

This subject prepares nurses for leadership and administrative responsibilities in hospitals and other healthcare settings. It focuses on management principles and patient care coordination.

Syllabus:

- Principles and functions of management
- Planning and organizing nursing services
- Staff supervision and leadership styles
- Inventory and equipment management
- Patient assignment and workload distribution
- Time and stress management
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Legal responsibilities in nursing administration

- Report writing and documentation
- Quality assurance and infection control
- Staff development and motivation