



## IDENTIFYING DATA

### Nursing management

Subject	Nursing management			
Code	V53G140V01207			
Study programme	(*)Grao en Enfermaría			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Mandatory	2nd	2nd
Teaching language	Spanish Galician			
Department				
Coordinator	Agras Suárez, María Concepción			
Lecturers	Agras Suárez, María Concepción Muñoz Mella, María Antonia			
E-mail	subdireccion@cepovisa.com			
Web	<a href="http://www.cepovisa.com">http://www.cepovisa.com</a>			
General description	The Infirmary is a discipline devoted to the direct deal with the people, in occasions under circumstances of diverse complexity related with the *binomio Health-Illness, or Life-Death. The Management in Infirmary is the main tool to develop them cares of Infirmary, so much to individual level how collective, envelope to base of the Assessment, Diagnostic, Planning, Execution and Evaluation.			

## Competencies

Code	
B12	To apply the ethical and deontological code of Spanish nursing, understanding the ethical implications of health in a world in transformation.
B13	To apply the principles of health and socio-health financing and use properly the available resources
B15	To be able to work with a professional team as the basic unit in which professionals are structured in uni or multidisciplinary and interdisciplinary way and the rest staff of the welfare organizations.
C45	To know Spanish sanitary system
C46	To identify characteristics of the directive function of nursing services and care management.
C47	To know and be able to apply techniques of team management
D1	Analysis and synthesis ability
D2	Organization and planning ability
D3	Information management ability.
D4	Problem solving and decision making.
D5	Multidisciplinary and multilingual teamwork
D6	Skills in interpersonal relationships
D7	Critical reasoning.
D10	Motivation for the quality.
D11	Sensitivity towards environmental issues.

## Learning outcomes

Expected results from this subject	Training and Learning Results		
Be able to analyze the fields and sanitary politics more significant.	B12 B13	C45	D1 D7 D10

Be able to apply the Politics of quality asistencial and the evaluation of the quality of the services of infirmary.	B13 B15	C46 C47	D1 D2 D3 D4 D5 D6 D10 D11
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## Contents

### Topic

Administrative process in the services of health.	<ol style="list-style-type: none"> <li>1. Concept of planning. Problem of health. Risk. Need of health.</li> <li>2. Types and levels of planning.</li> <li>3. 3.Process of planning: analysis and diagnostic gives situation, establishment give priorities, determination give alternative, manufacture of objectives and formulation of the plan.</li> <li>4. Administrative cycle. Functions gives Administration.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Concept of direction.</li> <li>2. Elements of the direction: <ol style="list-style-type: none"> <li>a) Motivation</li> <li>b) Communication.</li> <li>c) It takes of decisions.</li> <li>d) Leadership: styles of direction.</li> <li>e) Negotiation.</li> </ol> </li> </ol>
Analysis of the sanitary fields.	<ol style="list-style-type: none"> <li>1. The sector of the Health service and the Economy.</li> <li>2. The offer of sanitary services.</li> <li>3. Analysis of the cost of the unit of Infirmary</li> </ol>
Sanitary politics:	<ol style="list-style-type: none"> <li>1. Head office and autonomic</li> <li>2. Politics medics more significant to world-wide level.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Concept of organisation. The sanitary organisations.</li> <li>2. Principles of the organisation.</li> <li>3. Process of organisation: <ol style="list-style-type: none"> <li>a) Estructuración: definition, types, organigramas.</li> <li>b) Sistematización: Norms, protocol, political and standard of infirmary.</li> <li>c) Installation: human resources, material resources.</li> </ol> </li> </ol>
Management of services of infirmary: characteristics and processes.	<ol style="list-style-type: none"> <li>1. To a management of Innovative Infirmary.</li> <li>2. Systems of Information and his application in the taken care nurses.</li> <li>3. Organisation of the units of Infirmary.</li> <li>4. He process of change in the organisation.</li> <li>5. Wool communication in the organisation.</li> </ol>
Concept of quality and security.	Politics of quality asistencial and evaluation of the quality of the services of infirmary.

## Planning

	Class hours	Hours outside the classroom	Total hours
Classroom work	38	75	113
Master Session	18	18	36
Jobs and projects	0.5	0	0.5
Case studies / analysis of situations	0.5	0	0.5

\*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

## Methodologies

	Description
Classroom work	The student develops exercises or projects in the low classroom the guidelines and supervision of the professor. It can be linked his developments with autonomous activities of the student.
Master Session	Exhibition by part of the professor of the contained envelope to subject object of study, theoretical bases and/or guidelines of one work, exercise or project to develop pole student.

## Personalized attention

### Methodologies Description

Classroom work Students develop exercises or classroom projects under the guidance and supervision of the teacher.  
May link autonomous development of student activities.

<b>Assessment</b>					
	Description	Qualification	Training and Learning Results		
Jobs and projects	The student presents the result obtained in the preparation of a document on the thematic of the matter, in the preparation of seminars, investigations, memories, essays, summaries of readings, conferences, etc. Can carry out of individual way or in group, of oral form or writing□	80	B13 B15	C45 C46 C47	D1 D2 D3 D4 D5 D6 D7 D10 D11
Case studies / analysis of situations	Proof in that it poses a situation or problematic already given or that it can give, splitting of the different factors involucrados, the analysis of the antecedents, conditions, of the situation, etc.	20	B13 B15	C45 C46 C47	D1 D2 D3 D4 D5 D6 D7 D10

### **Other comments on the Evaluation**

To surpass the matter and/the student will have to elaborate a project of Management designed for such end by the educational of the matter. Said project will be presented in the start of the masterclasses. The sections of said project to evaluate will be Presentation Organisation of the work/work in team Development Said work has to present in official date of examination in the so much ordinary announcements like extraordinary, through the post-and: [subdireccion@cepovisa.com](mailto:subdireccion@cepovisa.com) / [mamunoz@povisa.es](mailto:mamunoz@povisa.es).

Dates examinations :Friday 25 May 11,00 hours CLASSROOMS 21 And 23(ordinary )  
Wednesday 27 June 12,00 CLASSROOM 11 (extraordinary)

### **Sources of information**

#### **Basic Bibliography**

#### **Complementary Bibliography**

JUAN A.GIMENO-ANTONIO IÑESTA, **SISTEMAS Y SERVICIOS SANITARIOS**, DIAZ DE SANTOS, 2006  
FRANCISCO ERRASTI, **PRINCIPIOS DE GESTIÓN SANITARIA**, DIAZ DE SANTOS,  
A. MARRINER-TOMEY, **GUIA DE GESTION Y DIRECCION DE ENFERMERIA**, ELSEVIER ESPAÑA, S.A,  
M<sup>a</sup> DE LA LUZ BALDERAS, **ADMINISTRACIÓN DE LOS SERVICIOS DE ENFERMERÍA**, MC GRAW-HILL,  
SÁNCHEZ GALLARDO, SONIA; CRIADO BENÍTEZ, GABRIEL ; PRADOS BRAVO, MARÍA ISABEL, **GESTIÓN DE LA CALIDAD DEL CUIDADO DE ENFERMERÍA**, PUNTO ROJO,  
<http://alberto-gonzalez.com/>, <http://www.gestiondeenfermeria.com>, 2017

### **Recommendations**

#### **Subjects that continue the syllabus**

Clinical practice 3/V53G140V01306  
Clinical practice 4/V53G140V01405  
Clinical practice 5/V53G140V01406

#### **Subjects that it is recommended to have taken before**

Statistics: Statistics/V53G140V01106  
Basics of nursing/V53G140V01107