

# **Introduction to Nursing Administration**

**First Semester  
2021-2022**

# Administration

- Derived from the Latin word **administro** which means “I serve” or “ I minister” with relation to direction
- Is the process of directing an agency to achieve its objectives

# Differences between Administration & Management

- The term **management** has a greater appeal because it seems to denote something more common to every body and is less theoretical than administration
- Management is considered one step by which administration accomplish its aim.
- Administration is more comprehensive and includes such executive activities as setting goals and formulating policies.

# **Nursing Service Department**

- **Department is the administrative units through which the purpose of the hospital are carried out in specific functional areas**
- **The nursing service department is the general professional service unit of the hospital to which it is delegated, through its director's responsibility for the organization and administration of nursing functions.**

# **Levels of Nursing Service**

## **Administration**

**Nursing administration practice are divided into two levels:**

- **Nurse executive (Administrator)**
- **Nurse manager**

**Each with a particular focus that makes a unique contribution to the management of the hospitals**

# Management

- The process of getting things done through the efforts of others to achieve organizational objectives.
- The process or form of work that involves guidance or direction of a group of people toward organizational goals or objectives.

# **Nursing Management**

- **Is the process of working through nursing members to achieve organizational objectives**
- **It is the coordination and integration of nursing resources by applying the management process in order to accomplish care and service, goals and objectives.**
- **Successful nursing management must use managerial functions; planning, organizing, directing and controlling in an interrelated form to solve the**

# Manager

- **A manager is someone who plans, organizes, directs, and controls the people and the work of the organization in such a way that the organization achieve its objectives**

# **The Nurse Manager**

- **The nurse manager is neither genuine, nor hero, but rather he/she is persistent, tough-minded, hard worker, intelligent and have analytical ability. He is the key person who coordinate the work through management levels.**

# **Management in the Organization Hierarchy (Levels)**

- **Operative management (First Line)**
  - They are close to the actual processes
  - Responsible for short time range of planning
  - head Nurse, team leaders

# Management in the Organization Hierarchy (Levels)

- Middle management
  - Development of their units and coordination between other same level units
  - Plant managers, region managers, business unit managers, supervisors
  - Middle time range of planning

# Organization Hierarchy

- **Top management**
  - **Responsible for overall development and coordination of organization**
  - **Responsible for long range and strategic planning**
  - **Nursing service director**
  - **Deputy nursing director (assistant)**

# Management Process

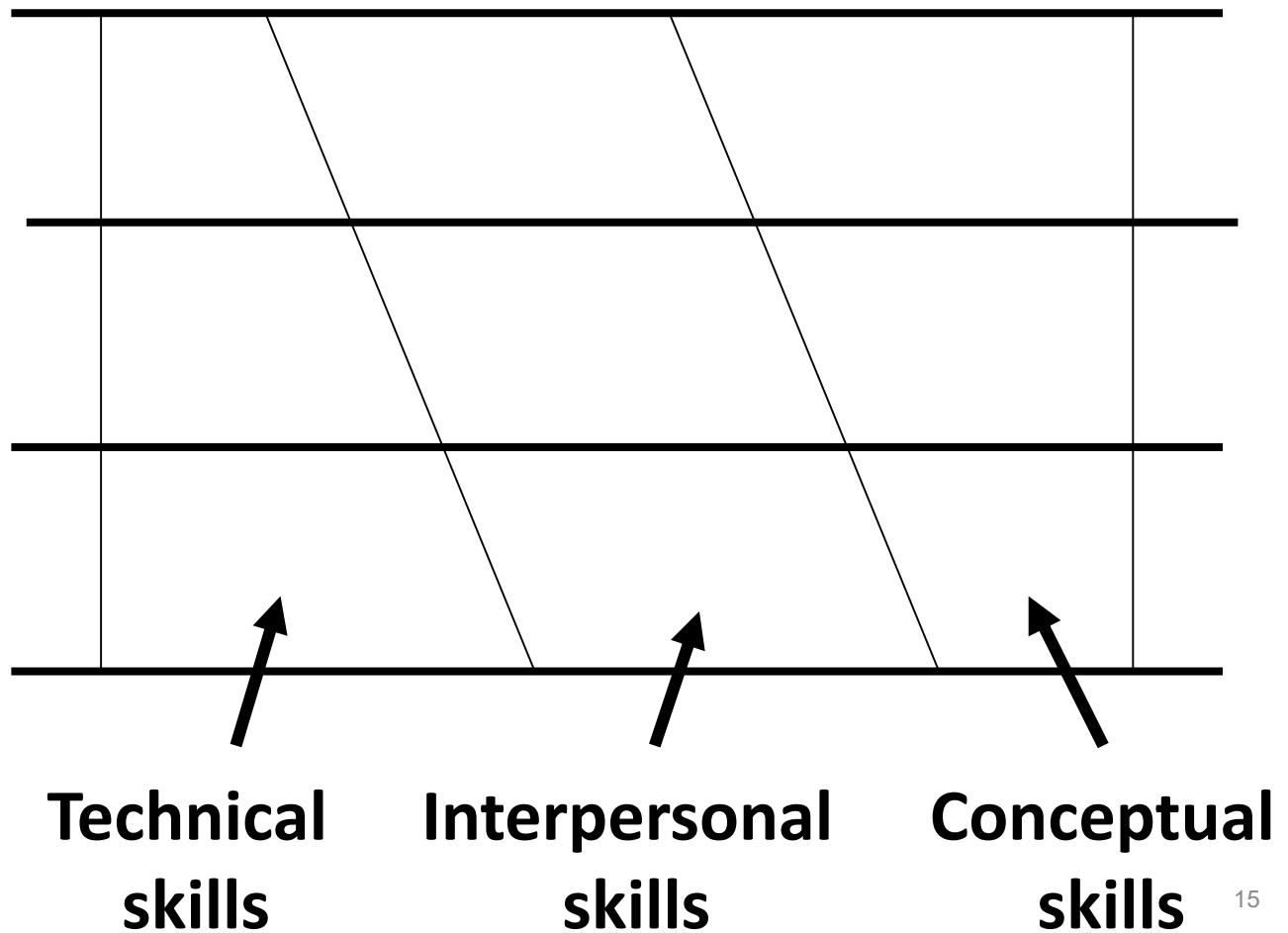
- It is called a process because the work of attaining objectives through a series of interrelated and interdependent activities and these activities each one is considered a process in itself.
- The management process always begins by planning and ends by controlling. Traditionally management process consisted of four elements: Planning, Organizing, Directing (leading), and controlling.

# Management Skills

- **Conceptual Skills** —The ability to see the organization as a whole and the relationship between its parts.
- **Human Skills** —The ability to work with and through people.
- **Technical Skills** —Mastery of specific functions and specialized knowledge.

# Three Basic Competences

**Level of  
management**



# Management Process

- The word process means the series of interrelated and interdependent steps to achieve certain objectives
- The management is considered a process because the work of attaining objectives through others is not a one time act, but an ongoing series of objectives
- The management process is the sum total of functions (elements). These elements were determined differently namely: *Planning, organizing, Directing and Controlling.*

# Planning

- **Setting goals and deciding on course of action, developing rules and procedures and developing plans**
- **The detailed scheme or method for accomplishment of objectives**
- **Keystone of all other management functions**

# Management Functions

- **Organizing**
  - Is identifying jobs to be done, hiring people to do them, establishing a chain of command, and coordinating the work of the subordinates
  - Involves the assignment of tasks, grouping of tasks into departments, and allocation of resources.

# Management Functions

- **Directing**
  - The use of influence to motivate employees to achieve the organization's goals.
  - Creating a shared culture and values, communicating goals to employees throughout the organization, and infusing employees to perform at a high level.

# Management Functions

- **Controlling**
  - Monitoring employees' activities, determining if the organization is on target toward its goals, and making corrections as necessary.
  - Is setting standards, comparing actual performance to these standards, and taking corrective action as required.

# Manager's Role

- **Informational**
  - Monitor
  - Disseminator
  - Spokesperson
- **Interpersonal**
  - Figurehead
  - Leader
  - Liaison
- **Decisional**
  - Entrepreneur
  - Disturbance Handler
  - Resource Allocator
  - Negotiator

# Leadership vs. Management

- Leadership: is an influence relationship among leaders and followers who intend real changes that reflect their shared purposes.
- Management: is the attainment of organizational goals in an effective and efficient manner through planning, organizing, directing, and controlling organizational resources.

# Functions of Management Versus Leadership

## Management produces Order and Consistency

- Planning / Budgeting
  - Establish agendas
  - Set time tables
  - Allocate resources
- Organizing / Staffing
  - Provide structure
  - Make job placements
  - Establish rules and procedures

## Leadership produces Change and Movement

- Establishing Direction
  - Create a vision
  - Clarify big picture
  - Set strategies
- Aligning People
  - Communicate goals
  - Seek commitment
  - Build teams and coalitions

# Functions of Management Versus Leadership

## Management

- **Controlling / Problem Solving**
  - Develop incentives
  - Generate creative solutions
  - Take corrective action

## Leadership

- **Motivating and Inspiring**
  - Inspire and energize
  - Empower subordinates
  - Satisfy unmet needs

# **Director of Nursing Service**

**Director of nursing department is responsible directly to the administrator for carrying out the general policies and practices of the hospital in the conduct of the nursing department. She is delegated the authority and responsibility to develop the policies, procedures, and techniques necessary to administer the department.**