

## Information sheet for the course Management in Nursing I.

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of Health Care</i>	
<b>Course unit code:</b> <i>ManOse1/d</i>	<b>Course unit title:</b> <i>Management in Nursing I.</i>
<b>Type of course unit:</b> <i>compulsory</i>	
<b>Planned types, learning activities and teaching methods:</b> <i>Lecture: 1 hour weekly/13 hours per semester of study; full-time, Seminar: 1 hour weekly/13 hours per semester of study; full-time Supervised practical output: 5 hours weekly/65 hours per semester of study; full-time.</i>	
<b>Number of credits:</b> <i>3</i>	
<b>Recommended semester:</b> <i>3<sup>rd</sup> semester in the 2<sup>nd</sup> year (full-time)</i>	
<b>Degree of study:</b> <i>II (magister)</i>	
<b>Course prerequisites:</b> <i>none</i>	
<b>Assessment methods:</b> <i>Active participation, essay, credit. During the semester will be given essay on a topic relating to the problems of management in nursing. Total points for seminar paper - 20 points. Essay, active participation in lectures and seminars are conditions obtaining credit. The condition for passing the course is essay and oral exam. To obtain a user A must be obtained at least 56 points to get user B at least 50 points on the C rating of at least 45 points to score at least 40 points D and E score at least 30 points. Credit will be granted to a student who does not produce a term paper, completed an oral examination or obtaining less than 30 points.</i>	
<b>Learning outcomes of the course unit:</b> <i>A student completing the course Management in Nursing will acquire knowledge and skills in management in nursing, to enable them to decide independently, keep yourself and members of the nursing team, taking responsibility for their decisions, manage the nursing process in the relevant departments to apply for a managerial position in middle management.</i>	
<b>Course contents:</b>	
<b>Lectures:</b>	
<ol style="list-style-type: none"> <li>1. <i>Introduction to nursing management, definitions, theoretical approaches to the nursing management.</i></li> <li>2. <i>Personality of the manager, the role of manager, specific aspects of the management in nursing.</i></li> <li>3. <i>The activities of nursing managers – management of services and finances.</i></li> <li>4. <i>Management functions – planning, types of planning, management techniques useful in the planning process, plans, types of plans.</i></li> <li>5. <i>The organization, organizational structures, types of organizational structures.</i></li> <li>6. <i>The organizational culture, organization of health care facilities.</i></li> <li>7. <i>The organizational forms of nursing care.</i></li> <li>8. <i>Human resource management - human resources strategy and planning and its importance in management.</i></li> <li>9. <i>Planning and determining the number of employees in outpatient and inpatient care.</i></li> <li>10. <i>Staffing - recruitment, selection and placement of employees, placing new employees.</i></li> <li>11. <i>Leadership, leadership styles.</i></li> <li>12. <i>Training of employees, managerial career.</i></li> <li>13. <i>Assessment tasks, standardization as a method of performance management.</i></li> </ol>	
<b>Seminars</b>	
<ol style="list-style-type: none"> <li>1. <i>Personality of the manager, management skills.</i></li> </ol>	

2. Selected management techniques useful in the planning process.
3. Strategic planning in nursing.
4. Preparation Strategy medical facility/department.
5. Preparation Strategy medical facility/department.
6. Preparation Strategy medical facility/department.
7. Presentation of Strategy medical facility/department.
8. Presentation of Strategy medical facility/department.
9. Human Resources Management in Nursing - recruitment, selection of staff.
10. Preparation of the tender employee.
11. Invitation to tender in health care.
12. Training of the tender.
13. Assessment Tasks - training evaluation forms, training evaluation.

**Recommended of required reading:**

1. GLADKIJ, I. et al. *Management ve zdravotnictví. 1. vyd. Brno: Computer Press, a.s.,2003. 380 s. ISBN 80-7226-996-8.*
2. GULÁŠOVÁ, I. *Vybrané kapitoly z manažmentu v ošetrovatel'stve – I. diel. Trenčín, 2006. ISBN 80-8075-120-X.*
3. GULÁŠOVÁ, I. . *Vybrané kapitoly z manažmentu v ošetrovatel'stve – II. diel. Trenčín, 2006. ISBN 80-8075-121-8.*
4. GULÁŠOVÁ, I. *Vybrané kapitoly z manažmentu v ošetrovatel'stve – III. diel. Trenčín, 2006. ISBN 80-8075-120.*
5. JAKUŠOVÁ, V. *Základy zdravotníckeho manažmentu. 1. vyd. Martin: Osveta, 2010. 142 s. ISBN 978-80-8063-347-9.*
6. KILÍKOVÁ, M., JAKUŠOVÁ, V. *Teória a prax manažmentu v ošetrovatel'stve. 1. vyd. Martin: Osveta, 2008. 149 s. ISBN 978-80-8063-290-8.*
7. PLEVOVÁ, I. et al. *Management v ošetrovatel'ství. 1. vyd. Praha: Grada Publishing, a.s.,2012. 304 s. ISBN 978-80-247-3871-0.*
8. ŠKRLA, P., ŠKRLOVÁ, M. *Kreativní ošetrovatel'ský management. 1. vyd. Praha: Advent-Orion, s.r.o., 2003. 477 s. ISBN 80-7172-841-1.*

*Journals: Sestra, Zdravotnicke noviny*

**Language:** Slovak

**Remarks:** none

**Evaluation history:** Number of evaluated students: 86

A	B	C	D	E	FX
100,00%					

**Lectures:**

*Mgr. Elena Štefiková, MPH.*

**Last modification:** 22.04.2014

**Supervisor:** *prof. MUDr. Adriana Ondrušová, PhD.*