

Management and Administration in Nursing

Lecture 3

Management

- Managers are people who appointed to positions of authority, which enable others to perform their work effectively, who have responsibility for resource utilization and who are accountable for work results and can be proud of their organizations and what they do.

Types of managers

- 1- Top level—such as board of directors, Presidents and vice presidents.
- 2- Middle level—such as directors of nursing, supervisory staffs and department heads.
- 3- First line /front line/ or supervisory management such as head nurses and staffs.

Managerial Skills

- Managers can also be differentiated by the extent to which they use certain skills:
- 1- Conceptual
 - 2- Human relations
 - 3- Technical skills.

Managerial roles

These roles are defined as the behavior or activities associated with a management position because of its authority and status. Mintzberg's classification identifies:

Mintzberg:

- 1- Interpersonal role.*
- 2- Informational role.*
- 3- Decisional role.*

✓ Interpersonal role

The three interpersonal roles are

1. **Figurehead:** all managers, but especially senior managers, are figureheads because they engage in ceremonial and symbolic activities such as greeting visitors and making speeches at organizational events.
2. **Liaison:** involves formal and informal internal and external contacts.
3. **Influencer:** includes activities inherent in the directing function, the purpose of which is to motivate and lead.

✓ **Informational role**

The three informational roles of a manager are

- 1- Monitor
- 3- Disseminator
- 4- Spokesperson

✓ **Decisional Roles**

The four decisional roles of a manager are

- 1- Entrepreneur
- 2- Disturbance handler
- 3- Resource allocator
- 4- Negotiator

What is Administration?

- Administration can be defined as the activities of groups cooperating to accomplish common goal. is the interpretation and implementation of the policy set by an organization characterized by control.
- Administration managers ensure an organization's activities run smoothly and efficiently. the primary goals of an administration manager are to direct, control and supervise the support services of the organization to facilitate its success.

Elements of Administration

1. cooperative: human activity is work to gather. thus, the essence of administration is the utilization of cooperative action for the accomplishment of common goals.

2. common goal: it is the common goal which encourage members to come together. cooperation among members is possible when they share a common goal.

Type of Administration

1. Public Administration
2. Private Administration.

Nurse Administrator: person who is charged with the financial decision making, staff administration and policy making as concerns nurses in an establishment. such nurse also supervises nursing staff, establishes work schedules, maintains medical supply inventories, and manages resources to ensure high-quality patient care.

Dr. Ismael Mohammed Alsaadi
BSc. MSc. PhD. Community Health

Characteristics Of Administration

- 1 -Emphasis On Rules.
- 2 –Very Impersonal.
- 3 –Division Of Labor Highly Visible.
- 4 -Highly Structured Authority.
- 5 -High Rationality.
- 6- Emphasis On Efficiency.
- 7- Emphasis On Consistency.
- 8- Rigid / Lacks Flexibility.
- 9- Slow In Implementation.