

INTRODUCTION TO NURSING SERVICE ADMINISTRATION

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OBJECTIVES

- 1 Identify the Principles of administration.
- 2 Describe the Principles and techniques of supervision.
- 3 Explain the Principles and Methods of personnel management.
- 4 Explain the principles of Budgeting.
- 5 Organize and manage a Nursing Unit effectively.
- 6 Identify dynamics of Organizational behavior, styles and functions of effective leadership.

PRINCIPLE AND PRACTICE OF ADMINISTRATION

❖ INTRODUCTION

- ⊙ Administration is the activities of group cooperating to accomplish common goals it is the organization and use of men and materials to accomplish a purpose.
- ⊙ It is the specialized vocation of managers who have skills of organizing and directing men and materials.

MEANING OF ADMINISTRATION

➤ The word administer is derived from the Latin word “**ad+ ministrare**”, means **to care for or to look after people**, to manage affairs.

➤ Administer means —serve

The meaning is sluggish enough, as it insists on the administrator to regard himself as servant, not that the master to look after, perform all functions.

DEFINITION OF ADMINISTRATION

- ❑ Administration is the direction, coordination and control of many people to achieve some purposes or objectives.”

- **Pfiffner and Prethus**

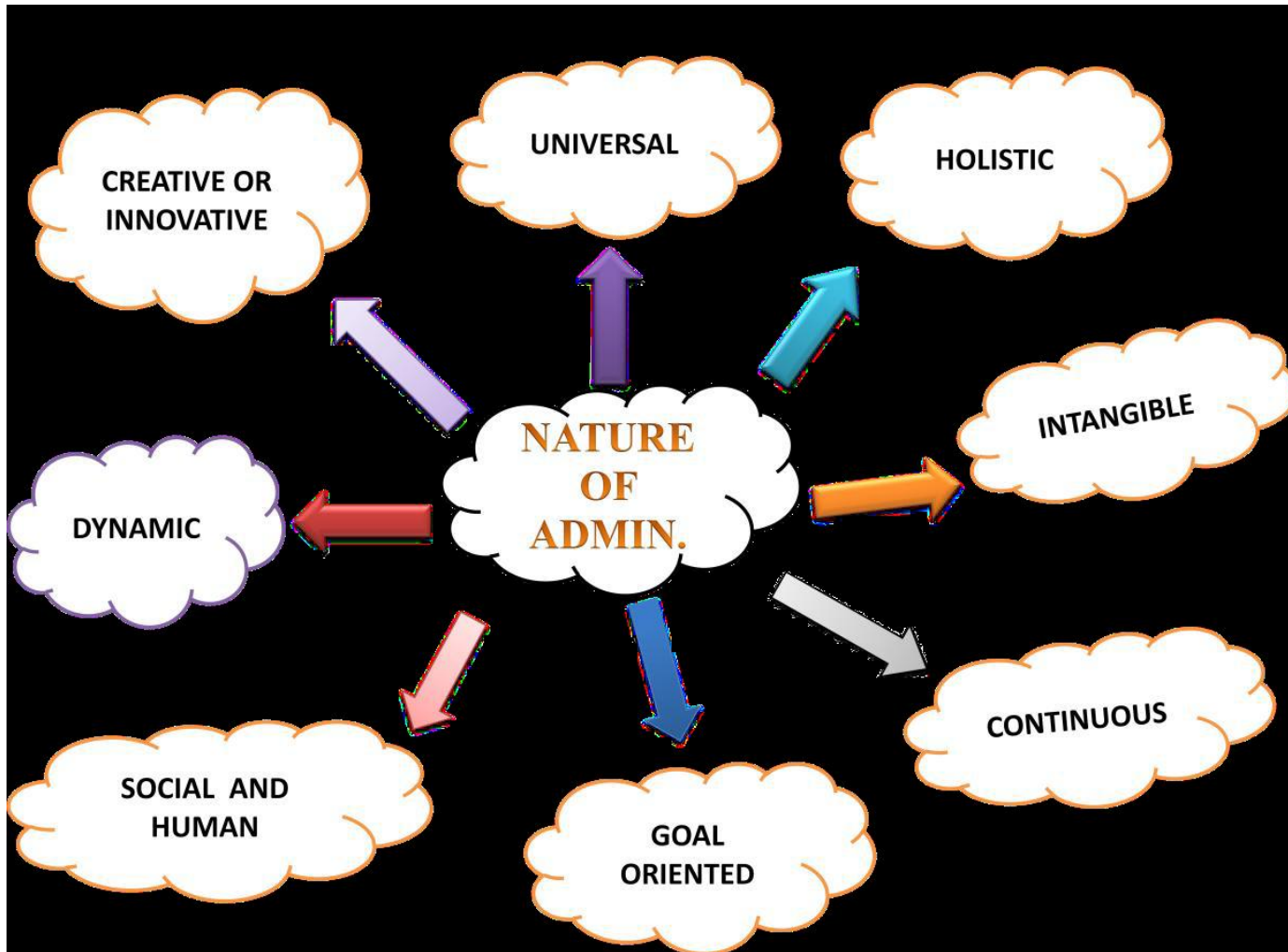
- ❑ Administration has to do with getting things done; with the accomplishment of defined objectives.

- **Luther Gullick.**

- ❑ Administration is the activities of the groups cooperating to accomplish common goals||

- **Herbert A Simon**

NATURE OF ADMINISTRATION



ELEMENTS OF ADMINISTRATION

⊙ Professor Luther Gullick (1937) summed up certain principles or elements in the word “**POSDCORB**”

“**P**”. Stands for **Planning**

“**O**”. Stands for **Organizing**

“**S**”. Stands for **Staffing**

“**D**”. Stands for **Directing**

“**CO**”. Stands for **Co-ordinating**

“**R**”. Stands for **Reporting**

“**B**”. Stands for **Budgeting**

- ◉ **Planning:** that is working out a broad outline, the things that need to be done and the methods for doing them to accomplish to purpose set for the enterprises or of the purpose in hand
- ◉ **Organizing:** That is the establishment of the formal structure of authority through which work of sub divisions are arranged
- ◉ **Staffing:** That is the whole personnel function of bringing in and training the staffing and maintaining favorable conditions of work.
- ◉ **Directing:** That is the continuous tasks of making decision and embodying them, in specific and general orders and instructions and serving as leader of the enterprise.

- ◉ **Co-ordinating.** That is all important duty of inter relating the various parts of the work and eliminating of overlapping and conflict.
- ◉ **Reporting:** That is keeping those to whom the executive is responsible informed as to what is going on, which thus includes keeping himself and his subordinates informed through records, research and inspection.
- ◉ **Budgeting:** With all that goes with budgeting in the form of fiscal planning, accounting and control

PRINCIPLES OF ADMINISTRATION

- 1) Division of labour:
- 2) Authority, responsibility, and accountability
- 3) Discipline:
- 4) Unity of command:.
- 5) Unity of direction:
- 6) Subordination of individual interest interest to organizational interest.
- 7) Remuneration of personnel:

- 8) **Centralization:**
- 9) **Scalar chain of command**
- 10) **Order:**
- 11) **Equity:..**
- 12) **Stability of texture of personnel**
- 13) **Initiative:..**
- 14) **Esprit de corps**

PRINCIPLES OF ADMINISTRATION

- 1) **Division of labour:** In any administration or manager cannot perform all the activities to achieve its objectives. So there should be division of work according to job which grouped according job which grouped according to departments.
- 2) **Authority, responsibility, and accountability:** If the person has to perform job assignment effectively according to their own qualification and experience, there should be delegation of authority and responsibility needed, which in turn helps to get accountability.

- 3) **Discipline:** For smooth running of administration to achieve the objectives there should be proper observation of the rules, regulations, norms, decorum, manners code of ethics and respect; this requires to be enforced within with in the organization by the manager.
- 4) **Unity of command:** In any organization the subordinates should be supervised by a single supervisor to whom he/she should be accountable.
- 5) **Unity of direction:** In any organization, there should be one supervisor to give direction to his/her subordinates.

- 6) **Subordination of individual interest to organizational interest.** This implies that narrow selfish interest should be overcome or should turn to common and board interest of the organization welfare. eg. collective bargaining
- 7) **Remuneration of personnel:** There should be to fair policy for payment to the personnel justifying the work load, job hazards, efficiency and quality of performance.
- 8) **Centralization:** There should be some amount of greater and larger authority resting with top level managers.
- 9) **Scalar chain of command:** which implies that there is chain or link of directional instruction from the top level to the lowest rank of organizational members in the hierarchy

- 10) **Order:** In an administration there should be proper, systematic arrangement of staff, materials, supplies and equipments according to the requirement of specific job departments.
- 11) **Equity:** In administration, there should be a fair and impartial treatment to all workers irrespective of their job.
- 12) **Stability of texture of personnel:** organizations should make proper efforts stability and continuity in the texture of personnel, which gives security and promotes productions.
- 13) **Initiative:** Administration should always be encouraging initiative from each employee by allowing him freedom to do his/her best.
- 14) **Esprit de corps:** It refers to sense of belonging. This fosters the team spirit. ie. the spirit of working together to achieve objective effectively.