Skills	Assessments	Assessment Methods
Antenatal Clinic/OPD	2	* Assessment of pregnant women	<ul style="list-style-type: none"> • Antenatal history taking • Physical Examination • Recording of weight & B.P • Hb & Urine testing for sugar and albumin • Antenatal examination- abdomen & breast • Immunization • Assessment of risk status • Teaching antenatal mothers • Maintenance of Antenatal records 	<ul style="list-style-type: none"> • Conduct Antenatal Examinations 30 • Health talk-1 • Case book recordings 	<ul style="list-style-type: none"> • Verification of findings of Antenatal examinations • Completion of casebook recordings
Areas	Duration (Hrs)	Objectives	Skills	Assessments	Assessment Methods
Labour room O.T.	4	<ul style="list-style-type: none"> • Assess woman in labour • Carry out per-vaginal examinations • Conduct normal deliveries • Perform episiotomy and suture it • Resuscitate newborns 	<ul style="list-style-type: none"> • Assessment of woman in labour • Pervaginal examinations and interpretation • Monitoring & caring of woman in labour • Maintenance of partograph • Conduct normal delivery 	<ul style="list-style-type: none"> • Conduct normal deliveries-20 • Pervaginal examinations-5 • Perform and suture the episiotomies-5 • Resuscitate newborns-5 • Assist with caesarean Sections-2 • Witness abnormal deliveries-5 • Assist with MTP & other surgical procedures-1 • Case book 	<ul style="list-style-type: none"> • Assessment of clinical performance with rating scale • Assessment of each skill with checklists • Completion of case book recordings • Evaluation of case study & presentation & health education

		<ul style="list-style-type: none"> Assist with caesarean Sections, MTP & other surgical procedures 	<ul style="list-style-type: none"> Newborn assessment & immediate care Resuscitation of newborns Assessment of risk status of newborn Episiotomy & suturing Maintenance of labour and birth records Arrange for & assist with Caesarean section & care for woman & baby during Caesarean Arrange for and assist with MTP & other surgical procedures 	recordings	sessions
Post natal ward	4	<ul style="list-style-type: none"> Provide nursing care to post natal mother & baby Counsel & teach mother & family for parenthood 	<ul style="list-style-type: none"> Examination & assessment of mother & baby Identification of deviations Care of postnatal mother & baby Perineal care Lactation management Breast feeding Baby bath Immunization, Teaching postnatal mother: <ul style="list-style-type: none"> Mother craft Post natal care & Exercises Immunization 	<ul style="list-style-type: none"> Give care to post natal mothers-20 Health talks-1 Case study- Case presentation-1 Case book recordings 	<ul style="list-style-type: none"> Assessment of clinical performance Assessment of each skill with checklists Completion of case book recording Evaluation of case study and presentation and health education sessions

Areas	Duration (week)	Objectives	Skills	Assessments	Assessment Methods
Newborn nursery	2	*Provide nursing care to Newborn at risk	<ul style="list-style-type: none"> • Newborn assessment • Admission of neonates • Feeding of at risk neonates □ Katori spoon, paladi, tube feeding, total parenteral nutrition • Thermal management of neonates-kangaroo mother care, care of baby in incubator • Monitoring and care of neonates • Administering medications • Intravenous therapy • Assisting with diagnostic procedure • Assisting with exchange transfusion • Care of baby on ventilator • Phototherapy • Infection control protocols in the nursery • Teaching & counseling of parents • Maintenance of neonatal records 	<ul style="list-style-type: none"> • Case study-1 • Observation study-1 	<ul style="list-style-type: none"> • Assessment of clinical performance • Assessment of each skill with checklists • Evaluation of & Observation study
Family Planning clinic	Rotation from post natal ward 1 wk	<ul style="list-style-type: none"> • Counsel for & provide family welfare services 	<ul style="list-style-type: none"> • Counseling technique • Insertion of IUD • Teaching on use of family planning methods • Arrange for & Assist with family planning operations • Maintenance of records and reports 	<ul style="list-style-type: none"> • IUD insertion-5 • Observation Study-1 • Counselling-2 • Simulation exercise on recording and reporting-1 	<ul style="list-style-type: none"> • Assessment of each skill with checklists • Evaluation of & Observation study

MIDWIFERY & OBSTETRIC PRACTICE

HOURS:

Hours prescribed	III year (Hours)	IV year (Hours)	Integr. Practice (Hours)
Theory	90	-	-
Practical	180	180	240
<u>TOTAL HRS :</u>	THEORY	90	+ PRACTICAL
			600

EXAMINATIONS:

	Marks	THEORY		Marks	PRACTICAL	
		III year	IV year		III year	IV year
Viva	--	--	--	50	0	--
Midterm	50	0	-	50	--	0
Pre final	75	-	0	50	-	0
TOTAL		125			150	

ASSIGNMENTS:

THEORY				
NO	ASSIGNMENT	MARKS	III YEAR	IV YEAR
1	Seminar	50	0	-
2	Drug study	50	-	0
	TOTAL	100	-	-

NO	ASSIGNMENT / CLINICAL EVALUATION	NUMBER	MARKS	PLACEMENT
1	Health talk	1	25	III
2	Care study: ANC	1	50	IV
	PNC	1	50	IV
	New born	1	50	IV
3	Case presentation: ANC / PNC	1	50	IV
4	New born assessment	1	25	III
5	Case book	1	100	III, IV, I.P
6	Clinical evaluation:			III & IV
	ANC	1	100	
	PNC	1	100	
	Nursery	1	100	
	Labor ward	1	100	
	TOTAL	7	750	

Note: Final examination will take place in 4th year

SEMINAR EVALUATION CRITERIA

NAME :-

DATE :-

AUDIENCE :-

TIME :-

TOPIC :-

MARKS :-

SN	Factors/ Elements			1	2	3	4	5	Total	Remarks
I	Subject Matter 1) Introduction 2) Organization of Topic 3) Presentation of Topic 4) Relevant Examples 5) Relevant Statistical data 6) Group participation 7) Control of group 8) Conclusion									
II	A.V. AIDS 1) Appropriate to subject 2) Proper use of A.V.Aids 3) Self – Explanatory 4) Attractive 5) Planning & Preparation 6) Use of Modern Technology									
III	Personal Appearance 1) Voice and Clarity 2) Mannerism									
IV	References(Books, Journals & Resource Person)									
V	Physical facilities 1) Environment 2) Classroom Preparation									

Overall Observation

Signature of Teacher

Signature of the Candidate

Signature of Principal

Drug study

- Index of drug
- Introduction
- Classification of drugs
- Factors affecting action of drugs
- Name of the drug (Trade & Pharmaceutical name)
- Preparation, strength and dose
- Indications and contraindications
- Actions
- Adverse effects and drug interactions
- Nursing responsibility
- Conclusion
- References

Evaluation criteria

Planning and organization -----	05
Content -----	10
Nursing responsibility -----	05
Conclusion & References -----	05
Total	25

ANC CASE STUDY / PRESENTATION FORMAT

Identification data

Patient: Name, Age in years, Dr's unit, reg.no
education, occupation, income, religion, marital
status, duration of marriage
Gravida, para, abortion, living, blood group
Husband: Name, Age, education, occupation, income

Present complaints

History of illness

Menstrual history: age of menarche, duration of menstrual cycle, duration of cycle in
days, regularity, amount of flow, LMP, EDD, associated complaints

Contraceptive history:

Antenatal attendance:

Date, weight, pallor, edema, BP, Ut. Ht, presentation/position, FHS, Hb, Urine
albumin/sugar, treatment

Obstetric history:

H/O Previous pregnancy / deliveries,
Period of pregnancy, type of labour/delivery, birth weight, PNC condition, remarks

Present pregnancy:

Date of booking, number of ANC visits, H/O minor ailments

Past medical, surgical history:

Family history:

Diet history:

Socioeconomic status

Personal habits

Psychosocial status

Physical assessment:

General examination: head to foot
Obstetric palpation, Auscultation

Conclusion

Investigation

Ultrasonography

Treatment

Description of disease

Therapeutic diet plan

Nursing care plan

Nurse's notes

Discharge planning

Antenatal advice

Evaluation of care

References

PNC CASE STUDY / PRESENTATION FORMAT

Identification data

Patient: Name, Age in years, Dr's unit, reg.no
education, occupation, income, religion, marital
status, duration of marriage
Gravida, para, abortion, living, blood group
Husband: Name, Age, education, occupation, income

Present complaints

History of illness

Menstrual history: age of menarche, duration of menstrual cycle, duration of cycle in
days, regularity, amount of flow, LMP, EDD, associated complaints

Contraceptive history:

Antenatal attendance:

Date, weight, pallor, edema, BP, Ut. Ht, presentation/position, FHS, Hb, Urine
albumin/sugar, treatment

Obstetric history:

H/O Previous pregnancy / deliveries,
Period of pregnancy, type of labour/delivery, birth weight, PNC condition, Condition of
new born, remarks

Present pregnancy:

Date of booking, number of ANC visits, H/O minor ailments

Past medical, surgical history:

Family history:

Diet history:

Socioeconomic status

Personal habits

Psychosocial status

Physical assessment:

Mother: General examination: head to foot

Baby: new born assessment

Conclusion

Investigation

Ultrasonography

Treatment

Description of disease

Therapeutic diet plan

Nursing care plan

Nurse's notes

Discharge planning

Antenatal advice

Evaluation of care

References

NEW BORN CASE STUDY

FORMAT Name, date of birth / discharge, reg.no, Dr's unit,

Mother's previous obstetric history, present pregnancy, labour history, baby's birth history

General examination: head to foot

Daily observation chart

Nursing care plan

EVALUATION CRITERIA CASE STUDY

Assessment / Introduction	05
Knowledge & understanding of disease / condition	15
Nursing care plan	20
Discharge plan	05
Summary & evaluation	03
Bibliography	<u>02</u>
TOTAL	50

EVALUATION CRITERIA CASE PRESENTATION

Assessment / Introduction	05
Knowledge & understanding of disease / condition	10
Presentation skill	10
Nursing care plan	10
A.V. aids	05
Over all	05
Summary & evaluation	02
Time	01
Bibliography	<u>02</u>
TOTAL	50

EVALUATION FORMAT FOR HEALTH TALK

NAME OF THE STUDENT:

AREA OF EXPERIENCE: _____

PERIOD OF EXPERIENCE: _____

SUPERVISOR: _____

Total 100 Marks

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

SN.	Particular	1	2	3	4	5	Score
1	I) Planning and organization a) Formulation of attainable objectives b) Adequacy of content c) Organization of subject matter d) Current knowledge related to subject Matter e) Suitable A.V.Aids II) Presentation: a) Interesting b) Clear Audible c) Adequate explanation d) Effective use of A.V. Aids e) Group Involvement f) Time Limit III) Personal qualities: a) Self confidence b) Personal appearance c) Language d) Mannerism e) Self awareness of strong & weak points IV) Feed back: a) Recapitulation b) Effectiveness c) Group response V) Submits assignment on time						

* 100 marks will be converted into 25

NEW BORN ASSESSMENT

Similar to child health nursing

Case book

Note: 1. Case book contents

Antenatal examinations	30
Conducted normal deliveries	20
PV examinations	05
Episiotomy & suturing	05
Neonatal resuscitations	05
Assist with caesarian section	02
Witness / assist abnormal deliveries	05
Post natal cases nursed in hospital / health centre / home	20
Insertion of IUCD	05

2. All cases should be certified by teacher on completion of essential requirements.

COMMUNITY HEALTH NURSING – II

Time : Theory – 90 hours
Practical – 135 hours

Course description:

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

Specific objectives: At the end of the course student will be able to:

1. Understand the concepts, scope, principles and historical development of community health and community health nursing.
2. Appreciate the national health planning, policies, problems.
3. Describe the system of delivery of community health services in rural and urban area.
4. Develop understanding about community health nursing approaches, concepts and roles and responsibilities of nursing personnel.
5. Participate in assisting individuals and groups to promote and maintain their health.
6. Appreciate the national health and family welfare programme and the role of the nurse.
7. Understand the health agencies at the international and national level.

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
I	4	<ul style="list-style-type: none"> • Define Concepts, scope, Principles and historical development of Community Health and Community health Nursing 	Introduction <ul style="list-style-type: none"> • Definition, concept & scope of community health nursing • Historical development of <ul style="list-style-type: none"> □ Community Health □ Community Health Nursing - Pre- Independence - Post – Independence Client’s rights-CPA Professional responsibility in community health care Ethical principles Application of ethics in Community health practice Govt. & legal influence on community health nursing practice Law in community health nursing 	<ul style="list-style-type: none"> • Lecture discussion 	<ul style="list-style-type: none"> • Essay Type • Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
II	6	<ul style="list-style-type: none"> Describe health plans, polices, various health committees and health problems in India 	<p>Health Planning and Polices and Problems</p> <ul style="list-style-type: none"> National health planning in India Five year Plan's Various committees and commissions on health and family welfare <ul style="list-style-type: none"> Central council for health and family welfare (CCH and FW) National Health polices (1983, 2002) National population policy Rural health mission Health problems in India 	<ul style="list-style-type: none"> Lecture discussion Panel discussion 	<ul style="list-style-type: none"> Essay type Short answers
III	15	<ul style="list-style-type: none"> Describe the system of delivery of community health services in rural and urban areas List the functions of various levels and their staffing pattern Explain the components of health services Describe alternative systems of health promotion and health maintenance Describe the chain of referral system 	<p>Delivery of community health services</p> <ul style="list-style-type: none"> Planning, budgeting and material management of SCs, PHC and CHC Rural: Organization, staffing and functions of rural health services provided by government at: <ul style="list-style-type: none"> Village Subcentre Primary health center Community health center/ sub divisional Hospitals District State Center Urban: Organization, staffing and functions of urban health services provided by government at: <ul style="list-style-type: none"> Slums Dispensaries Material and child health centers Special Clinics Hospitals Corporation/ Municipality/ Board 	<ul style="list-style-type: none"> Lecture discussion Visits to various health delivery systems Supervised field practice Panel discussion 	<ul style="list-style-type: none"> Essay type Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
			<ul style="list-style-type: none"> • Components of health services <ul style="list-style-type: none"> □ Environmental sanitation □ Health education □ Vital statistics □ M.C.H. antenatal, natal, postnatal, MTP Act, female feticide act, child adoption act □ Family welfare □ National health programmes □ School health services □ Occupational health □ Defense service □ Institutional services • Systems of medicine and health care <ul style="list-style-type: none"> □ Allopathy □ Indian system of medicine and Homeopathy □ Alternative health care systems like yoga, meditation, social and spiritual healing etc. • Referral system 		
IV	25	<ul style="list-style-type: none"> • Describe Community Health Nursing approaches and concepts • Describe the roles and responsibility of Community health nursing personnel 	<p>Community health nursing approaches, concepts and roles and responsibilities of nursing personnel</p> <ul style="list-style-type: none"> • Approaches <ul style="list-style-type: none"> □ Nursing theories and nursing process □ Epidemiological approach □ Problem solving approach □ Evidence based approach empowering people to care for themselves • Concepts of primary Health Care: <ul style="list-style-type: none"> □ Equitable distribution □ Community participation □ Focus on prevention □ Use of appropriate technology □ Multi sectoral approach 	<ul style="list-style-type: none"> • Lecture discussion • Demonstration • Practice session • Supervised field practice • Participation in camps • Group project 	<ul style="list-style-type: none"> • Essay type • Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
			<ul style="list-style-type: none"> • Roles and responsibilities of Community health nursing personnel in <ul style="list-style-type: none"> □ Family health services □ Information Education Communication (IEC) □ Management information System (MIS): maintenance of Records & Reports □ Training and supervision of various categories of health workers □ National Health Programmes □ Environmental sanitation □ Maternal and child health and family welfare □ Treatment of minor ailments □ School health services □ Occupational health □ Organization of clinics, camps: types, preparation, planning, conduct and evaluation □ Waste management in the center, clinics etc. • Home visit: Concept, Principles, Process, techniques: Bag Technique home visit • Qualities of Community Health Nurse • Job description of Community health nursing personnel 		
V	15	<ul style="list-style-type: none"> • Describe and appreciate the activities of Community health nurse in assisting individuals and groups to promote and maintain their health 	<p>Assisting individuals and groups to promote and maintain their health</p> <ul style="list-style-type: none"> • Empowerment for self care of individuals, families and groups in – A. Assessment of Self and family <ul style="list-style-type: none"> □ Monitoring growth and development - Mile stones - Weight measurement - Social development 	<ul style="list-style-type: none"> • Lecture discussion • Demonstration • Practice session • Supervised field practice 	<ul style="list-style-type: none"> • Essay type • Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
			<ul style="list-style-type: none"> <input type="checkbox"/> Temperature and Blood pressure monitoring <input type="checkbox"/> Menstrual cycle <input type="checkbox"/> Breast, self examination and testicles <input type="checkbox"/> Warning signs of various diseases <input type="checkbox"/> Tests: Urine for sugar and albumin, blood sugar B. Seek health services for <ul style="list-style-type: none"> <input type="checkbox"/> Routine checkup <input type="checkbox"/> Immunization <input type="checkbox"/> Counseling diagnosis <input type="checkbox"/> Treatment <input type="checkbox"/> Follow up C. Maintenance of health records for self and family D. Continue medical care and follow up in community for various diseases and disabilities E. Carryout therapeutic procedures as prescribed/ required for self and family F. Waste Management <ul style="list-style-type: none"> <input type="checkbox"/> Collection and disposable of waste at home and community G. Sensitize and handle social issues affecting health and development for self and family <ul style="list-style-type: none"> • Women Empowerment • Women and child abuse • Abuse of elders • Female feticide • Commercial sex workers • Food adulteration • Substance abuse H. Utilize community resources for self and family <ul style="list-style-type: none"> <input type="checkbox"/> Trauma services <input type="checkbox"/> Old age homes <input type="checkbox"/> Orphanage <input type="checkbox"/> Homes for physically and mentally challenged individuals <input type="checkbox"/> Homes for destitute 	<ul style="list-style-type: none"> • Individual group/ family/ community health education 	

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
VI	20	<ul style="list-style-type: none"> • Describe national health and family welfare programmes and role of a nurse • Describe the various health schemes in India 	<p>National health and family welfare programmes and the role of a nurse</p> <ol style="list-style-type: none"> 1. National API programme 2. Revised National tuberculosis control programme (RNTCP) 3. National Anti- Malaria programme 4. National Filaria control programme 5. National Guinea worm eradication programme 6. National Leprosy eradication programme 7. National AIDS control programme 8. STD control programme 9. National Programme for Control of blindness 10. Iodine deficiency disorder programme 11. Expanded programme on immunization 12. National Family welfare Programme – RCH programme historical development, organization, administration, research, constraints 13. National water supply and sanitation programme 14. Minimum Need programme 15. National diabetics control programme 16. Polio eradication: pulse polio programme 17. National cancer control programme 18. Yaws eradication programme 19. National Nutritional Anemia Prophylaxis programme 20. 20 point programme 21. ICDS programme 22. Mid day meal applied nutritional programme 23. National mental health programme <ul style="list-style-type: none"> • Health Schemes - ESI -CGHS -Health insurance 	<ul style="list-style-type: none"> • Lecture discussion • Participation in national health programmes • Field visits 	<ul style="list-style-type: none"> • Essay type • Short answers

Unit	Time (hrs)	Learning Objectives	Contents	Teaching Learning Activities	Assessment Methods
VII	5	<ul style="list-style-type: none"> Explain the roles and functions of various national and international health agencies 	Health Agencies International – WHO, UNFPA, UNDP, World Bank, FAO, UNICERF, DANIDA, European, Commission (EC), Red Cross, USAID, UNESCO, Colombo plan, ILO, CARE etc. National – Indian Red Cross, Indian Council for child welfare, Family planning Association of India etc.	<ul style="list-style-type: none"> Lecture discussion Field visits 	<ul style="list-style-type: none"> Essay type Short answers

Student References (Bibliography)

- Jayawanti, TNAI Nursing Manual, TNAI publication
- K.Park, 'Text Book Of Preventive & Social Medicine'
- K.Park, Essentials Of Community Health Nursing,
- Rao Kasturi, 'An Introduction To Community Health Nursing', I publications.
- Freeman Ruth, 'Community Health Nursing Practice'
- Stanthope Lancaster, 'Community Health Nursing Process & Practice', Popular publication.
- Basvantappa B.T, 'Community Health Nursing'
- Anderson, 'Community as Partner, Theory & Practice'.
- Allender, 'Community Health Nursing' B.I. Publications
- Harpson, 'Hand Book of Community Health Nursing'
- Shastr , 'Preventive & Social Medicine', National Publications
- Sathe , 'Epidemiology & management of Health Care', Popular Publications
- Vasundhara & Basvantappa , 'Community Health Nursing', Jaypee Publication
- Mc. Evens M. 'Community based Nursing', Sanmdess publication
- Kulkarni & Baride, 'Text Book of Community medicine', Vora Publications.
- Cookfair Joan, 'Nursing Care in Community', Moby Publications
- Maxey Public, 'Health & Preventive Medicine', Applin Colage Publications
- Lippincotts, 'Community Health Nursing', Lrppincotts Publications
- K.Park , 'Text Book of Preventive & Social Medicine'
- Saunder, 'Essentials of Community based Nursing', Jones & Balet Publications
- Mahajan Gupta, 'Textbook of Preventive & Social Medicine', Jaypee Publications
- Walton, 'Community Concepts & Practice', Scuzt Foresmen Publications
- Ghai Gupta, 'Essential Preventive Medicine', Vikas Publications
- Babu Sheshu, 'Review in Community Medicine', Paras Publication
- Lancaster, 'Community Health Nursing Process and Practice for Promoting Health', Morby Publications
- Bhalerao, 'Synopsis in Preventive & Social Medicine', National Publications
- Fromer Margareg, 'Community Health care & the Nursing Process', CV Mosby & Company Publications
- Clarke, 'Preventive & Community Medicine', Boston Little Brown Company.

COMMUNITY HEALTH NURSING – II – PRACTICAL

Placement: Fourth Year

Time: Practical – 135 hours

Areas	Duration (in week)	Objectives	Skills	Assignments	Assessment Methods
Community health nursing	1 wk for urban 4 wk for rural	<ul style="list-style-type: none"> • Identify community profile • Identify prevalent communicable and non-communicable diseases • Diagnose health needs of Individual, families and community • Plan, provide and evaluate care • Participate in school health programme • Participate in national health programmes • Organize group for self help and involve clients in their own health activities • Provide family welfare services • Counsel and educate individual, family and community • Collect vital health statistics • Maintain records & reports 	<ul style="list-style-type: none"> • Community health survey • Community diagnosis • Family care: Home adaptation of common procedures • Home visit: Bag technique • Organize and conduct clinics antenatal, postnatal, well baby clinic, camps etc. • Screen manage and referrals for: <ul style="list-style-type: none"> □ High risk mothers and neonates □ Accidents and emergencies □ Illness: Physical and mental □ Disabilities • Conduct delivery at center/home: episiotomy and suturing • Resuscitate newborn • School Health programme <ul style="list-style-type: none"> □ Screen, Manage refer children • Collaborate with health and allied agencies • Train and supervise health workers • Provide family welfare services: insertion of IUD 	<ul style="list-style-type: none"> • Community survey report • Family care study-1 • Project –1 • Health talk • Case book recording 	<ul style="list-style-type: none"> • Assess clinical performance with rating scale • Evaluation of community survey report family care study, project and health talk • Completion of activity record

Areas	Duration (in week)	Objectives	Skills	Assignments	Assessment Methods
			<ul style="list-style-type: none"> • Counsel and teach individual, family and community about: HIV, TB, Diabetes, Hypertension, Mental Health, Adolescents, elderly's health, physically and mentally challenged individuals etc. • Collect and calculate vital health statistics • Document and maintain <ul style="list-style-type: none"> □ Individual, family and administrative records □ Write reports center, disease, and national health programme/ projects. 		

Evaluation

Internal assessment

Theory

Maximum marks 25

Midterm – 50 Marks
Prefinals – 75 Marks

TOTAL – 125 Marks

Convert to 15

Assignment

Seminar – 50 Marks

Convert to 10 Marks

Practical

Maximum marks 50

Family Care Study – 50 Marks
Health Talk – 100 Marks
Procedure evaluation – 50 Marks
Family Folders (5x10) – 50 Marks
Clinical evaluation – 200 Marks

Practical examination

Midterm – 50 Marks
Prefinal – 50 Marks

TOTAL – 550 Marks

External assessment

University examination

Theory Marks 75

Practical Marks 50

Below mentioned assignment have to be completed during clinical posting, however they are not for evaluation.

Group project 01(Exhibition/ Street Play/ Puppet Show)

Survey report – 01

Daily diary –

FAMILY CARE STUDY (FORMAT)

I Initial Data

1. Name of head of family
2. Address
3. Date of visit commenced
4. Date of visit conducted

II Bio data

Name of Family Members	Relation With Head of Family	Socio Economic Health								
		Age	Sex	Edn	Occupation	Income	Marital Status	Health Status	Nutritional Status	FP

Immunization									Remark	
BCG	DPT			Polio			Measles	Booster		Any Other
	1	2	3	1	2	3				

III Resources

A. Community Resource used by family members

- a. Regular
- b. In emergencies

B. Financial

- a. Monthly family income
- b. Possessions
- c. Cattle & pets
- d. Numbers of dependents
- e. Monthly pattern of family expenditure
 - i. Food
 - ii. Education
 - iii. Medical
 - iv. Electricity bill
 - v. Clothing & entertainment

IV Environment

A. Community

- Socio economic Status
- Cleanliness
- Water Facility
- Toilet
- Location of Slum area

B. Family

- Environmental hygiene
- Toilets
- Sewage Sullage
- Water disposal

C. Physical Environment

1. Housing location
2. Type of floor
3. Lighting
4. Ventillation
5. Water supply
6. Attitude towards drinking
7. Waste disposal
 - Garbage
 - Latrines
 - Liquid Waste
 - Mosquitoes & fly breeds

V Social Environment

1. Type of community
2. Socio economic background
3. Relationship among family members
4. Relationship with neighbors
5. Relationship with others
6. Common Health Habits
 - a. In community
 - b. In family
7. Family concept about health
8. family concept about disease
 - a. In community
 - b. In Family
9. Festival celebration
 - a. In community
 - b. In family
10. Number of working mothers
 - a. In community
 - b. In family
11. Care during pregnancy
 - a. In community
 - b. In family
12. Care of infant
 - a. In community
 - b. In family
13. Concept about education
 - a. In community
 - b. In family
14. Concept about girls education
 - a. In community
 - b. In family
15. Knowledge & attitudes of people towards health
 - a. In community
 - b. In family

VI Family Health

1. Health of family – past & present
2. Gynaec & Obst. history of female adults

VII. Nutrition

VIII. Family life style

- a. Basic life style of family
- b. Family decision-making pattern
- c. Family relationship & communication
- d. Family response in crisis situation
- e. Family attitude towards health

Nursing Care Plan

Summary:

Conclusion :

FAMILY CARE STUDY (EVALUATION CRITERIA)
50 MARKS

Sr. No.	Particular	TOTAL MARKS	MARKS OBTAINED	TOTAL
I	Personal and professional qualities			
	1. Grooming	1		
	2. Mannerisms	1		
	3. Language	1		
	4. Voice	1		
	5. Confident	1		
II	Identification of family			
	1. Type of family	1		
	2. Initial data	1		
	3. Basic information	1		
	4. Resources used	1		
	5. Environment	6		
III	FAMILY HEALTH			
	1. Health of each member	2		
	2. Gynae & Obstetric health	2		
	3. Nutritional data	2		
	4. Rest & sleep	2		
	5. Use of health resources	2		
	6. Family planning status	2		
	7. Health practices for each member	2		
	8. Family life style	2		
IV	NURSING CARE			
	1. Identification of needs & problems	2		
	2. Aims & Objectives	2		
	3. Nursing interventions	8		
	4. Evaluation of care given	4		
	5. Self assessment	3		

COMMUNITY HEALTH NURSING
HEALTH TALK FORMAT

Name of the student:
Topic:
Group to be taught:
A.V. aids:
Area:
Date & Time:
Method of teaching:
Language:
Aim:
Specific objectives:
Introduction:

Sr. No.	Time	Specific objectives	Subject matter	T/L activity	A.V aids	Evaluation
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Summary
Bibliography

EVALUATION FORMAT FOR HEALTH TALK

NAME OF THE STUDENT: -----
AREA OF EXPERIENCE: _____
PERIOD OF EXPERIENCE: _____
SUPERVISOR: _____

Total 100 Marks

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

Sr. No.	Particular	1	2	3	4	5
1	<p>I) Planning and organization</p> <p>a) Formulation of attainable objectives b) Adequacy of content c) Organization of subject matter d) Current knowledge related to subject Matter e) Suitable A.V.Aids</p> <p>II) Presentation:</p> <p>a) Interesting b) Clear Audible c) Adequate explanation d) Effective use of A.V. Aids e) Group Involvement f) Time Limit</p> <p>III) Personal qualities:</p> <p>a) Self confidence b) Personal appearance c) Language d) Mannerism e) Self awareness of strong & weak points</p> <p>IV) Feed back:</p> <p>a) Recapitulation b) Effectiveness c) Group response</p> <p>V) Submits assignment on time</p>					

Signature of the student

Signature of the teacher

EVALUATION CRITERIA FOR PROCEDURE EVALUATION USING BAG TECHNIQUE

NAME OF THE STUDENT: -----

AREA OF EXPERIENCE: _____

PERIOD OF EXPERIENCE: _____

SUPERVISOR: _____

Total – 50

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

Sr. No.	Particular	1	2	3	4	5
1)	Approach to the family					
2)	Selection of procedures based on family needs					
3)	Preparation of the bag for the procedure					
4)	Caring out all the steps of procedure correctly					
5)	Scientific principles followed while doing procedure					
6)	Involvement of family while doing procedure					
7)	Post care of bag and equipment					
8)	Health education while during and the procedure					
9)	Disposal of waste					
10)	Recording and reporting					

FAMILY FOLDER FORMAT

Learners Name :

Family Name :

Address :

Date Of Service

Directions :

BASIC INFORMATION

Name	Age	Sex	Position in Family	Occupation Income	Education	Language Spoken	Nutritional Status	Health Status	Health Problems

2. RESOURCES (COMMUNITY RESOURCES IN EMERGENCY)

Resources Provided	Location	Member Using	Reason	Frequency

3. PHYSICAL & SOCIAL ENVIRONMENT

- a) Community
- b) Family

4. FAMILY HEALTH

Name	Age	Height	Weight	Immunizations	Habits/ Addictions	Developmental Stage	Summary of Health History	Current Status including Medications

5. Family Health Practice

- a. Nutritional status – diet, meal pattern, shopping habits, knowledge of good nutrition.
- b. Recreation & exercise
- c. Sleeping pattern.
- d. Family use of health resource, person responsible for health care decision-making
- e. Any other attitudes, which significantly relate to health status. f. Family strengths & limitations related to their health practice

6. Family life style

- a. Basic life style
- b. Inter family relationship & communication pattern
- c. Family decision-making
- d. Family response in crisis
- e. Dominant values of family
- f. Family attitude towards health care & health care providers

7. Nursing Care Plan

8. Student remarks

- a. How did family perceive overall expenses of your visit (give supportive data)
- b. Discuss achievement of goals & nursing interventions
- c. In what aspect of nursing practice did your experience most growth & in what area would you like to improve?

FAMILY FOLDERS

10 marks

Sr. No.	Particular	1	2	3	4	5	Score
I	Subject Matter						
II	Nursing Care Plan						

CLINICAL EVALUATION

Name of the student _____

Area of experience _____

Period of experience _____

Supervisor _____

Total 100 Marks

Scores: 5 = Excellent, 4 = Very good, 3 = Good, 2 = Satisfactory / fair, 1 = Poor

Sr. No.	Particular	1	2	3	4	5
I	Personal and Professional Qualities : a) Leadership b) Punctuality c) Grooming d) Relationship with others e) Attitude Towards suggestions					
II	Assessment In Home and Clinic: a) History taking b) Physical assessment c) Assisting & guiding for investigation d) Home / clinic observation of signs & symptoms e) Identification of needs & problems					
III	Planning a) Selection of priority needs / problems b) Setting objectives c) Planning appropriate interventions d) Resource allocation					
	a) Approach to family & manner of greeting b) Explaining the purpose of visit to family c) Providing home care d) Doing simple procedure at home/Clinic e) Assisting in clinical services f) Giving health education in home clinic g) Recording and reporting					
V	Evaluation : a) Health teaching b) Family care c) Self assessment d) Submitting assignment on time					

Remarks:

Signature of student

Signature of the teacher

COMMUNITY SURVEY REPORT FORMAT

INTRODUCTION

Objectives:

- * To assess the area & identify health problems of people
- * To understand the socioeconomic status of the community
- * To identify the sources of health services available in community
- * To identify various health practices prevailing in the community

Community as a place – boundaries, environment, housing

Community as a social system –recreational facilities, transportation, stores & shops, official health agencies, communication media, education, socioeconomic status, occupational status, social activities related to health.

Health problems and needs in the area

Conclusion

SURVEY REPORT

Sr. No.	Particular
1	Introduction
2	Community as a place <ul style="list-style-type: none">• Boundary• Environment• Housing
3	Social system <ul style="list-style-type: none">• Recreational facilities• Transportation• Stores & Shops• Official health Agencies• Communication media• Education• Socioeconomic status• Occupational Status• Social activities related to health
4	Planning and organization <ul style="list-style-type: none">• Formulation of objectives• Selection of method of presentation• Adequacy of content• Organisation of Subject matter
5	<ul style="list-style-type: none">• Presentation
6	Individual participation Submission on time

DAILY DAIRY

NAME OF THE STUDENT: -----
AREA OF EXPERIENCE: _____
PERIOD OF EXPERIENCE: _____
SUPERVISOR: _____

Sr. No.	Particular
1	Activities planned
2	Activities done

ASSIGNMENT FORMAT FOR GROUP SEMINAR

1. Introduction to the topic
2. Concept, Definition
3. History
4. Subject matter
5. Application in nursing field
6. Summary
7. Conclusion
8. References

VISITS SUGGESTED

I Community Resources For Self & Family

1. Trauma center
2. Old Age Home
3. Orphanage
4. Home for physically & mentally challenged individuals
5. Home for Destitutes

II Social Nurse affecting health

1. Mahila Mandal
2. Food & Adulteration Lab
3. Community Kitchen
4. NARI

1. Family Welfare Bureau
2. Industrial Visit
3. IEC Bureau
4. B.D.O.
5. Gram Panchayat
6. Zilla Parishad
7. Panchayat Samiti
8. PHC
9. Sub Center
10. Rural Hospital
11. Community Health Center
12. Anganwadi

Above visits should be completed in related subject during 4 years

NURSING RESEARCH AND STATISTICS

Total Hours : Theory – 45 Hour

Practical – 30 Hours per Week (Project work to be carried out during internship)

Course Description:

The course is designed to enable students to develop an understanding of basic concepts of research, research process and statistics and to enable them to conduct/participate in need based research studies in various settings. Further the students will be able to utilize the research findings to provide quality-nursing care.

Total marks – 100

Specific objectives: At the end of the course, the students will be able to:

1. Define the terms and concepts of nursing research.
2. Identify needs and scope of nursing research.
3. Define research problems.
4. Locate and list sources of literature review including operational definitions and conceptual framework.
5. Describe different approaches and research designs in nursing research.
6. Describe sample and sampling technique.
7. Develop tool for data collection.
8. Conduct pilot study to confirm reliability and validity of tool before data collection
9. To enumerate steps of data analysis and present data summary
10. Use descriptive and co- relational statistics in data analysis.
11. Conduct group project and write report.

Unit	Time (Hrs)	Learning Objectives	Content	Training Learning Activities	Assessment Methods
I	4	<ul style="list-style-type: none"> • Describe the concept of research, terms, need and areas of research in nursing. • Explain the steps of research process. 	Research and research process <ul style="list-style-type: none"> • Introduction and need for nursing research. • Definition of Research & nursing research. • Steps of scientific method. • Characteristics of research. • Steps of research process -overview 	<ul style="list-style-type: none"> • Lecture Discussion. • Narrate steps of research process followed from examples of published studies. 	<ul style="list-style-type: none"> • Short answer • Objective type

Unit	Time (Hrs)	Learning Objectives	Content	Training Learning Activities	Assessment Methods
II	3	<ul style="list-style-type: none"> Identify and state the research problem and objectives 	Research Problem/Question <ul style="list-style-type: none"> Identification of problem area. & Problem statement. Stating objectives of the research problem. 	<ul style="list-style-type: none"> Lecture Discussion. Exercise on writing statement of problem and objectives <i>Each student selects a research problem</i> 	<ul style="list-style-type: none"> Short answer. Objective type
III	3	<ul style="list-style-type: none"> Review the related literature 	Review of Literature <ul style="list-style-type: none"> Steps in review of literature Identification of Publication Keeping a record Writing the review of literature Writing of Bibliography 	<ul style="list-style-type: none"> Lecture Discussion Exercise on reviewing one research report/article for a selected research problem. Prepare annotated bibliography (5) 	<ul style="list-style-type: none"> Short answer Objective type
IV	4	<ul style="list-style-type: none"> Describe the research approaches and designs 	Research approaches and designs <ul style="list-style-type: none"> Historical, survey and experimental Qualitative and Quantitative designs 	<ul style="list-style-type: none"> Lecture Discussion Explain types of research approaches used from examples of published and unpublished research studies with rationale. 	<ul style="list-style-type: none"> Short answer Objective type
V	8	<ul style="list-style-type: none"> Explain the sampling process Describe the methods of data collection Developing and standardizing an instrument 	Sampling and data collection <ul style="list-style-type: none"> Definition of Population, Sample, Sampling criteria, factors influencing sampling process, types of sampling techniques. Data collection Methods and instruments <ol style="list-style-type: none"> Questionnaire, interview, records & reports and other techniques Validity & Reliability of the instrument Pilot Study 	<ul style="list-style-type: none"> Lecture Discussion <i>Prepare the tool in respect to the selected research problem.</i> 	<ul style="list-style-type: none"> Short answer Objective type

Unit	Time (Hrs)	Learning Objectives	Content	Training Learning Activities	Assessment Methods
VI	15	<ul style="list-style-type: none"> Explain the use of statistics, scales of measurement and graphical presentation of data Describe the measures of central tendency and variability and methods of correlation 	Introduction to statistics <ul style="list-style-type: none"> Definition, use of statistics, scales of measurement Frequency distribution and graphical presentation of data Mean, Median, Mode, standard deviation Normal probability and tests of significance Coefficient of correlation Inferential statistics and types Statistical packages and its application 	<ul style="list-style-type: none"> Lecture, discussion Practice on graphical presentations Practice on computation of measures of central tendency, variability & correlation 	<ul style="list-style-type: none"> Short answer Objective type
VII	4	<ul style="list-style-type: none"> Analyze, interpret and summarize the research data 	Analysis of Data <ul style="list-style-type: none"> Compilation, Tabulation Classification, summarization, presentation, interpretation of data 	<ul style="list-style-type: none"> Lecture, discussion Preparation of sample tables 	<ul style="list-style-type: none"> Short answer Objective type
VIII	4	<ul style="list-style-type: none"> Communicate and utilize the research findings. 	Communication and utilization of Research <ul style="list-style-type: none"> Communication of research findings <ul style="list-style-type: none"> Verbal report Writing research report Writing scientific article/ paper- Critical review of published research & Utilization of research findings 	<ul style="list-style-type: none"> Lecture, discussion Writing group research project & presentation 	<ul style="list-style-type: none"> Short answer Objective type Assessment of group research Project

Research Project work to be carried out during internship

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Evaluation

Internal assessment: 100 Marks (College level qualifying exam to appear in 4th year Vidyapeeth Exam.)

a) Theory: Maximum marks 50

Midterm	25
Prefinal	25

Total marks 50

b) Project: Maximum marks 50

Assignment: Group project 50

Total marks 50

INTRODUCTION TO NURSING RESEARCH AND STATISTICS
PRACTICAL EXPERIENCE GUIDELINE AND EVALUATION FOR
4th BSc.Nursing
NURSING RESEARCH: "PROJECT"

Time Allotted Practical- 45 hrs.

Guideline for Research Project

I Aim: Student will identify the role of nurse in conducting research, writing research proposal based on scientific steps and will analyze the data using simple statistical methods. While conducting research project.

II Objectives: Preparing nursing research proposal

- 1) To get an opportunity to select topic or problem to formulate research proposal.
- 2) To follow the steps in research while writing research proposal and conducting project.
- 3) To differentiate and plan specific design in nursing research i.e. experimental and non-experimental including methodology.
- 4) To get an opportunity to frame/construct simple tool or questionnaire to collect data.
- 5) To follow the basic principles of data analysis including simple tables and statistical methods for proceedings and interpretation of data.
- 6) To be familiar to write research report to communicate the findings including bibliography, foot notes and future recommendations.
- 7) To present nursing research proposal as group activity.
- 8) Learns to use computers.

.III Guide line / check list to prepare / Nursing research proposal & project

- 1) Selection of research problem : Select your interest area of research, based on felt need, issues, social concern in nursing field.
 - a) State the problem, brief concise, clear.
 - b) State the purpose of selected study & topic
 - c) State objective of study/proposal/project.
 - d) State the hypothesis if necessary (optional).
 - e) Prepare conceptual framework based on operational definition (optional).
 - f) Write scope and delimitation of Research Proposal.

2) Organizing for Review of Literature

- a) It leads in to needs to conduct Research project.
- b) To study related and relevant literature which helps to decide conceptual framework and research design to be selected for your study.
- c) To add specific books, bulletins, periodicals, reports, published and unpublished dissertations, encyclopedia, text books.
- d) Organize literature as per operational definition.
- e) To prepare summary table for review of literature. (Optional)

3) Research Methodology: To determine logical structure & methodology for research project

- a) Decide and state approach of study i.e. experimental or non-experimental.
- b) To define/find out variables to observe effects on decided items & procedure (optional)
- c) To prepare simple tool or questionnaire or observational check list to collect data.
- d) To determine sample and sampling method.
 - i) mode of selection
 - ii) Criteria
 - iii) Size of sample
 - iv) Plan when, where and how data will be collected
- e) To test validity of constructed tool (To check content in tool in relation to stated objectives) with experts / teachers opinion.
- t) To check reliability by implementing tool before pilot study (10% of sample size)
- g) To conduct pilot study by using constructed tool for 10% selected sample size.

4) Data Collection: To implement prepared tool

- a) To implement constructed tool
- b) Decide location
- c) Time
- d) Write additional information in separate exercise book to support inferences and interpretation.

5) Data analysis and processing presentation

- a) Use appropriate method of statistical analysis i.e. frequency and percentage.
- b) Use clear frequency tables, appropriate tables, graphs and figures.
- c) Interpretation of data:
 - i) In relation to objectives
 - ii) Hypothesis (Optional)
 - iii) Variable of study or project (Optional)
 - iv) Writing concise report

6) Writing Research report

- a) Aims:
 - i) To organize materials to write project report
 - ii) To make comprehensive full factual information
 - iii) To use appropriate language and style of writing
 - iv) To make authoritative documentation by checking footnotes, references & bibliography
 - v) To use computers.
- b) Points to remember
 - a) Develop thinking to write research report.
 - b) Divide narration of nursing research report.
 - c) Use present tense and active voice
 - d) Minimize use of technical language
 - f) Use simple, straightforward, clear, concise language
 - g) Use visual aids in form of table, graphs, figures
 - h) Treat data confidentially
 - i) Review, rewrite if necessary

EVALUATION CRITERIA FOR PROJECT REPORT

Maximum Marks: 100

Sr. No.	Criteria	Rating					Remarks
		1	2	3	4	5	
I	Statement of the problem						
	1. Significance of the problem selected						
	2. Framing of title and objectives						
II	Literature Review						
	3. Inclusion of related studies on the topic, and its relevance						
	4. Operational definition						
III	Research Design						
	5. Use of appropriate research design						
	6. Usefulness of the research design to draw the inferences among stud variables / conclusion						
IV	Sampling design						
	7. Identification and description of the target population						
	8. Specification of the inclusion and exclusion criteria						
	9. Adequate sample size justifying he study design to draw conclusions.						
V	Data Collection Procedure						
	10. Preparation of appropriate tool						
	11. Pilot study including validity and reliability of tool						
	12. Use of appropriate procedure / method for data collection						
VI	Analysis of Data & Interpretation						
	13. Clear and logical organization of the findings						
	14. Clear presentation of the tables (Title, table & Column heading)						
	15. Selection of appropriate statistical tests						

Sr. No.	Criteria	Rating					Remarks
		1	2	3	4	5	
VII	Ethical Aspects						
	16. Use of appropriate consent process						
	17. Use appropriate steps to maintain ethical aspects and principles (physical harm etc.)						
VIII	Interpretation of the findings						
	18. Consistent and appropriate discussion of the Results						
IX	Conclusion						
	19. Summary and recommendations for to Nursing Practice / Education / Administration						
X	Presentation / Report writing						
	20. Organization of the project work including Language and style of presentation						
	Maximum marks						100
	Marks obtained						
	Marks sent to Vidyapeeth						/ 50

Remarks by the Supervisor / Guide

Date:

Signature

Signature of the students Date

MANAGEMENT OF NURSING SERVICE & EDUCATION

Total hours: Theory: 90 Hrs
(Class 60 + Lab 30 hrs)

Course Description:

This course is designed to enable students to acquire in-depth understanding of management of hospital services, management of nursing services and nursing educational programmes. This is also designed to enable students to acquire understanding of the professional responsibilities, prospects and contribution to the growth of the Nursing profession.

Specific objectives: At the end of the course student will be able to

1. Understand the principles and functions of management
2. Understand the elements and process of management
3. Appreciate the management of nursing services in the hospital and community.
4. Apply the concepts, theories and techniques of organizational behaviour and human relations.
5. Develop skills in planning and organizing in service education
6. Understand the management of nursing educational institutions.
7. Describe the ethical and legal responsibilities of a professional nurse
8. Understand the various opportunities for professional advancement.

Unit	Time (Hrs)		Objectives	Content	Teaching Learning activities	Assessment methods
	Th.	Pr.				
I	(4)		<ul style="list-style-type: none"> • Explain the principles and functions of management 	Introduction to Management in Nursing <ul style="list-style-type: none"> • History, Definition, concepts and theories • Functions of management • Principles of management • Role of nurse as a manager and her qualities 	<ul style="list-style-type: none"> • Lecture • Discussion • Explain using organization chart 	<ul style="list-style-type: none"> • Short answers
	1					
	1					
	1					
	1					
II	(6)		Describe elements and process of management	Management Process <ul style="list-style-type: none"> • Planning, mission, philosophy, objectives, operational plan • Staffing: Philosophy, staffing study, norms, activities, patient classification system, scheduling • Human resource management, recruiting, selecting, deployment, retaining, promoting, superannuation. • Budgeting: Concept, principles, types, cost benefit analysis audit • Material management: equipment and supplies • Directing process (Leading) • Controlling: Quality management • Program Evaluation Review Technique (PERT), Bench marking, Activity Plan (Gantt Chart) 	<ul style="list-style-type: none"> • Lecture • Discussion • Simulated Exercises • Case studies 	<ul style="list-style-type: none"> • Essay type • Short answers
	1					
	1					
	1					
	1					
	1					

Unit	Time (Hrs)		Objectives	Content	Teaching Learning activities	Assessment methods
	Th.	Pr.				
III	(8)	5	To understand the modern concepts, components and changing trends in hospital organization	Hospital Organization <ul style="list-style-type: none"> • Definition, types and functions of hospital • Governing body- Hospital administration • Control & line of authority • Hospital statistics including hospital utilization indices • Role of hospital in comprehensive health care • Development of new management practices: Marketing of Hospitals, Specialty Hospitals 	<ul style="list-style-type: none"> • Lecture • Discussion • Preparation of organization chart of hospital 	<ul style="list-style-type: none"> • Essay type • Short answers • MCQ
IV	(8)	20	Describe the management of nursing services in the hospital and community	Management of nursing services in the hospital <ul style="list-style-type: none"> • Planning <ul style="list-style-type: none"> ➤ Hospital & patient care units including ward management ➤ Emergency and disaster management • Human resource management <ul style="list-style-type: none"> ➤ Recruiting, selecting, deployment, retaining, promoting, superannuation ➤ Categories of nursing personnel including job description of all levels ➤ Patients/ population classification system ➤ Patients/ population assignment and nursing care responsibilities ➤ Staff development and welfare programmes • Budgeting: Proposal, projecting requirements for staff, equipments and supplies for <ul style="list-style-type: none"> ➤ Hospital and patient care units ➤ Emergency and disaster management • Material management: Procurement, inventory control, auditing and maintenance in <ul style="list-style-type: none"> ➤ Hospital and patient care units ➤ Emergency and disaster management 	<ul style="list-style-type: none"> • Lecture • Discussion • Demonstration • Case studies • Supervised practice in ward-writing indents, preparing rotation plan and duty roster, ward supervision • Assignment on duties and responsibilities of ward sister • Writing report • Preparing diet sheets 	<ul style="list-style-type: none"> • Essay type • Short answers • Assessment of problem solving exercises • Assessment of the assignments • Performance evaluation by ward sister with rating scale

Unit	Time (Hrs)		Objectives	Content	Teaching Learning activities	Assessment methods
	Th.	Pr.				
	2			<ul style="list-style-type: none"> Directing & Leading: delegation, participatory management <ul style="list-style-type: none"> ➤ Assignments, rotations, delegations ➤ Supervision & guidance ➤ Implement standards, policies, procedures and practices ➤ Staff development & welfare ➤ Maintenance of discipline Controlling/ Evaluation <ul style="list-style-type: none"> ➤ Nursing rounds/ visits, Nursing protocols, Manuals ➤ Quality assurance model, documentation ➤ Records and reports Performance appraisal 		
V	(5)		<ul style="list-style-type: none"> Describe the concepts, theories and techniques of organizational behavior and human relations 	Organizational behavior and human relations <ul style="list-style-type: none"> Concepts and theories of organizational behaviors Review of channels of communication Leadership styles, Power, types Review of motivation: concepts and theories Group dynamics Techniques of: <ul style="list-style-type: none"> ➤ Communication and ➤ Interpersonal relationships ➤ Human relations Public relations in context of nursing Relations with professional associations and employee union Collective bargaining 	<ul style="list-style-type: none"> Lecture Discussion Role plays Group games Self assessment Case discussion Practice session 	<ul style="list-style-type: none"> Essay type Short answers Assessment of problem solving
VI	(5)	5	Participate in planning and organizing in-service education program	In-service education <ul style="list-style-type: none"> Nature & scope of in-service education program Organization of in-service education Principles of adult learning Planning for in-service education program, techniques, methods, and evaluation of staff education program Preparation of report 	<ul style="list-style-type: none"> Lecture Discussion Plan and conduct an educational session for in-service nursing personnel 	<ul style="list-style-type: none"> Essay type Short answers Assess the planning and conduct of educational session

VII	(10) 1	Describe management of Nursing educational institutions	Management of Nursing educational institutions <ul style="list-style-type: none"> Establishment of nursing educational institution – INC norms and guidelines 	<ul style="list-style-type: none"> Lecture Discussion Role plays Counseling session 	<ul style="list-style-type: none"> Essay type Short answers
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Unit	Time (Hrs)		Objectives	Content	Teaching Learning activities	Assessment methods
	Th.	Pr.				
	1			<ul style="list-style-type: none"> Co-ordination with <ul style="list-style-type: none"> Regulatory bodies Accreditation Affiliation – Philosophy/ Objectives, Organization Structure Committees Physical facilities College / School Hostel – Students Selection Admission procedures Guidance and counseling Maintaining discipline- Faculty and staff Selection Recruitment Job description Placement Performance appraisal Development and welfare Budgeting Equipments and supplies: audio visual equipments, laboratory equipments, books, journals etc. Curriculum: Planning, Implementation and Evaluation Clinical facilities Transport facilities Institutional Records, and reports – Administrative, Faculty, Staff and Students. 	<ul style="list-style-type: none"> Group exercises 	
	1					
	1					
	1					
	3					
	1					
	1					
VIII	(10) 4		1) Describe the ethical and legal responsibilities of a professional nurse 2) Explain the Nursing practice standards	Nursing as a Profession <ul style="list-style-type: none"> Nursing as a Profession <ul style="list-style-type: none"> Philosophy; nursing practice Aims and Objectives Characteristics of a professional nurse Regulatory bodies; INC, SNC Acts:- Constitution, functions Current trends and issues in Nursing Professional ethics <ul style="list-style-type: none"> Code of ethics; INC, ICN Code of professional conduct; INC, ICN. 	<ul style="list-style-type: none"> Lecture Discussion Case discussion Panel discussion Role plays Critical incidents Visit to INC/ SNRCs 	<ul style="list-style-type: none"> Short answers Assessment of critical incidents
	1					

Unit	Time (Hrs)		Objectives	Content	Teaching Learning activities	Assessment methods
	Th.	Pr.				
	2 1 2			<ul style="list-style-type: none"> • Practice standards for nursing; INC • Consumer Protection Act • Legal aspects in Nursing <ul style="list-style-type: none"> ➤ Legal terms related to practice; Registration and licensing ➤ Legal terms related to Nursing practice; Breach and penalties ➤ Malpractice and Negligence 		
IX	(4) 1 1 1 1		Explain various opportunities for professional advancement	Professional Advancement <ul style="list-style-type: none"> • Continuing education • Career opportunities • Collective bargaining • Membership with Professional Organizations; National and International • Participation in research activities • Publications; Journals, Newspaper etc. 	<ul style="list-style-type: none"> • Lecture Discussion • Review/ Presentation of published articles • Group work on maintenance of bulletin board 	<ul style="list-style-type: none"> • Short answers

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Evaluation

Internal assessment

Theory: Maximum marks 25

Midterm 50
Prefinal 75

Total marks 125
Out of 15

Assignment:

Seminar 100
Ward management 25
Diet sheet 25
Clinical evaluation 100

Total marks 250
Out of 10

External assessment

University examination

Theory Marks 75

Examination Marks allotted	Sec – A	Sec - B	Sec - C	Total	Duration
Mid term	10	20	20	50	2 hours
Pre-final	15	30	30	75	3 hours
Final	15	40	20	75	3 hours

ASSIGNMENT FORMAT FOR GROUP SEMINAR

1. Introduction to the topic
2. Concept, Definition
3. History
4. Subject matter
5. Application in nursing field
6. Summary
7. Conclusion
8. References

EVALUATION CRITERIA

Subject :
Topic :
Name of the student :
Group :

Date:
Time:
Total Marks: 100
Marks allotted:

S No	Criteria	1	2	3	4	5	Remarks
I	Subject Matter 1. Introduction 2. Organization of Content 3. Presentation of topic 4. Relevant examples 5. Relevant statistical data 6. Group participation 7. Control of group 8. Conclusion						
II	A V Aids 9. Appropriate to Topic 10. Self Explanatory 11. Useful 12. Attractive 13. Planning and preparation 14. Use of appropriate technology						
III	Physical facilities 15. Environment 16. Classroom preparation 17. Classroom management						
IV	Personal Qualities 18. Voice and clarity 19. Mannerism 20. References						

Guidelines for Ward Management Report

1. Introduction
 - Name of the ward
 - Duration of experience with dates
 - Objective of ward administration experience
2. Organization chart of the ward
 - Draw the organization chart of the ward and hospital depicting staff position along with communication channels and hierarchical lines
3. Ward lay out and physical facilities of the ward
 - Describe the ward lay out and physical facilities available and compare it with the standards of an ideal ward
4. Reports and Records
 - Describe the various reports and records maintained in the ward
 - Study these documents critically for completeness, accuracy and relevance and give your suggestions and recommendations.
5. Procedures & Policies
 - Study the policies and procedures and critically evaluate them
 - Indenting drugs, stores, supplies & describe them briefly
 - Admission & discharge and transfer
 - Visitors
 - Outpass, absconding
 - Critically ill patient, Death
 - Treatments
 - Emergency care
 - SOP for Anaphylaxis, HIV infections, Needle stick injuries, Hospital waste management
 - Security of the ward
 - Fire drills
 - Preparation of diet sheet
6. Classify the various types of drugs, stores, supplies and equipments in the ward Study the procedure for maintenance, store and supplies
7. Enlist the suggestions and recommendations
8. Conclusion

EVALUATION CRITERIA

1. Comprehensive	: 5
2. Clear & Relevant	: 5
3. Critical analysis	: 5
4. Suggestions & Recommendations	: 5
5. Conclusion	: 5

Total	25
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GUIDELINES FOR ASSIGNMENTS: DIET SHEET

1. Diet sheet

a) Daily basis

- Study the different types of hospital diets & their dietary allowances and write a brief report
- Notes the prescribed diet for each patient
- Records in diet sheet

b) Give references and illustrations (Figure, graph and picture)

c) Conclusion (Highlight learning achieved)

EVALUATION CRITERIA

1. Clarity and comprehensiveness	: 5
2. Accuracy of diet sheet	: 5
3. Preparation of diet sheet	: 5
4. Reference & Illustration	: 5
5. Conclusion	: 5

Total: 25

BASIC B Sc NURSING

LAB EVALUATION : WARD ADMINISTRATION

Total Marks : 100

Student's Name:

Placement:

S No	Criteria	4	3	2	1
I	Professional Appearance 1. Is well groomed & neat uniform 2. Is able to maintain good poise				
II	KNOWLEDGE 3. Has knowledge regarding nursing responsibilities in a. Organization & planning in days work b. Meeting emergency needs c. Providing comprehensive patient care d. Indenting, maintaining & dispensing of drugs e. Holding of inventories and care of equipments 4. Has knowledge of various records related to patient care. 5. Has knowledge of communication process				
III	PRACTICE 6. Is able to communicate effectively with different health team members 7. Is able to coordinate with healthy member 8. Is able to plan & conduct clinical teaching programmes 9. Is able to conduct incidental teaching at the bed side 10. Is able to render nursing according to identified nursing needs & problems 11. Is able to inspire confidence and has patience in dealing at all times 12. Is enthusiastic and approachable 13. Is willing to accept consequences of decision and action 14. Is able to accept leadership roles voluntarily 15. Co-operative and maintains good IPR 16. Avails opportunities for personal & professional growth 17. Practices democratic approach in all dealings				
V	RECORDING, REPORTING AND EVALUATING 18. Able to record & report all relevant facts accurately 19. Evaluate objectively				
	TOTAL				

GRADING:

1. A+ : 80% & above
2. A : 70 – 79%
3. B : 60 – 69%
4. C : 50 – 59%
5. D : Below 49%

KEY:

- 4- Always
- 3- Most often
- 2- Occasionally
- 1- Seldom

MARKS OBTAINED

Pen picture of student

Signature of student

Signature of clinical supervisor

Signature of Coordinator

Signature of Principal

GUIDELINES FOR LAB / PRACTICAL EXPERIENCE

- ❖ Admission and discharge and transfer of patients
- ❖ Assignment of duties in ward
- ❖ Preparation of duty roaster
- ❖ Supervision of nursing care
- ❖ Indenting of drugs, stores and supplies
- ❖ Maintenance of dangerous drugs – Indenting, Storing, Accounting, Recording
- ❖ Diet – Maintenance of diet sheet
- ❖ Inventories - Expendable and non-expendable
- ❖ Repair and replacements
- ❖ Ward report – Written and Oral reports
- ❖ Supervision and guidance of paramedical staff and domestic staff

Evaluation formats for Nursing service Administration and Education

1. Duties and responsibilities of ward sister 25 mark
2. Planning and implementation of an in service education programme 25 mark
3. Performance appraisal preparation of format 25mark

Assessment of group assignment

Sr.	Particulars	Total
	Objectives	02
1)	Contents <ul style="list-style-type: none">❖ Adequacy❖ Organization❖ Relevance❖ Illustration	3 3 3 2
2)	Presentation <ul style="list-style-type: none">❖ Clarity❖ Appropriate use of AV aids❖ Group Participation	2 3 3
3)	Conclusion and summary	2
4)	Reference	2
	Total	25