



SHIVAJI UNIVERSITY, KOLHAPUR

**Faculty of Interdisciplinary Studies Structure, Scheme
and Syllabus for Bachelor of Vocation (B. Voc.)**

Nursing and Hospital Management

Part I- Sem. I & II

(Subject to the modifications that will be made from time to time)

Syllabus to be implemented from June, 2020 onwards.

SHIVAJI UNIVERSITY,
KOLHAPUR STRUCTURE AND
SYLLABUS OF B.VOC.

Bachelor of Vocation (B. Voc.) – Nursing and Hospital Management.

TITLE	: B. Voc. (Nursing and Hospital Management) Syllabus (Semester Pattern) Under Faculty of Interdisciplinary Studies
YEAR OF IMPLEMENTATION	: Syllabus will be implemented from August, 2020
DURATION: B. Voc. Part I, II and III	(Three Years) B. Voc. Part I - Diploma (One Year) B. Voc. Part II - Advanced Diploma (Second Year) B. Voc. Part III – Degree (Third Year)
PATTERN OF EXAMINATION:	Semester Pattern • Theory Examination - At the end of semester as per Shivaji University, Rules • Practical Examination - i) In the 1st, 3rd and 5th semester of B. Voc. there will be internal assessment of practical record, related report submission and project reports at the end of semester ii) In the second semester of B. Voc. I, there will be internal practical examination at the end of semester iii) In the 4th and 6th semester of B. Voc. there will be external practical examination at the end of semester
MEDIUM OF INSTRUCTION:	English.
STRUCTURE OF COURSE	: B. Voc. Part – I, II and III. Two Semester per Year, Two General Papers per year / semester Three Vocational Papers per Year / Semester Three Practical papers per Year / Semester.

SCHEME OF EXAMINATION:

A) THEORY:

- The theory examination shall be at the end of each semester.
- All the general theory papers shall carry 40marks and all vocational theory papers shall carry 50marks.
- Evaluation of the performance of the students in theory shall be on the basis of semester examination as mentioned above.
- Question paper will be set in the view of entire syllabus preferably covering each unit of the syllabus.
- Nature of question paper for Theory examination (Excluding Business Communication Paper)
 - i) There will be seven questions carrying equal marks.
 - ii) Students will have to solve any five questions

Que. No. 1: Short answer type question with internal choice (Two out of three)

Que. No. 2 to Que. No. 6: Long answer type questions.

Que. No. 7: Short Notes with internal choice (Two out of three)

B) PRACTICALS:

Evaluation of the performance of the students in practical shall be on the basis of semester examination (Internal assessment at the end of Semester I, II and III and V and external examination at the end of Semester IV and VI as mentioned separately in each paper.

Standard of Passing:

As per the guidelines and rules for B. Voc. (Attached Separately – Annexure I)

Eligibility Criteria:

1. The Eligibility for admission is 10+2 or equivalent, in any stream (Arts/Commerce/Science) from any recognized board or University.
 2. The candidates after with 10+2 year ITI course in any branch/trade also eligible for course.
 3. The candidates graduate from any faculty or engineering degree/diploma holders are also eligible.
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Structure of the Course:

B. Voc. –I (Diploma) Semester -I

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Business Communication- I	Theory/ Practical	50	40	10	3	2
2	II	Fundamentals of Nursing	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Anatomy and Physiology	Theory	50	50	-	3	
4	IV	Microbiology	Theory	50	50	-	3	-
5	V	Introduction to Hospital Management	Theory	50	50	-	3	-
6	VI	Laboratory Work- Nursing	Practical	50	-	50	-	3
7	VII	Laboratory Work- Microbiology	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Anatomy and Physiology	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester –II

Sr.No.	Paper No.	Title	Theory /Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	X	Business Communication- II	Theory/ Practical	50	40	10	3	2
2	XI	Community Healthcare	Theory/ Practical	50	40	10	3	2
Skill Component								
3	XII	Psychology	Theory	50	50	-	3	
4	XIII	Midwifery	Theory	50	50	-	3	-
5	XIV	Health Management	Theory	50	50	-	3	-
6	XV	Laboratory work- Community Healthcare	Practical	50	-	50	-	3
7	XVI	Laboratory Work- Midwifery	Practical	50	-	50	-	3
8	XVII	Laboratory Work- Health management	Practical	50	-	50	-	3
9	XVIII	Project/ Industrial Visit /Nursery Visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester -III

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Computer Fundamentals	Theory/ Practical	50	40	10	3	2
2	II	Soft Skills and personality Development	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Nutrition and Dietetics	Theory	50	50	-	3	
4	IV	Introduction to Medical and surgical Nursing	Theory	50	50	-	3	-
5	V	Principles of Administration and supervision	Theory	50	50	-	3	-
6	VI	Laboratory Work- Nutrition and Dietetics	Practical	50	-	50	-	3
7	VII	Laboratory Work- Medical and surgical Nursing	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Administration and supervision	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester -IV

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Computer Fundamentals	Theory/ Practical	50	40	10	3	2
2	II	Environmental studies	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Biochemistry	Theory	50	50	-	3	
4	IV	Psychiatric Nursing	Theory	50	50	-	3	-
5	V	Principles of Management	Theory	50	50	-	3	-
6	VI	Laboratory Work- Biochemistry	Practical	50	-	50	-	3
7	VII	Laboratory Work- Psychiatric Nursing	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Management	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester -V

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Hospital Operation Management	Theory/ Practical	50	40	10	3	2
2	II	Marketing Management	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Pediatric Nursing	Theory	50	50	-	3	
4	IV	Public Health	Theory	50	50	-	3	-
5	V	Hospital and Health System	Theory	50	50	-	3	-
6	VI	Laboratory Work- Pediatric Nursing	Practical	50	-	50	-	3
7	VII	Laboratory Work- Public Health	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Hospital and Health System	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

B. Voc. –I (Diploma) Semester - VI

Sr.No.	Paper No.	Title	Theory/ Practical /Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
General Education Component								
1	I	Health Economics	Theory/ Practical	50	40	10	3	2
2	II	Medical Record Science	Theory/ Practical	50	40	10	3	2
Skill Component								
3	III	Healthcare services	Theory	50	50	-	3	
4	IV	Health education	Theory	50	50	-	3	-
5	V	Hospital support Services	Theory	50	50	-	3	-
6	VI	Laboratory Work- Healthcare services	Practical	50	-	50	-	3
7	VII	Laboratory Work-Health education	Practical	50	-	50	-	3
8	VIII	Laboratory Work- Hospital Support services	Practical	50	-	50	-	3
9	IX	Project/ Industrial Visit / Nursery visit/ Study Tour.		50	-	50	-	2

Scheme of Teaching: B. Voc. – Part I
(Diploma) Semester – I

Sr.No.	Paper. No.	Title	Distribution of Workload (Per Week)		
			Theory	Practical	Total
1	I	Business Communication- I	4	2	6
2	II	Fundamentals of Nursing	4	2	6
3	III	Anatomy and Physiology	4	-	4
4	IV	Microbiology	4	-	4
5	V	Introduction to Hospital management	4	-	4
6	VI	Laboratory Work- Nursing	-	4	4
7	VII	Laboratory Work- Anatomy and Physiology	-	4	4
8	VIII	Laboratory Work-Microbiology	-	4	4
9	IX	Project/ Industrial Visit/ Nursery Visit / Study Tour.	-	-	-
			20	16	36

B. Voc. - Part-I (Diploma) Semester – II

Sr.No.	Paper. No.	Title	Distribution of workload (Per Week)		
			Theory	Practical	Total
1	X	Business Communication- II	4	2	6
2	XI	Community Healthcare	4	2	6
3	XII	Psychology	4	-	4
4	XIII	Midwifery	4	-	4
5	XIV	Health Management	4	-	4
6	XV	Laboratory Work- Community healthcare	-	4	4
7	XVI	Laboratory Work- Midwifery	-	4	4
8	XVII	Laboratory Work- Health Management	-	4	4
9	XVI II	Project/ Industrial Visit / Nursery visit/ Study Tour.	-	-	-

			20	16	36
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Eligibility for Admission 10 + 2 from any faculty or equivalent Diploma/Advanced
Diploma in any related stream

Students can take admission directly to second year who completed one year certificate course in
nursing and Hospital Management

Eligibility for Faculty- M.Sc. (Nursing, Hospital management, Healthcare) with NET /SET/Ph.D.
M. A (English) with NET/SET for Business Communication

Eligibility for Laboratory
Assistant: B.Sc. (Agri.)/ Diploma in
Hospital management

Staffing Pattern: In 1st Year of B. Voc. - 1 Full Time and 1 Part Time
Lecturer and 1 CHB Lecturer for Business Communication

Laboratory Assistant: For 1st Year of B. Voc. - 1Part-time

Credit System

FOR B. Voc. – Nursing and Hospital Management

Credit system:

Education the Institute is organized around the semester-based credit system of study. The type of credit will be credit by the organ practical examination. The prominent features of the credit system are a process of continuous valuation of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation. A student's performance/ progress is measured by then number of credits that the/she has earned, i.e. completed satisfactorily. Based on the course credits and grades obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the programme. Also a minimum number of earned credits and minimum grade point average should be acquiring order to qualify for the degree.

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

Course credits assignment:

Each course has a certain number of credits assigned to it depending upon its lectures and laboratory contact hours in a week. This weightage is also indicative of the academic expectation that includes in-class contact and self-study outside of class hours.

One credit would mean equivalent to 15 periods for lectures, practicals/workshop.

For internship/field work, the credit weightage for equivalent hours shall be equal of that for lecture /practical.

The credits for each of the year of B.Voc. Degree Course will be as follows:

Level	Awards	Normal calendar duration	Skill Component Credits	General Education Credits
Year 1	Diploma	Two Semesters	36	24
Year 2	Advanced Diploma	Four Semesters	36	24
Total			72	48

Subject wise credit assignment for B. Voc. –Part II (Diploma) (Semester–I)

Sr. No	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	101	Business Communication – I	Theory / Practical	50	40	10	3	2
2	102	Fundamentals of Nursing– I	Theory / Practical	50	40	10	3	2
3	103	Anatomy and Physiology- I	Theory	50	50	--	3	--
4	104	Microbiology-I	Theory	50	50	--	3	--
5	105	Introduction to Hospital Management-I	Theory	50	50	--	3	--
6	106	Laboratory Work: Nursing-I	Practical	50	--	50	--	3
7	107	Laboratory Work: Anatomy and physiology-I	Practical	50	--	50	--	3
8	108	Laboratory Work :Microbiology-I	Practical	50	--	50	--	3
9	109	Project	--	50	--	50	--	2

Subjectwise credit assignment for B. Voc.-part I (Diploma) (Semester–II)

Sr. No.	Paper No.	Title	Theory/ Practical/ Project	Marks (Total)	Distribution of Marks		Credits	
					Theory	Practical	Theory	Practical
1	201	Business Communication-II	Theory /Practical	50	40	10	3	2
2	202	Community Healthcare - I	Theory /Practical	50	40	10	3	2
3	203	Psychology- I	Theory	50	50	--	3	--
4	204	Midwifery-I	Theory	50	50	--	3	--
5	205	Health Management-I	Theory	50	50	--	3	--
6	206	Laboratory Work : Community Healthcare- I	Practical	50	--	50	--	3
7	207	Laboratory Work: Midwifery-I	Practical	50	--	50	--	3
8	208	Laboratory Work: Health Management-I	Practical	50	--	50	--	3
9	209	Industrial Visit/Study Tour	--	50	--	50	--	2

**For Project/ Industrial visit/study tour/internship, the workload includes self-study outside of class hours i.e.4 lectures per week.*

Evaluation system:

Standard of passing

The maximum credits for Advanced Diploma in Catering and Hospitality Management semester course (Of four semesters) will be $30 \times 4 = 120$ credits.

To pass in each paper students are required to obtain 4 grade points in each paper, it means 18 to 20 Marks for 50 Marks Theory / Practical papers, 14.08 to 16 for 40 Marks Theory papers and 04 marks for 10 Marks

Practical Papers.

Assessment of Project/ Industrial visit/study tour/Internship Report. The Project/Industrial visit/study tour/Internship report must be submitted by the prescribed date usually two weeks before the end of academic session of the semester. It is desirable that the topics for Project/ Industrial visit/study tour/ Internship report shall be assigned by the end of previous semester. The Project/ Industrial visit/ study tour/Internship report and its presentation shall be evaluated by the coordinator of the course and concerned faculty.

1. Grade point for Theory/Practical/Project/Industrial visit/study tour/Internship Report

- **Table –I: for 50 Marks Theory or Practical**

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0	50	0.0 to 2.5	D	Unsatisfactory
1	50	2.6 to 5.0		
1.5	50	5.1 to 7.5		
2	50	7.6 to 10.0		
2.5	50	10.1 to 12.5		
3	50	12.6 to 15.0		
3.5	50	15.1 to 17.5		
4	50	17.6 to 20.0	C	Fair
4.5	50	20.1 to 22.5		
5	50	22.6 to 25.0	B	Satisfactory
5.5	50	25.1 to 27.5		
6	50	27.6 to 30.0	B+	Good
6.5	50	30.1 to 32.5		
7	50	32.6 to 35.0	A	Very Good
7.5	50	35.1 to 37.5		
8	50	37.6 to 40.0	A+	Excellent
8.5	50	40.1 to 42.5		
9	50	42.6 to 45.0		

9.5	50	45.1 to 47.5	O	Outstanding
10	50	47.6 to 50.0		

• **Table No-II: for 40 Marks Theory and for 10 Marks Practical**

Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0.00	40	0.0 to 2.0	D	Unsatisfactory
1	40	2.08 to 4.0		
1.5	40	4.08 to 6.0		
2	40	6.08 to 8.0		
2.5	40	8.08 to 10.0		
3	40	10.08 to 12.0		
3.5	40	12.08 to 14.0		
4	40	14.08 to 16.0	C	Fair
4.5	40	16.08 to 18.0		
5	40	18.08 to 20.0	B	Satisfactory
5.5	40	20.08 to 22.0		
6	40	22.08 to 24.0	B ⁺	Good
6.5	40	24.08 to 26.0		
7	40	26.08 to 28.0	A	Very Good
7.5	40	28.08 to 30.0		
8	40	30.08 to 32.0	A ⁺	Excellent
8.5	40	32.08 to 34.0		
9	40	34.08 to 36.0	O	Outstanding
9.5	40	36.08 to 38.0		
10	40	38.08 to 40.0		
Grade Point	Marks out of	Marks obtained	Grade	Description of performance
0.00	10	0.0 to 0.5	D	Unsatisfactory
1	10	0.52 to 1.0		
1.5	10	1.02 to 1.5		
2	10	1.52 to 2.0		
2.5	10	2.02 to 2.5		
3	10	2.52 to 3.0		
3.5	10	3.02 to 3.5		
4	10	3.52 to 4.0	C	Fair
4.5	10	4.02 to 4.5		
5	10	4.52 to 5.0	B ⁺	Satisfactory
5.5	10	5.02 to 5.5		
6	10	5.52 to 6.0	B	Good
6.5	10	6.02 to 6.5		
7	10	6.52 to 7.0	A	Very Good
7.5	10	7.02 to 7.5		
8	10	7.52 to 8.0	A ⁺	Excellent
8.5	10	8.02 to 8.5		
9	10	8.52 to 9.0	O	Outstanding
9.5	10	9.02 to 9.5		
10	10	9.52 to 10.0		

Calculation of SGPA and CGPA-

1.Semester Grade Point Average(SGPA)= $\frac{\Sigma (\text{course credits in passed courses} \times \text{earned grade points})}{\Sigma (\text{Course credits in registered courses})}$

2. Cumulative Grade Point Average= $\frac{\Sigma (\text{course credits in passed courses} \times \text{earned grade points}) \text{ of all Sem}}{\Sigma (\text{Course credits in registered courses}) \text{ of all Semesters}}$

At the end of each year of Advanced Diploma Program, student will be placed in any one of the divisions as detailed below:

SGPA and CGPA Table

Grade Point	Grade	Description of performance
0.00 to 3.49	D	Unsatisfactory
3.5to 4.49	C	Fair
4.5 to 5.49	B	Satisfactory
5.5 to 5.99	B ⁺	Good
6.0 to 6.99	A	Very Good
7.0 to 8.49	A ⁺	Excellent
8.5 to10.00	O	Outstanding

- First Class with distinction: CGPA> 7.0 and above
- First Class: CGPA> 6.0 and <7.0
- Second Class: CGPA> 5.0 and <6.0
- Pass Class: CGPA> 4.0 and <5.0
- Fail: CGPA<4.0

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B. Voc. Part – I, Semester – I

Paper – I: Business Communication-I

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of 20 students

Units Prescribed for Theory:

Marks:40

Unit- I: Use of English in Business Environment.

Business Vocabulary: Vocabulary for banking, marketing and for maintaining public relations.

What is a sentence? Elements of a sentence.

Types of sentence: Simple, compound, complex.

Unit- II: Writing a Letter of Application and CV/Resume

Structure of a letter of application for various spots

CV/ Resume and its essentials

Unit- III: Presenting Information / Data.

Presenting information /data using graphics like tables ,pie charts, tree diagrams, bar diagrams, graphs, flowcharts

Unit - IV: Interview Technique

Dos and don'ts of an interview preparing for an interview

Presenting documents Language used in an interview

Practical: Based on the theory units:

Marks: 10

Reference Books:

- Sethi, Anjanee & Bhavana Adhikari. *Business Communication*. New Delhi: Tata McGraw Hill Tickoo, Champa & Jaya Sasikumar. *Writing with a Purpose*. New York: OUP, 1979.
- Sonie, Subhash C. *Mastering the Art of Effective Business Communication*. New Delhi: Student Aid Publication, 2008.
- Herekar, Praksh. *Business Communication*. Pune: Mehta Publications, 2007.
- Herekar, Praksh. *Principals of Business Communication*. Pune: Mehta Public. 2003.

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B. Voc. Part – I, Semester - I

Pattern of a Question Paper

B. Voc. Part-I

Business Communication-I

Semester–I Paper: I

Time: 2hours

Total Marks:40

Do as directed. Question items on Unit 1 to be asked. (10 out 12) 10

Write a letter of application. 10

OR

Draft a CV/ Resume for a particular post.

Presenting information or data using a table/chart/pie diagram, etc. 10

(Any one diagram to be drawn.)

Q.4 Fill in the blanks in the given interview. 10

Practical Evaluation: Marks: 10

Oral and Presentation based on the units prescribed

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester - I

Paper -II: Fundamentals of Nursing

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of 20 students

Total Marks: 50 Marks (Theory 40 + Practical 10)

Objectives:

- To study the fundamentals of nursing.
- To understand the physical, mental and social adjustment required of a sick individual and his family.
- To carry out basic nursing techniques and care with the application of sound scientific principle.
- To explain the concept of comprehensive nursing care.
- To develop skills in assessment, planning, implementation and evaluation of the nursing care rendered to the patients.
- To communicate effectively and establish good interpersonal relationship with the patients, their relatives and other health team members.
- To demonstrate skills in observation, recording and reporting.
- To recognize and utilize opportunities for planning and implementing need based health teaching programme (s) for individuals, groups, families and communities

UNIT -I Introduction to Nursing

- a) Nursing – concept, meaning, definitions, scope and functions.
- b) History of nursing in India
- c) Nursing as a profession
- d) Nursing professional – qualities and preparation.
- e) Ethics in Nursing-roles and responsibilities of a nurse.
- f) Health care agencies – hospital and community service – types and function of hospitals health team.
- g) Modern approaches to nursing care including holistic nursing care
- h) Health and Disease - Definition of health, determinants of health status. - Basic human needs - Illness and its effects on individual

UNIT-II Nursing Care and Needs of patients, assessments of patient

- a) Patient environment in the hospital, Patient Environment in the hospital: Patients unit
- b) Therapeutic environment - Physical factors – lighting temperature, ventilation, humidity, noise, pestilence. - Safety needs, prevention of environmental hazard - Psychosocial and aesthetic factors.
- c) Patient's Adjustment to the Hospital. - Understanding the patient as a person, socio-economic, and cultural background, health status etc. - Effect of hospitalization on patient and family. - Admission, transfer, discharge procedures
- d) Basic Nursing Skills- - Communication - Nursing interview - Recording and reporting
- e) Nursing Process - Meaning and importance - Assessment, Nursing diagnosis Planning, Implementation and Evaluation - Nursing care plan.

UNIT-III Meeting the Basic Needs of a patient

- a) Physical needs-** - Comfort, rest, sleep and exercise –Importance and its promotion - Body mechanics –moving, lifting, transferring - Position and posture maintenance - Comfort devices - Beds and bed making – Principles of bed making, types and care of bed linen - Safety devices, restraints and splints - Exercises – Active and Passive
- b) Hygienic needs** - Personal and environmental hygiene personal - Nurses note in maintaining personal and environmental hygiene. - Care of eyes, nose, ears, hands and feet. - Care of mouth, skin, hair and genitalia - Care of pressure areas, bed sores.

c) Elimination needs - Health and sickness - Problems – constipation and diarrhea, retention and incontinence of urine. - Nurse's role in meeting elimination needs. - Offering bed-pan and urinal, - Observing and recording abnormalities. - Preparation and giving of laxative, suppositories, enemas, bowel wash, flatus tube. - Perineal care, care of patient with urinary catheter, diapers. - Maintenance of intake and output records

d) Nutritional needs - Diet in health and disease - Factors affecting nutrition in illness, - Nurse's role in meeting patients nutritional needs. - Modification of diet in illness. - Diet planning and serving. - Feeding helpless patients including artificial methods of feeding.

e) Psychological and spiritual needs
Importance - Nurse's role - Divisional and Recreational therapy

f) Care of terminally ill and dying patient - Dying patient's signs and symptoms needs of dying patient and family, - Nursing care of dying-: special considerations; advance directives, euthanasia, will, dying declaration, organ donation etc. - Medico legal issues - Care of the dead body - Care of unit - Autopsy – Embalming

UNIT-IV Therapeutic Nursing Care

a) Care of patients with respiratory problems/dyspnoea - Deep breathing and coughing exercises - O₂ inhalation - Dry and moist inhalation - Oro nasal suctioning

b) Care of patient with altered body temperature-Hot and cold Applications

c) Care of patients with Fluid and Electrolyte imbalance

d) Care of unconscious patient

e) Care of the bed-ridden patient(traction, fractures etc.)

f) Care of patient with pain g) Care of patients with body elimination deviation

Reference Books:

Textbook of Microbiology by Surinder Kumar

Psychology for Nurses by R. Sreevani

Nursing Foundation by B.T. Basavanthappa

Communication and Educational Technology by Suresh Sharma

Textbook of Sociology by K.P. Neeraja

Nutrition and Dietetics. By Clement

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B. Voc. Part – I, Semester -I

Nursing and Hospital Management

Paper - III: Anatomy and Physiology

Distribution of Workload:

Theory: 04 lectures per week.

Total Marks: 50 Marks.

Objectives:

- To acquire knowledge of Anatomy.
- To know the importance of basics of anatomy and physiology.
- Describe in general the structure and functions of the human body. 2. Describe in detail the structure and functions of the different organs and systems in the human body. 3. Apply the anatomical and physiological principles in the practice of nursing

UNIT – I: Introduction to Anatomy

Introduction to anatomical terms organization of the human body a) Anatomical terms
b) Systems and cavities of the human body Introduction to the detailed structure of the body a) The cell: Structure, reproduction and function b) Tissues including membranes and glands: types, structure and functions c) Body cavities and their contents

UNIT- II: Introduction to Physiology

Organization of body cell, organs, tissues etc. introduction and anatomical Terminology, The Cellular Level of Organisation, Tissues, Glands and Membranes, Skeletal System, Joints, Muscular System, The Blood Heart and Blood Vessels, Lymphatic System, The Respiratory System, The Digestive System, The Excretory System, The Nervous System, The Endocrine System, The Sense Organs, The Reproductive System Blood a) Composition and formation of blood b) Functions of blood c) Blood clotting, blood grouping and cross matching d) Blood products and their use.

Unit III: The Circulatory System

a) Heart: Structure, functions including conduction system and cardiac cycle b) Blood vessels : Types, Structure and position c) Circulation of blood d) Blood pressure and pulse The Lymphatic system - Structure and function of lymph vessels, Lymph nodes and lymph circulation, lymphatic tissue - spleen and thymus The Respiratory system a) The structure and functions of respiratory organs b) The physiology of respiration c) Characteristics of normal respiration and deviation. The Digestive system a) Structure and functions of the alimentary tract and its accessory organs. b) The process of digestion, absorption and metabolism of food constituents.

Unit IV: The Digestive system

a) Structure and functions of the alimentary tract and its accessory organs. b) The process of digestion, absorption and metabolism of food constituent's temperature. The Endocrine system - The structure and functions of the pituitary, thyroid, parathyroid and adrenal glands, pancreas (islets of Langerhans), ovaries and testes The Reproductive system a) Structure and functions of the female reproductive system b) Process of menstrual cycle, reproduction and menopause c) Structure and functions of breasts d) Structure and functions of the male reproductive system e) Reproductive health

Unit V: The nervous system

a) Types of nerves- structure and functions b) Brain and cranial nerves. c) Spinal cord and motor and sensory pathways of the spinal cord, autonomic nervous system. The sense organs a) Skin, eye, ear, nose and tongue b) Physiology of vision, hearing, smell, touch, taste and equilibrium Skeleton a) Formation and growth of bones b) Tendons, ligaments and cartilages c)

Classification of bones, joints d) Joint movement e) Axial and appendicle skeleton The Muscular System a) Type, structure and functions of muscle b) Origin, Insertion, and action of muscles

Reference Books:

Anatomy and Physiology for Dummies by Donna Rae Siegfried and Maggie Norris

Human Anatomy & Physiology by Elaine Nicpon Marieb

Gray's Anatomy by Henry Gray

The Anatomy Coloring Book by Lawrence M Elson and Wynn Kapit

Atlas of Human Anatomy by Frank H. Netter

Ross & Wilson Anatomy and Physiology in Health and Illness by Allison Wynn Grant, Anne Waugh, and Kathleen J. W. Wilson

Gray's Anatomy for Students by Adam W. M. Mitchell, Richard Drake, and Wayne Vogl

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SHIVAJI UNIVERSITY, KOLHAPUR

**B. Voc. Part – I, Semester -I
Nursing and Hospital Management
Paper - IV: Microbiology**

Theory: 04 lectures per week 60 Minutes

Total Marks: 50 Marks

Objectives:

- To understand the basics of microbiology.
- To understand the relevance of current microbiology education to nursing practice.
- To study the proper application of knowledge in the healthcare workplace.

UNIT- I: Introduction

a) History of bacteriology and microbiology. b) Scope of microbiology in Nursing

UNIT-II: Micro Organisms

a) Classification, characteristics, (Structure, size, method and rate of reproduction) b) Normal flora of the body. c) Pathogenesis & common diseases. d) Methods for study of microbes, culture & isolation of microbes

UNIT-III: Infection and its Transmission

a) Sources and types of infection, no monomial infection. b) Factors affecting growth of microbes. c) Cycle of transmission of infection portals of entry, exit, and modes of transfer. d) Reaction of body to infection, mechanism of resistance. e) Collection of specimens.

UNIT-IV Immunity and introduction to laboratories technologies Immunity

a) Types of immunity – innate and acquired. b) Immunization schedule. Immune prophylaxis (vaccines, sera etc.) c) Hypersensitivity and auto immunity. d) Principles and uses of serological tests

Unit V Control and destruction of Microbes

a) Principles and methods of microbial control -Sterilization -Disinfection -Chemotherapy and antibiotics -Pasteurization b) Medical and surgical asepsis c) Bio-safety and waste management
Practical Microbiology a) Microscope – Parts, uses, handling and care of microscope b) Observation of staining procedure, preparation and examination of slides and smears c) Identification of common microbes under the microscope for morphology of different microbes.

Reference Book:

The Short Textbook of Medical Microbiology for Nurses by Satish Gupte
Textbook of Microbiology by C.K. Jayaram Paniker and R. Ananthanarayan
Textbook of Microbiology for Nursing Students by R.R.Rao
Applied Microbiology for Nurses by Christine Brooker and Dinah Gould
Microbiology and Infection Prevention and Control for Nursing Students by Deborah Ward.

SHIVAJI UNIVERSITY, KOLHAPUR
Nursing and Hospital Management (B. Voc. Part – I, Semester –I)
Paper-V: Introduction to Hospital Management

Total Workload: 04 lectures per week of 60 min.

Total Marks: 50 Marks

Objectives:

- To demonstrate a basic knowledge of the hospital management.
- To demonstrate a basic knowledge of the role of hospitals for the management.

UNIT- I: Principles of Management and Marketing management

UNIT-II: managerial communication and organizational Behavior

UNIT- III: Healthcare economics and health management

UNIT-IV: Hospital Planning

Reference Book:

1. Hospitals and Health Systems What They Are and How They Work by Charles R. McConnell
2. Introduction to Health Care Management by Sharon B. Buchbinder, Nancy H. Shanks
3. Clinical Anesthesia Procedures of the Massachusetts General Hospital by Richard M. Pino MD PhD
4. The Law of Healthcare Administration, Ninth Edition by Stuart Showalter
5. Health Care Administration Managing Organized Delivery Systems, 5th Edition by Lawrence F. Wolper
6. Hospital Administration Consultant by National Corporation
7. Hospitals What They Are and How They Work by Donald J. Griffin

SHIVAJI UNIVERSITY, KHOLAPUR
B.VOC. Part-I, Semester -I Nursing and Hospital Management
Paper- VI: Laboratory Work- Nursing (Practical)

Total Workload: 04 lectures per week of 60 min.

Marks: 10

Objectives:

Assess the nursing needs of the clients by collecting complete data, making relevant observation and analyze the data collected.

- Plan for appropriate nursing care by prioritizing the needs and executing competent nursing actions.
- Implement effective nursing care by integrating scientific principles for maintaining health optimum
- Promote the health of the individual and the community by giving appropriate health teaching.
- Evaluate the patient's response to nursing care provided.
- Apply the theoretical knowledge to the appropriate clinical nursing practice.
- Demonstrate skill in the use of problem-solving methods in nursing practice.
- Contribute for promotion of health prevention of illness & restoration of health of people by working with other health team members.
- Gain knowledge of health resources in the community and the country.

Practical's:

Hospital admission and discharge, Admission: • Prepare Unit for new patient • Prepare admission bed • Perform admission procedure • New patient • Transfer in • Prepare patient records Discharge/Transfer out • Gives discharge counseling • Perform discharge procedure (Planned discharge, LAMA and abscond, Referrals and transfers) • Prepare records of discharge/ transfer • Dismantle, and disinfect unit and equipment after discharge/transfer Perform assessment: • History taking, Nursing diagnosis, problem list, Prioritization, Goals & Expected Outcomes, selection of interventions • Write Nursing Care Plan • Gives care as per the plan Communication • Use verbal and non verbal communication techniques Prepare a plan for patient teaching session Write patient report • Change-of shift reports, • Transfer reports, Incident reports etc. • Present patient report Vital signs • Measure, records and interpret alterations in body temperature, pulse, respiration and blood pressure Health assessment • Open, closed, occupied, operation, amputation, • Cardiac, fracture, burn, Divided, & Fowler's bed • Pain assessment and provision for comfort Use comfort devices Hygienic care: • Oral hygiene: • Baths and care of pressure points • Hair wash, Pediculosis treatment

Reference Books:

A textbook of Nursing foundations by Mr. Lakhwinder Kaur
Anatomy and physiology by Dr. S.S. Radhawa
A textbook of Nutrition by Mr. Darshan Sohi

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -I

Nursing and Hospital Management

Paper-VII: Laboratory work -Anatomy and Physiology (Practical) Total

Workload: 04 hours of per week of 60 Minutes

Distribution of Workload: Practical - 04 lectures per week per Batch

Total Marks: 50 Marks. (Practical 50)

Objectives:

- 1 To analysis, learn & study importance of anatomy and physiology for nursing
- 2 To acquire knowledge of Anatomy.
- 3 To know the importance of basics of anatomy and physiology.
- 4 Describe in general the structure and functions of the human body.
- 5 Describe in detail the structure and functions of the different organs and systems in the human body.
6. Apply the anatomical and physiological principles in the practice of nursing

Practical:

1. Study of compound microscope.
2. Microscopic study of epithelial and connective tissue
3. Microscopic study of muscular and nervous tissue
4. Identification of axial bones
5. Identification of appendicle bones
6. Introduction to haemocytometer.
7. Enumeration of white blood cell (WBC) count
8. Enumeration of total red blood corpuscles (RBC) count
9. Determination of bleeding time
10. Determination of clotting time
11. Estimation of haemoglobin content
12. Determination of blood group.
13. Determination of erythrocyte sedimentation rate (ESR).
14. Determination of heart rate and pulse rate.
15. Recording of blood pressure.

SHIVAJI UNIVERSITY,KOLHAPUR

B. Voc. Part – I, Semester -I

Nursing and Hospital Management

Paper- VIII: Laboratory work - Microbiology (Practical)

Total Workload: 04 lectures per week of 60 min.

Distribution of Workload:

Practical - 04 lectures per week per Batch Total

Marks: 50 Marks. (Practical 50)

Objectives:

Demonstrate skill in handling & care of microscopes Identify common microbes under the microscope

Practical:

- a) Microscope – Parts, uses, handling and care of microscope
- b) Observation of staining procedure, preparation and examination of slides and smears
- c) Identification of common microbes under the microscope for morphology of different microbes

Reference Books:

Brock Biology of Microorganisms, 14th Edition by *Authors: Michael T. Madigan, John M. Martinko, Kelly S. Bender, Daniel H. Buckley, David A. Stahl and Thomas Brock*

Microbiology: An Introduction, 13th Edition by *Authors: Gerard J. Tortora, Berdell R. Funke and Christine L. Case*

Clinical Microbiology Made Ridiculously Simple, 6th Edition by *Authors: Mark Gladwin, Bill Trattler and C. Scott Mahan*

Prescott's Microbiology, 10th Edition by *Authors: Joanne Willey, Linda Sherwood and Christopher J. Woolverton*

Jawetz Melnick & Adelbergs Medical Microbiology 27 E (Lange) 27th Edition by [Karen Carroll](#) (Author), [Janet Butel](#) (Author), [Stephen Morse](#) (Author)

Medical Microbiology E-Book: A Guide to Microbial Infections: Pathogenesis, Immunity, Laboratory Diagnosis and Control. With STUDENT CONSULT Online Access

(Greenwood, Medical Microbiology) 18th Edition, Kindle Edition

by [David Greenwood](#) (Author), [Richard C B Slack](#) (Author), [Michael R. Barer](#) (Author)

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -I Nursing and Hospital Management

Paper- IX: Project/ Field Visit/ Hospital visits.

Total Marks: 50 Marks

All necessary instruments should be collected and procedures should be followed. All techniques should be followed by the students. Necessary Hospital visits should be done within proper time limit of practicals. The work should be completed within a span of year.

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -I Nursing and Hospital Management

Advanced Diploma B. Voc. Part - I Semester II- Paper X

Business Communication-II

Work Load-6

Total Marks– 50

Theory – 4 Lectures/Week

Theory - 40Marks

Practical – 2Lectures/Week/Batch

Practical–10 Marks

Units Prescribed for Theory:

Unit I Group Discussion

- 1 Preparing for a Group Discussion
- 2 Initiating a Discussion
- 3 Eliciting Opinions, Views, etc.
- 4 Expressing Agreement/ Disagreement
- 5 Making Suggestions; Accepting and Declining Suggestions Summing up.

Unit II Business Correspondence

- 1 Writing, Memos, e-mails, complaints, inquiries, etc.
- 2 Inviting Quotations
- 3 Placing Orders, Tenders, etc.

Unit III English for Negotiation

1. Business Negotiations
2. Agenda for Negotiation Stages of Negotiation

Unit IV English for Marketing

- 1 Describing/ Explaining a Product/Service
- 2 Promotion of a Product
- 3 Dealing/ bargaining with Customers
- 4 Marketing a Product/ Service: Using Pamphlets, Hoardings, Advertisement, Public Function/Festival.

Practical: Based On the theory units Reference Books:

1. Herekar, Praksh. Business Communication. Pune: Mehta publications,2007
2. Herekar, Praksh.principals of Business Communication. Pune : Mehta Publications, 2003
3. John David. Group Discussions. New Dellhi: ArihantPublications.
4. Kumar, Varinder. Business Communication. New Delhi: Kalyani Pubhshers,2000
5. Pardeshl, P. C. Managerial Communication pune: NiraliPrakashan,2008.
6. Pradhan, N, S Business Communication. Mumbai: Himalaya Publishing House,2005
7. Rai, Urmila &S.M. Rai.Business Communication. Mumbai: HimalayaPublishing House,2007

Pattern of Question Paper

(Business Communication-II)

Semester-II

Time: 2 hours

Total Marks: 40

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|---|----|
| Q. 1 Fill in the blanks in the following Group Discussion. (On Unit 5) (10 out 12) | 10 |
| Q. 2 Attempt ANY ONE of the following (A or B): (On Unit 6) | 10 |
| Q.3 Fill in the blanks with appropriate responses: (On Unit 7) | 10 |
| Q. 4 Attempt ANY ONE of the following (A or B): 10 (On Unit 8) (10 out 12) | 10 |

Practical Evaluation:

Marks 10

Oral and Presentation based on the units prescribed.

SHIVAJI UNIVERSITY, KOLHAPUR
B. Voc. Part – I, Semester – II
Paper -XI: Community Healthcare
Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 02 lectures per week per batch of students
Total Marks: 50 Marks (Theory40+Practical10)

Objectives:

Care during pregnancy and Child birth
Deliver neonatal and infant care services
Provide childhood and adolescence healthcare services
Manage and treat all communicable diseases linked in national health programmes

UNIT-I: Foundations of community health

Introduction, Need of community healthcare, concepts of community health, care at various levels environmental health and sanitation, Introduction to Epidemiology, epidemiological, approaches and processes Demography, Surveillance and interpretation of data

UNIT-II: Communicable diseases and management under national health programme

Epidemiology of specific communicable diseases
Communicable diseases -1
Communicable diseases-2
Communicable diseases -3

UNIT-III: Non communicable diseases and management under national health programme

Epidemiology of specific non- communicable diseases
Non-communicable diseases -1 Non- communicable diseases -2
Occupational diseases screening, management, prevention and referral for mental health disorders care of elderly

UNIT-IV: Management of Common conditions and emergencies including first aid

Common conditions-1Gastro intestinal system Common conditions -2 Repertory system
Common conditions -3 heart, blood urinary system Disorders common conditions of eye, ear, nose and throatiest aid in common emergency conditions, Disaster management.

Reference Books:

Public health nursing by Marcia Stanhope,Community health care Nursing
Community health Nursing:Caring for the Public's Health by Sharyan Janes,Community as Partner by Elizabeth T. Aderson,Health policy and Politics by Jeri A. Milstead,An Introduction to community Health by James F Mckenzie,Caring for the vulnerable : Perspectives in Nursing .

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester – II Paper -XII: Psychology

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week
Practical: 02lecturesperweekperbatchofstudents
Total Marks: 50Marks (Theory40+Practical10)

Objectives:

To Describe the concept of mental health and psychology.
To Explain the dynamics of human behavior, personality and learning.
To Discuss the role of adjustment mechanisms and emotions in health and illness.
To Demonstrate skills in the application of principle of psychology in nursing practice in all kind of health care settings.

UNIT: I Introduction

- History and origin of science of psychology
- Definition and Scope of psychology
- Relevance to nursing
- Methods of Psychology

UNIT: II Biology of behavior

- Body mind relationship modulation process in health and illness
- Genetics and behaviour: Nervous System, Neurons and synapse
- Association Cortex, Rt. And Lt. HemispheresPsychologyofSensations
- Muscular and glandular controls of behaviour
- Nature of behavior of an organism/Integrated responses

UNIT: III Cognitive Processes

- Attention : Types, determinants, Duration & Degree, Alterations
- Perception : Meaning, Principles, factors affecting, Errors
- Learning : Nature, Types, learner and learning, Factors infludecing, Laws and Theories, process, transfer, study habits
- Memory : Meaning, Types, Nature, Factors influencing, Development Theories and methods of Memorizing and Forgetting
- Thinking: Types and levels, Stages of development, Relationship with language andcommunication

- Intelligence: Meaning, Classification, Uses, Theories Aptitude; Concept, Types Individual differences and Variability
- Psychometric assessments of cognitive processes
- Alterations in cognitive processes
- Applications

UNIT: IV Motivation and Emotional Processes

- Motivation ; Meaning, Concepts, Types, Theories, Motives and behaviour, Conflicts and frustration, conflict resolution
- Emotion & Stress– Emotion: Definition, components, Changes in emotions, theories, emotional adjustments, emotions in health and illness– Stress: Stressors, cycle, effect, adaptation & coping
- Attitude : Meaning, nature, development, factors affecting– Behaviour and attitudes– Attitudinal change
- · Psychometric assessments of emotions and attitudes
- · Alterations in emotions
- · Applications

UNIT: V Personality

- Definitions, Topography, Types, Theories
- Psychometric assessments of personality
- Alterations in personality
- Applications

UNIT: VI Developmental Psychology

- Psychology of people at different ages from infancy to old age
- Psychology of vulnerable individuals- challenged, women, sick, etc.
- Psychology of groups

UNIT: VII Mental Health and Mental Hygiene

Concepts of mental hygiene and mental health, Characteristics of mentally healthy person

Warning signs of poor mental health Primitives and preventive mental health- strategies and services

Ego defence mechanisms and implications Personal and social adjustments Guidance and Counseling

· Role of Nurse

- Introduction
- Psychology of Human Behaviour
- Learning
- Observation Intelligence

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Reference books:

Psychology for nurses Second Edition E book by Stephen Babu

Textbook On Psychology For Bsc Nursing Students by Clement

Principles & Practice Of Nursing Vol 1 Nursing Arts Procedures by Sr.Nancy

A text-book of psychology for nurses by Muse, M. B. (1925)

Psychology for Nursing by Wiley

Psychology for Graduate Nurses by Konnur RajeshG.

Essentials of Mental Health Nursing by B T Basavanthapa

Psychiatry and Mental Health Nursing by SM Raju, Bindu Raju

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester – II Paper -XIII: Midwifery

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of students

Total Marks: 50 Marks (Theory40+Practical10)

Objectives:

To acquire knowledge and skills to conduct health education lectures.

To acquire knowledge of the main terminology, philosophy and international work in the field of nursing/midwifery.

To develop readiness to provide independently and in co-operation with specialists in other fields midwifery/nursing aid on the level of primary health care.

To reinforce the theoretical knowledge of health promotion and organization of primary health care in practical work environment.

To acquire knowledge and skills of children's health promotion and the nursing principles of a healthy child.

To acquire readiness to provide a woman-centred and family-centred midwifery care involving health promotion and health maintenance, and prevention of illnesses and injuries.

Unit I Basics of Midwifery / nursing and Philosophy

1. Describes the historical development of nursing and midwifery in Estonia, Europe and in the world in general. 2. Knows the principles of nursing and midwifery and its integral connections. 3. Argues on the ethical principles of nursing and midwifery explaining one's viewpoints based on the moral value judgements of health care systems. 4. Gives an overview of modern trends in midwifery and nursing as well as main nursing theorists and their work. 5. Understands one's activities as a midwife according to the model of midwifery deriving from the philosophy of midwifery and is able to discuss and argue on the philosophical viewpoints of midwifery

Unit II Midwifery and Health Promotion

Knows the principles of communication and counselling and applies them according to the target groups. 2. Knows the stages of early developmental psychology and the factors affecting it. 3. Knows the areas discussed in health education in sexual health, family planning, STD-s, reproductive health of men and women. 4. Knows how to prepare and conduct a health education related lecture according to the target audience.

Unit III Primary health Care

1. Overview of the terminology used in public health, its legislation and work organization. 2. the patient/client research methods used in public health; knows how to prepare a patient. 3. Defines, plans, evaluates and performs independent midwife/nursing care in a form of a role play, taking into consideration the individual and family needs. 4. Analyses the limits and extent of responsibility while critically evaluating one's activities.

Unit IV Healthy Child Nursing

1. Associates children's anatomical and psychological peculiarities with living activities. 2. Is able to evaluate child's stature and development as well as factors affecting it. 3. Describes the principles of health promotion concerning a child and a family. 4. Uses different methods of teaching a child and a family in performing nursing procedures.

Unit V Gynecology

1. Describes the classification, etiology, pathogenesis, clinical manifestations, research methods, treatment and preventative principles of common gynaecological infections and sexually transmitted diseases (STD). 2. Defines the needs and problems of midwife care in gynaecological diseases and STD's. 3. Applies the principles of health education in patients with gynaecological diseases and STD's and patients' families. 4. Describes the nature of infertility treatment and ethics involved.

Reference books:

The Labor Progress Handbook Early Interventions to Prevent and Treat Dystocia
By **Penny Simkin, Lisa Hanson, Ruth Ancheta**

A Pocket Guide to Clinical Midwifery The Efficient Midwife by **Lauren A. Dutton, Jessica E. Densmore, Meredith B. Turner**

The Art of Midwifery Early Modern Midwives in Europe by **Hilary Marland**
Delivered by Midwives African American Midwifery in the Twentieth-Century South
By **Jenny M. Luke**

Myles Survival Guide to Midwifery by **Maureen D. Raynor MA PGCEA ADM RMN RN RM, Christine Catling RM MSc (Mid) PhD**

Baby Catcher Chronicles of a Modern Midwife by **Peggy Vincent**

Ina May's Guide to Childbirth "Updated With New Material" by **Ina May Gaskin**

Myles Textbook for Midwives, 16e by Jayne E. Marshall PFHEA PhD MA PGCEA ADM RM RGN,

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester – II Paper -XIV: Health Management

Total Workload: 06 lectures per week of 60 min.

Distribution of Workload:

Theory: 04 lectures per week

Practical: 02 lectures per week per batch of students

Total Marks: 50 Marks (Theory 40 + Practical 10)

Objectives:

1. To understand the modern concepts, components and changing trends in hospital organization
2. Principles and functions of management
3. Describe elements and process of management

Unit I: Hospital Organization

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

Unit II: Management of nursing services in the hospital.

Planning $\frac{3}{4}$ Hospital & patient care units including ward management $\frac{3}{4}$ Emergency and disaster management • Human resource management $\frac{3}{4}$ Recruiting, selecting, deployment, retaining, promoting, superannuation $\frac{3}{4}$ Categories of nursing personnel including job description of all levels $\frac{3}{4}$ Patients/ population classification system $\frac{3}{4}$ Patients/ population assignment and nursing care responsibilities $\frac{3}{4}$ Staff development and welfare programmes • Budgeting: Proposal, projecting requirements for staff, equipments and supplies for $\frac{3}{4}$ Hospital and patient care units $\frac{3}{4}$ Emergency and disaster management • Material management: Procurement, inventory control, auditing and maintenance in $\frac{3}{4}$ Hospital and patient care units $\frac{3}{4}$ Emergency and disaster management • Directing & Leading: delegation, participatory management $\frac{3}{4}$ Assignments, rotations, delegations $\frac{3}{4}$ Supervision & guidance $\frac{3}{4}$ Implement standards, policies, procedures and practices $\frac{3}{4}$ Staff development & welfare $\frac{3}{4}$ Maintenance of discipline • Controlling/ Evaluation $\frac{3}{4}$ Nursing rounds/ visits, Nursing protocols, Manuals $\frac{3}{4}$ Quality assurance model, documentation $\frac{3}{4}$ Records and reports • Performance appraisal

Unit III: Introduction to Management in Nursing •

History, Definition, concepts and theories • Functions of management • Principles of management • Role of nurse as a manager and her qualities

Unit IV: Management Process

- 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)

Reference Book:

1. TNAI. Nursing Administration and Management, 1st edn, Academic Press: New Delhi, 2000.
2. Shakharkar, B M. Principles of Hospital Administration and Planning, Jaypee Brothers: Bangalore, 1998.
3. Pai, Pragna. Effective Hospital Management, 1st edn, The National Book Depot: Mumbai, 2002.
4. Srinivasan, A V. Managing a Modern Hospital, 1st edn, Sage Publications: New Delhi, 2002.
5. Basavanthappa, B T. Nursing Administration, 1st edn, J P Brothers Medical Publishers: New Delhi, 2000.
6. Goel, s & Kumar, R. Hospital Administration and Management, 1st edn, Deep and Deep Publications: New Delhi, 2000.
7. Park K. Park's Textbook of Preventive and Social Medicine, 17th edn, M/S BanarsidasBhanot Publishers: Jabalpur, 2003.
8. Russels, C S. Management & Leadership for Nurse Managers, 3rd edn, Jones Bartlett Publishers: London, 2002.
9. Francis, E M & Desouza, Mario. Hospital Administration, 3rd edn, Jaypee Brothers Medical Publishers: New Delhi, 2000.
10. Goddard, H A. Principles of Administration applied to Nursing Practice, WHO: Geneva, 1966.
11. Hersey, P. ,Blanchard, H K & Johnson, E D. Management of Organizational Behavior , Pearson Education Indian Branch: New Delhi, 2002.
12. Barret, Jean. Ward Management and Teaching, 2nd edn, English Book Society: New Delhi, 1967.

Laboratory work –Paper XIV Community Healthcare (Practical)

Total Workload: 04 lectures per week of 60 min.

Distribution of Workload:

Practical - 04 lectures per week per Batch Total Marks: 50 Marks. (Practical 50)

Objectives:

a) Organize home visit b) Prepare began demonstrate bag technique. c) Build up and maintain rapport with family. d) Identify needs of community e) Practice procedure f) Make referrals. g) Plan and conduct health education on identified health needs. h) Set up clinics with help of staff. i) Maintain records and reports j) Collect and record vital health statistics. k) Learn about various organizations of community health importance. l) Health Assessment family m) Identify the health needs of various age groups. n) Assess the environment o) Maintain family folders. p) Assessment nutritional needs q) Demonstrate different method of preparing food according to the nutritional need of family

Practical's

Daily Diary • Health talk -2 • Family care plan based on family study -2. • Health assessment of an individual -2 • Community Profile – 2 • Report of visit to water purification plant, sewage plant, milk dairy, panchayat. • Conducting Home visits. • Nutritional assessment of individuals. • Provide care at home as per Standing Orders / protocol. • Conduct health Education. • Set up of different Clinics. • Maintain Records & Reports. • Practice family health nursing. • Demonstrate different methods of preparation of meals

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester -II Nursing and Hospital Management

Paper- XVI: Laboratory work -Midwifery (Practical)

Total Workload: 04 lectures per week of 60 min.

Distribution of Workload

Theory: 04 lectures per week per Batch.

Total Marks: 50 Marks. (Practical 50)

Objectives:

To reinforce the theoretical knowledge of gynaecological diseases in practical work environment developing hand skills and professional attitudes. To reinforce the theoretical knowledge of health promotion and organization of primary health care in practical work environment. Acquire the readiness to offer the independent midwifery/nursing care on postpartum period.

Practicals:

Practices under the supervision of college mentor and supervisor on the practice of gynaecological diseases, integrating theory into practice. 2. Prepares patients for gynaecological operations and procedures. 3. Observes and cares for patients during post-operative and postprocedural period. 4. Gives first aid in case of common gynaecological traumas and in critical conditions.. Performs gynaecological examinations and collects samples for investigations; ensures due transport. 6. Consults women in preventing spontaneous miscarriages, before and after an abortion. Practices under the supervision of college mentor and supervisor on establishments of public health, integrating theory into practice. 2. Defines and performs midwife/nursing care to healthy patients as well as to patients with acute and chronic diseases in concordance with principles of patient safety. 3. Plans and performs post-labour care to a mother, a newborn and the whole family, appreciating their needs and individual characteristics of the family's home. 4. Observes a child's/adolescent's development throughout human life span and prepares as well as conducts informative lectures on the topics of health education. 5. Has an overview of family school, gymnastics/swimming for pregnant women. 6. Teaches patients and patients' families on the topics of family planning and spontaneous abortion.

1. Evaluates and advises women giving birth, post-partum recovery and contraception. 2. Evaluates the status of newborn and the newborn environment and advises family to take care of newborn. 3. Recognizes the postpartum and newborn condition abnormalities and apply the principles of teamwork. 4. Values the nurse/midwife ethical attitudes by providing the nursing / midwifery care for women, newborn and family.

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Laboratory work – Paper XVII Health Management (Practical)

Total Workload: 04 lectures per week of 60 min.

Distribution of Workload:

Practical - 04 lectures per week per Batch Total Marks: 50 Marks. (Practical 50)

Objectives:

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.

Practical's

Demonstration Case studies • Supervised practice in ward writing indents, preparing rotation plan and duty roaster, ward supervision • Assignment on duties and responsibilities of ward sister • Writing report • Preparing diet sheets organization chart of the ward.

SHIVAJI UNIVERSITY, KOLHAPUR

B. Voc. Part – I, Semester - II Nursing and Hospital Management

Paper-XVIII: Project/Field Visit/ Hospital Visit/

Total Marks: 50Marks

