

Syllabus- Screening test for recruitment of Matron (Grade - III) Group-B , in the Directorate of Medical Education & Research under the Department of Medical Education & Drugs in the Govt. of Maharashtra.

Standard : Suitable to the aforesaid post
Medium : English / Marathi
Nature of the Paper : Conventional type.

Maximum Marks : 100
Duration : Three hours.

01) Principles of Management for Nursing services and Nursing Education. (55 Marks)

A) Understanding Management, Managerial Principles in Nursing Services.

- Philosophy and concept of Management; Hospital, Nursing service in a hospital.
- Aims, objectives and purposes of hospital.
- Types of hospitals, services rendered by hospitals.
- Principles of Management.
- Qualities of a good manager.

B) Functions, methods & technique of management.

- Planning - Planning Process, Principles in Planning.
- Planning of rules, policies, standards, budgets, projects.
 - Organization - importance of organisation, Delegation of authority/ responsibilities, decentralisation; line of authority.
 - Directing & Co-ordination methods - Supervision, records & reports, use & issue of directives like circulars, notices, resolutions. Controlling-control process, Conduct & disciplinary issues.
 - Decision making - types of decision making, process/ steps of decision making.

C) Personnel Management - Functions of Personnel management- Man power Planning-recruitment & selections, promotions, placement, job description, job specifications, Training & development programmes - In service education, staff welfare programmes including staff & student health programmes, performance appraisal.

D) Material Management - Systems of Indenting, maintaining, stocking, Dead stock & live stock, purchases, inventory, Bufferstock, condomination.

E) Techniques & Skills of Management

- Communication - Principles, Process & types.
- Motivation
- Time management
- Collective bargaining
- Ethical + legal aspects in nursing.
 - Role - responsibilities of a nurse in protection and safe guard from legal involvement.
- Consumerism - consumer laws, Medical insurance claims.
- Disaster management.

F) Management of Nursing Education -

- Inter facing between Nursing School and nursing service.
- Setting of a new nursing school, nursing colleges.
- Affiliation & Recognition with State council, Central council & University.
- Creating & Maintaining learning environment in Clinical areas.
- Planning for clinical experience of students, rotations plan.
- Student's evaluation-process and techniques.
- Developing professional organisations, Student nurses Association , Trained nurses Associations.

G) Basic understanding about Research and malaga Research Project

- Concept of research, Action research, research methodology.
- Importance of research and incorporation of research findings in nursing practice
- Research for quality assurance.
- Understanding of research reports, understanding of Tables, graphs

02. Clinical Nursing (35 Marks)

A) Comprehensive Nursing practices - Concept of health, degrees of illness concept of Nursing, Problem solving approach to patient care, Nursing process.

B) Therapeutic environment in hospital - Temperature, lighting, Noise level, humidity, Psycho-social environment, ventilation aesthetic consideration, Microbial safety of the environment.

Medical surgical asepsis - methods, policies & practice of sterilization. Practice of Universal precautions.

- C) **Meeting basic needs of patients** - Nurses role in meeting hygienic needs, Physical comfort, nutritional needs, elimination needs, activity & exercises safety needs, communication needs, psychological and spiritual needs.
- D) **Nursing Responsibilities** - Nursing responsibilities in the management of common ailments - Pyrexia, Diarrhea, vomiting, dehydration, rigor and chill.
- E) Nursing responsibilities in terminal illness, death and dying - stages of grieving, emotional support to patients and relatives, concept of hospice, legal and ethical aspects in relations to death & dying [Medico - legal cases, Do Not Resuscitate (DNR)].
- F) Nursing assessment & Nursing management of patient with common medical, surgical conditions, including preventive & rehabilitative aspects of patient care.
 - i) **Infections & inflammatory disorders of the respiratory systems**
Bronchitis, Pneumonia, Tuberculosis & pleurisy, Bronchial asthma, Chronic obstructive pulmonary diseases, Lobectomy, Pneumonectomy, inter costal drainage.
 - ii) **Cardiovascular system** -
Hypertension, Myocardial infections, Heart block, Congestive cardiac failure, Valvular disorders & surgical interventions, Angiography, Angioplasty, Bypass surgery.
 - iii) **Gastrointestinal and endocrine system** -
Peptic ulcer, Mal absorption syndrome, Hepatitis, Cirrhosis of liver, hepatic encephalopathy, Pancreatitis, Cholecystitis, Diabetes mellitus, Hyper and hypothyroidism.
 - iv) **Urinary systems**-
Nephritis - acute & chronic, Nephrotic syndrome, Renal failure - acute & chronic, Prostatic enlargement, Nephrectomy, Renal, bladder calculus Surgical interventions.
 - v) **Nervous System** -
Cerebrovascular accident, epilepsy, Meningitis, encephalitis, Parkinson diseases, Alzheimers disease, Space occupying lesion, Head injury, Spinal injury.
 - vi) **Auto immune & immuno suppressive disorders**
Rheumatic fever, rheumatic heart diseases, Gout, Systemic lupus erythematosus, Autoimmune deficiency syndrome,
 - vii) **Musculo Skeletal system** -
Osteomyelitis, Tumors, TB Spine, Sprain, dislocation & fractures, Application of Plaster casts, traction.
 - viii) **Disorders related to eye & ear, nose, throat (ENT)**
Cataract, Glaucoma, Otitis media, Menieres disease, Tonsillitis, Pharyngitis, Epistaxis.
 - ix) **Burns**
- G) **Community Health Nursing :**
 - i) Concept of community, Community health, family health services
 - ii) Health issues, National health Policies & Programmes (recent programmes)
 - iii) RCH (Reproductive child health programmes)
 - iv) School health programmes.

03. Nutrition & Dietetics : (10 marks)

- A) Concept of Nutrition, Nutrition in relation to health.
Classification of Nutrients, Sources, functions, daily requirement, effects of Deficiency, well balanced diet.
- B) Nutritional need in children adolescence, adulthood & old age, pregnancy, convalescence.
- Types of hospital diet
- C) Diet as a therapy, Nurses responsibility in diet therapy
- Dietary modifications and dietary needs of clients with various conditions i.e. Burns, hepatic & biliary dysfunctions, obesity, Diabetes, Peptic ulcers, malabsorption Syndrome, Renal conditions, Cardiac conditions, Hypertension, Diet for patients with colostomy, gastrostomy & jejunostomy, Post-operative, Immuno - compromised.
