

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

<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>ManOse2/e</i>	<b>Course unit title:</b> <i>Management in Nursing II.</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,</i> <i>Seminar: 1 hour weekly/13 hours per semester of study; full-time</i> <i>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>6<sup>th</sup> semester in the 3<sup>rd</sup> year (part-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, exam.</i> <i>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.</i> <i>Essay, active participation in lectures and seminars are conditions obtaining credit.</i> <i>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> <i>1. Communication in nursing management, communication process, barriers to communication.</i> <i>2. Communication with the media, preparation, forms of communication, what you have to be careful when communicating.</i> <i>3. Motivation, sources of the motivation, motivation theory, work motivation, motivation program.</i> <i>4. Decision-making process and decision, conditions for the decision in nursing management.</i> <i>5. Management of nursing care in ambulatory care.</i> <i>6. Management of nursing care in inpatient care.</i> <i>7. Management solutions to difficult situations in the health sector.</i> <i>8. Control, types of control, process control, internal control system organization, the importance of control in the management process.</i> <i>9. Ethics in nursing management, ethical responsibilities of the manager.</i> <i>10. Management of changes in health and nursing, methods and procedures for implementing changes.</i> <i>11. Quality management in health care, quality standards, quality indicators, quality audits.</i> <i>12. Risk management in the healthcare.</i> <i>13. Crisis management in the health care.</i>	
<b>Seminars</b> <i>1. Health Administration.</i> <i>2. Written communication of manager.</i>	

3. *Preparing and conducting of meetings.*
4. *Records of meetings.*
5. *Communication with the media - the preparation and processing of a press release.*
6. *Motivation Program - training preparation of Motivation Program.*
7. *Case Study - Management of nursing care in the home care.*
8. *Case Study - Management of nursing care in a selected department of hospital.*
9. *Case study - compulsory health care professional secretiveness.*
10. *Management of changes at selected department - proposals to implement changes.*
11. *Quality audit- practical training, conduct, evaluation audit.*
12. *Reporting of incidents - a case study.*
13. *Crisis management in health care - a case study.*

**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, Zdravotnícke noviny*

**Language:** *Slovak*

**Remarks:** *none*

**Evaluation history:** *Number of evaluated students: 71*

A	B	C	D	E	FX
59.15%	25.35%	7.04%	5.63%	2.82%	0.0%

**Lectures:**

*Mgr. Elena Štefíková, MPH*

**Last modification:** *22.04.2014*

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