

राजेन्द्रआयुर्विज्ञानसंस्थान

(झारखण्डसरकारका एक स्वयत्तशासी संस्थान)

परिचारिका महाविद्यालय, रीम्स, राँची।

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RAJENDRA INSTITUTE OF MEDICAL SCIENCES

(An Autonomous Institute under Govt. of Jharkhand)

COLLEGE OF NURSING, RIMS, RANCHI

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Memo No---648---/CON, RIMS, Ranchi/Dated---26/08/2025---

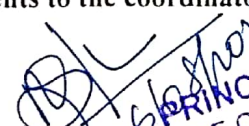
COURSE : DIPLOMA OF NURSING ADMINISTRATION RESCHEDULE OF PRACTICAL SESSION [08/09/2025 to 15/09/2025]

	DAY 1 08/09/2025	DAY 2 09/09/2025	DAY 3 10/09/2025	DAY 4 11/09/2025	DAY 5 12/09/2025	DAY 6 13/09/2025	DAY 7 15/09/2025
STUDENT 1	Medicine Ward A1-D2					Orientation to College of Nursing & School of Nursing	Staff Development Programme (5 Sessions)
STUDENT 2	Surgical Ward A1-D2						
STUDENT 3	Ortho Ward A1-D2						
STUDENT 4	OBG & Gyanecological Ward						
STUDENT 5	Neuro Ward C1,C2,D1,D2,A1						

REQUIREMENTS OF PRACTICAL CLASSES

1. Preparation of duty roster for staff nurses
2. Preparation of job description format for staff nurse, ANS, DNS & NS.
3. Guidance and counseling after identification of problems among staff nurses
4. Preparation of checklist for the nursing care.
5. Preparation of checklist for analyzing the staff nurses working in wards
6. Rating scale for performance appraisal of staff nurses.
7. Presentation of general rules and regulations of the hospitals & rights of the patients.
8. Observation of direct care, indirect care, unit related and documentation of staff nurses for 7 days (3 shifts). Calculate the percentage of time spent under each heading and make pie graphs (or) bar graphs.

Note:- On 17/09/2025- All the students should submit their requirements to the coordinator.


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RAJENDRA INSTITUTE OF MEDICAL SCIENCES, RANCHI
COURSE: DIPLOMA OF NURSING ADMINISTRATION
PRACTICAL SESSION

General Objectives:- At the end of the session the students will acquire Knowledge and attitude towards nursing administration and apply these skills in hospital setting.


Specific Objectives:- The students will :

- make the duty roster of two units of your hospital where you have been rotated.
- prepare a job description format to recruit staff nurses for neonatal unit of your hospital.
- prepare an outline how you will plan staff development program.
- identify personal or professional problems of staff nurse working in your unit and do the counseling according to the steps you have learnt.
- prepare a speech on rules and regulations of hospital to be delivered to a group of patient's relatives in the ward.
- develop standard and criterion for the topic: individualized care and sub topic mouth care of unconscious patient (use sample format provided for guidelines).
- prepare a checklist of activities under four headings such as direct care, indirect care, unit related, and documentation. Conduct a sample activity analysis of staff nurses working in your ward/unit for 3 shifts for 7 days. Calculate the percentage of time spend under each heading and make pie graphs or bar graphs. Use the guideline given inside the unit.
- prepare a rating scale to appraise the performance of staff nurses in your ward.

College of Nursing, RIMS, Ranchi

Observe the following:

- identify the administrative control and function of the governing bodies.
- make an organization chart of school of nursing and describe the channel of communication.
- identify and list your position in that organization chart.
- study the selection procedure of students in that school of nursing.
- study the philosophy and objectives of school of nursing.
- list the types of records being maintained in that school of nursing.
- make observations of orientation program being conducted in that school of nursing.
- note the various committees, which are in existence and their functions.
- note the budget of that school and list the various heads of budget.
- study the Indian Nursing Council syllabus for general nursing and midwifery training programme and compare the physical facilities provided to students in that school.


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