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# **PRACTICAL 7    ANALYZED PERSONAL AND PROFESSIONAL PROBLEMS OF STAFF NURSES AND IDENTIFYING COUNSELLING NEEDS**

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## **7.0 OBJECTIVES**

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After having gone through this practical, you should be able to:

- assess the personal and professional problems of nursing staff;
- analyze personal and professional problems of nursing staff;
- understand the concept of counselling;
- discuss the goals and uses of counselling;
- explain the types of counselling;
- describe the counselling process and skills required for counselling;
- identify the counselling needs of staff nurses; and
- understand the procedure for conducting counselling session for identified counselling needs.

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## **7.1 INTRODUCTION**

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In the profession of Nursing, Stresses and Strains associated with caring of the sick, injured and dying is well known. There are many different kinds of pressures in nursing that affect different people in different ways. Some people thrive in ever-changing, demanding and challenging situations; other do not. Some people thrive in stable, undemanding and repetitive situations; others do not. Some people thrive in unpredictable and variable situations; others do not, some people prefer to work alone for long periods of time and some prefers the constant company of colleagues.

The nature of pressure in Nursing may be due to professional problems or personnel problems. These stresses due to problems may lead to inability to cope with work or a breakdown in relationships at work. Thus handling of day to day problems of nursing staff is an important duty of nurse administrator. She enables the nursing staff to engage in constructive resolution of personal and professional problems. This form of helping is called counselling. It is different in kind from persuasion, reassurance, advice, guidance and sympathy. In this unit we will learn about personal and professional problems of staff nurses and identifying their counselling needs. You will learn the technique of counselling in this practical. We hope that this information will help you to apply the technique and skills in solving day to day problems of nursing staff working under you.

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## **7.2 ANALYZED PROBLEMS OF STAFF NURSES**

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Vigilance for stress at work is an important responsibility of nurse administrator. She should pay the attention to every aspect of the job to ensure the right person is doing the right job in the right way in the right situation. Every human being has a capacity to think and handle situation in a manner that best suit them. Yet everyone can not make right decisions because similar circumstances may affect individuals differently. Every individual is faced with some or other problem in their day to day life and need the help of others.

Nursing administrator may face number of management problems when practice of nurses working in her unit or department is impaired due to personal and professional problems. The impact of impaired practice leads to turnover, and decrease in retention rates, affects staff morale and high level management time, as well as in quality of care. The nurses with special needs and problems must be assisted so that they become effective and productive member of the workforce.

In the profession of nursing, stress and strains associated with caring of the sick, injured and dying is well known. Many nurses think that it is their duty to take on their patient's problems and forget about their own personal needs. Hence they neglect their own stress symptoms and worries. Providing an opportunity for nurses to explore their own personal issues and provide them the necessary support in their personal and working lives is the concern of nurse administrator.

### **7.2.1 Personal Problems**

Problems can stem from a number of sources — work, family, personality and/or conflicts between these. Adjustment to change is stressful for every human being and nurses are no exception. Many events in life produce individual stress reactions. Death of a spouse or close family member, divorce, marital separation, marriage or remarriage, and personal injury or illness are highly stressful events. Change in the health of a family member, pregnancy, gain of a new family member, marital reconciliation, increased arguing with spouse, sexual difficulties, change in financial state, mortgages, trouble with in-laws, a son or daughter leaving home, and the death of a close friend are stressful. Changes in living conditions and personal habits such as changes in work, residence, school, recreation, church activities, social activities, sleeping habits and eating habits cause stress. Even personal achievements, vacations and holidays are stressful. These personal problems can affect one's job performance.

### **7.2.2 Professional Problems**

In addition to the personal problems, there are many sources of stress at work. Dismissal and retirement are highly stressful. Professional re-adjustment such as changing jobs or responsibilities, changes in working hours or conditions, and problems with the superiors are stressful. Even outstanding achievement in stressful because of jealous and envy feeling of co-workers. Poor physical working conditions; physical danger; work-over load; time pressures; responsibility for people; role ambiguity and conflict; conflicts with superiors, peers and subordinates; restrictions, little participation in decision making; over or under-promotion; and lack of job security are the various stresses for nurses on the job. Nurses face stress with life and death situations, heavy work load involving physical and mental strain; knowing how to use numerous pieces of equipments and knowledge of the consequences of equipment failure; reporting to numerous bosses, communication problems among staff members, physicians families and other departments; and knowledge of serious consequences of mistakes.

Most of the professional problems arise due to faulty management system such as unclear personal policies and procedures, inconsistent disciplinary action, improper system of conflict resolution, biased performance appraisal, role ambiguity because of lack of job description, lack of motivating climate, shortage of staff, inadequate supply of equipments and resources, poor supervision and unclear line of authority.

If these problems are not been tackled in time by day to day counselling, other serious problems may originate such as substance abuse, angry or withdrawal nurses, excessive absenteeism, decreased productivity, poor job performance, tardiness, inappropriate behaviour, sleeping on duty, drug theft and falsification of record.

For some of the above mentioned offences the nurses can be terminated immediately after oral warning, written warning, corrective interviews and this opens another avenue for counselling nurses.

The nurse administrator must analyze the serious consequences of day to day problem situation of staff nurses.

**Example 1:** Poor job performance should be analyzed. Has the nurse ever been taught how to do what is expected of her? If not, she should be taught. Does she practice the skill often enough to keep her talents refined? If not, practice sessions could be made available, specific descriptive feedback should be given. Demonstration and return-demonstrations are appropriate positive reinforcement for what was done well is as important as identifying weaknesses and making plans to overcome them. Follow up by noting changes is also important.

**Example 2:** A problem solving approach can be used for tardiness and absenteeism. Why does the nurse think she is late or absent so often? If she has difficulty getting children to baby sitter and to work by 7 am, could her hours be changed to 8 am – 4.30 pm so that she can fulfill her maternal responsibilities and also help provide a smooth transition at the change of shift? Is the person working two jobs to make ends meet? Are financial assistance and counselling available? Are family problems interfering with attendance? Is family counselling useful?

Many nurses pass through conflicts of spiritual values and belief. Some of the major crises faced by nurses center around mid-life and retirement issues. The anxiety of coping with post retirement vacuum may be another problem. The security and stability provided by nurse administrators or supervisors can help ease the turmoil felt by nurses off the job. Counselling provides support system.

Let us now study the counselling and counselling technique which is one of the most important aspect to keep personnel satisfied on the job. Their day to day growth and development can be supported by the different methods of counselling and help nurses to adjust in their personal as well as professional life.

**Check Your Progress 1**

1) List five professional problems of nurses.

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2) List faulty management system that leads to many professional problems in nurses.

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## 7.3 COUNSELLING

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### 7.3.1 Concept of Counselling

Counselling may be seen as a process whereby one person helps another to clarify her life situation and to decide upon future lines of action. Counselling helps people constructively to

resolve personal and professional problems that may be longstanding or acute. **"The aim of counselling must be to free the person being counselled to live more fully and such fuller living comes through action of counselling. Counselling helps improve employees's mental health, thus enhancing understanding, self control, self confidence and consequently their ability to work effectively."**

Counselling entails a 'taking over' of all mental blocks and difference of opinion on newer and/or, so called dead tissues. Counselling means an organized, motivated and result oriented introduction of ideas into the life of an employee, these ideas may be new or slight variation of old tested ideas. The basic aim is to stem the flow of thoughts of resultants actions by an employee who is otherwise lacking in smoothness of conduct, due to some irritants – emotional or physical counselling thus develops a great sense of independence and responsibility and helps a person to see issues under clear light.

**Thus we can define counselling as "counselling is an individualized and personalized assistance with personal, emotional, educational and professional problems in which all pertinent effects are studied and analyzed and a solution is sought with the assistance of specialist counsellor. The counsellee is taught to make her own decision. The counsellor only directs."**

The counselling must develop a feeling of power, not a feeling of dependency. It is clear from the above definition that counselling is assisting nurses to arrive at insight and understanding of their own adjustment problems and helping them to find ways of bringing about a satisfactory balance between the demands of environment and internal pressure.

### **Basic Assumptions of Counselling**

The nurse manager must consider certain basic assumptions which determine the nature of a particular counselling relationship with nurses working under her:

- Individual differences
- Counselling as a learning process
- Counselling readiness
- Freedom to reject the counsellor
- Behaviour is self directed

We hope you have understood the concept and meaning of counselling. To summarise we can say that counselling may be seen as a process by which one person helps another to clarify her life situation and to decide upon future lines of action. Counselling help people constructively to resolve personal and professional problems that may be long standing or acute. The aim of counselling must be to free the person being counselled to live more fully and such fuller living comes through counselling. Counselling enable the client to become confident enough to choose a particular course of action and see it through.

### **7.3.2 Uses of Counselling**

- 1) Counselling clearing is like the mind off cob-webs. Thus, a lot of skills and capacities which remains utilized or underutilized are made to be realized by the client, with the help of counsellor.
- 2) In case of a lot of options, counselling tries to take a more realistic look at events and then comes to a conclusion.
- 3) Counselling helps a person to overcome emotional irritants and work more attentively and energetically.
- 4) Counselling enables a person to overcome her weaknesses, which she would otherwise never admit to herself.
- 5) A counsellor is a guide, a friend and an advisor and thus counselling allows a person to feel more comfortable after telling his problems to a trusted and concerned person.

### **7.3.3 The Goals of Counselling**

- 1) To make one learn to respond and adjust more positively to people and situations thus leading to positive mental health.

- 2) To make alteration in maladaptive behaviour.
- 3) To prevent problems from **occurring**.
- 4) Improving personal effectiveness.
- 5) Help change towards better and effective life style.
- 6) Fostering personal growth through decision making process.

The counselling process implies a continuous change that take place in promoting personality changes in the desired direction.

### 7.3.4 Types of Counselling

Depending on the aim of the organization, the counselling may be of three types:

- 1) Directive counselling
- 2) Non-directive counselling
- 3) Co-operative counselling

#### 1) **Directive Counselling**

Directive counselling occurs when the Counsellor listens to the employee's problems, decides how to solve the problems, and tells the employee what to do. The counsellor predominately gives advice. This type of counselling does give some emotional release, can be reassuring, and fosters Communication. Thinking may be clarified in a limited way. Reorientation seldom occurs. This is also known as advisory counselling.

#### 2) **Non-Directive Counselling**

Non-directive counselling is client centred. The counsellor listens and encourages the employee to explain her problems, identify alternatives, explore the **remifications** of each option, and determine the most appropriate solution. Emotional release occurs more frequently in **non-directive than in directive** counselling, clear thinking and reorientation are fostered. Reassurance may be used but advice should be limited. This approach can be very beneficial, but the managers must be cautions not to neglect their normal directive leadership responsibilities.

Non-directive counselling is more time consuming and costly. To be effective, the employee must be intelligent to identify problems and assess solutions and the emotional stability to deal with them. The nurse manager when uses this type of approach must be cautious not to allow the emotionally dependent nurse to avoid her work responsibilities.

#### 3) **Co-operative Counselling**

It is a compromise between directive and non-directive counselling. It is the cooperative effort by the counsellor and employee through an exchange of ideas to help solve the problem. The nurse manager when using this method, starts by listening, as in non-directive counselling. As the interview progresses, the co-operative counsellor (The nurse-manager) offers information and insight and discuss the problems with a broad knowledge of the organization's point of view. This may help change the employee's perspective.

This type of counselling is more beneficial when employees have job-related emotional problems. Because of employee's right to privacy, it is appropriate for the nurse manager to refer staff nurses for **professional** help when personal problems are interfering with job performance or when a person needs reorientation.

### **Outplacement Counselling**

Outplacement counselling can be used to minimize the emotional and professional scarring that results from being dismissed from one's position.

Poor job performance, tardiness, absenteeism, substance abuse, inappropriate behaviour, and staff reduction are the most common reasons for discharging nurses. A termination of this nature is usually a progressive process. For some offenses, nurses can be terminated immediately. These includes abuse of patients and visitors, insubordination, intoxication,

possession of drugs, theft, gambling, disorderly conduct, willful destruction of property, sleeping on duty, and falsification of records.

Support services are needed by nurses who are terminated. She must give information about unemployment. She must help the nurse to reassess her location and vocation. Where does she want to live? What climate does she like? What type of work interests her and provides the most satisfaction? What do her educational background and skills prepared her to do? What can she do to better prepare herself to reach her goals?

Once the nurse decides what she want to do and where, she may need assistance to locate job openings. Professional journals, employment agencies, and college placement services are sources of information. Friends, relatives, and acquaintances may help locate positions and employers can be contacted directly.

Being fired initiates stress and can be quite devastating. Outplacement counselling can help reduce the related personal and professional scarring that inevitably results from being dismissed.

### 7.3.5 Counselling Process and Counselling Skills

The main objectives of nurse manager as a counsellor are to:

- create an atmosphere in which other feel accepted, understood and valued, so that they are helped to explore their thoughts, feelings and behaviour;
- help others reach clear understanding;
- help others find their own strengths to cope more effectively with their lives by making appropriate decisions;
- support and encourage alternative ways to act;
- help others evaluate the consequences of their actions and to plan and engage in further actions if necessary.

This approach is called as eclectic person centered approach to Counselling.

Three core condition of empathy, unconditional acceptance and genuiness are essential to the counselling relationship and counselling process. It is only if these conditions are met, people will be able to grow in awareness and resourcefulness. You should be able to distinguish counselling from helping. In counselling you are helping others to explore and understand their thoughts and feelings, and to work out what they might do before taking action. When you are helping others to form decision or find solutions of their own. Counselling is preferred than helping in certain situations.

Fig. 7.1 depicts three stage model of counselling process and clearly distinguish counselling from helping.

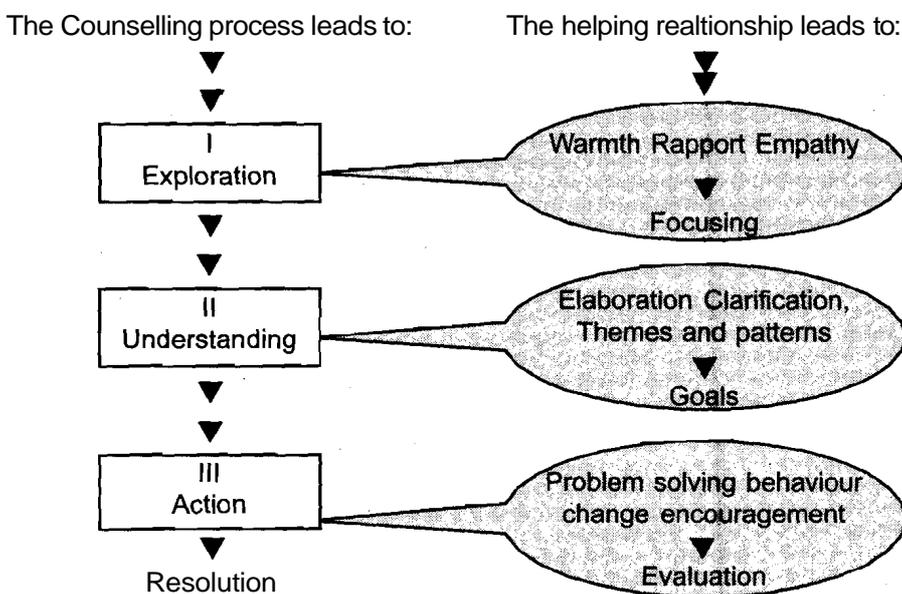


Fig. 7.1 : Three-stage model of the counselling process

For each stage of counselling process, i.e., exploration, understanding and action, you must develop counselling skills. Table 7.1 provides you the counselling skills required for each stage of counselling process.

**Table 7.1: Counselling skills for each stage of counselling process**

<p><b>State I: Exploration</b></p> <ul style="list-style-type: none"> <li>● Attention giving</li> <li>● Passive listening</li> <li>● Active listening – Communicating, empathy, acceptance, genuineness by:             <ul style="list-style-type: none"> <li>- Paraphrasing</li> <li>- Reflecting thoughts and feelings</li> <li>- Summarizing</li> </ul> </li> <li>● Focusing – helping client to be specific</li> <li>● Moving conversation on.</li> </ul> <p><b>State II: Understanding</b></p> <ul style="list-style-type: none"> <li>● All the Skill of Stage I</li> <li>● Helping others to clarify and elaborate</li> <li>● Offering new perspectives or alternative frame works</li> <li>● Listening for themes, patterns or gaps and helping others to recognize them</li> <li>● Comforting</li> <li>● Self disclosure</li> <li>● Immediacy: What is happening between counsellor and counsellee</li> <li>● Timing</li> <li>● Goal setting</li> </ul> <p><b>Stage III: Action</b></p> <ul style="list-style-type: none"> <li>● All the skills of stage I and II</li> <li>● Identifying strengths</li> <li>● Stimulating and encouraging</li> <li>● Divergent thinking and encouraging to be creative</li> <li>● Problem solving</li> <li>● Decision making</li> <li>● Changing behaviours, developing skills</li> <li>● Maintaining behaviour</li> <li>● Knowledge of resources</li> <li>● Evaluating</li> </ul>
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**Check Your Progress 2**

1) Define Counselling.

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2) List down the basic assumptions the nurse manager must consider to enhance counselling relationship.

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3) What skills are required during the exploration phase of counselling process.

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4) Write a paragraph on non-directive counselling.

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## 7.4 IDENTIFYING COUNSELLING NEEDS

You are now aware that nurses like any other human being faces personal as well as professional problems in their day to day life. It is your responsibility to prepare your middle level managers who are directly supervising and managing nurses in the work areas so that they can identify the symptoms of stress at the earliest for timely intervention. Counselling needs can also be identified when the performance appraisal is done.

Day to day performance of nurses are observed and symptoms of stress must be identified such as — fatigue, depression, **tearfulness**, restlessness, nervousness, withdrawal or sudden gregariousness, irritability, anger, insecurity feeling, pessimism, self-criticism, frequent frustration, loss of interest in socialization, decrease in self care, disorganization, night mares, early morning waking, feeling everything is a burden, forget-fulness, absenteeism, inappropriate behaviour etc.

These psychological symptoms are manifested as physiological symptoms such as lack of concentration, loss of appetite or over eating, indigestion, constipation or diarrhoea, nausea, coughing, headaches, high blood pressure, rapid pulse, heart palpation, perspiration, aching head and shoulder muscles, low back pain, allergy problems, accidents, **arthritis**, colitis attack, dermatitis, menstrual distress, ulcers etc.

The nurse manager can prevent and control burnout by setting personal and professional goals, establishing priorities, practicing good health habits and relaxation techniques, improving her self-esteem by obtaining the skills she needs and using support system such as providing timely counselling. Fig. 7.2 depict various sources of stress at work, home and symptoms and consequences of stress on human being.

### Check Your Progress 3

Identify and list ten symptoms associated with personal and professional problems of nurses.

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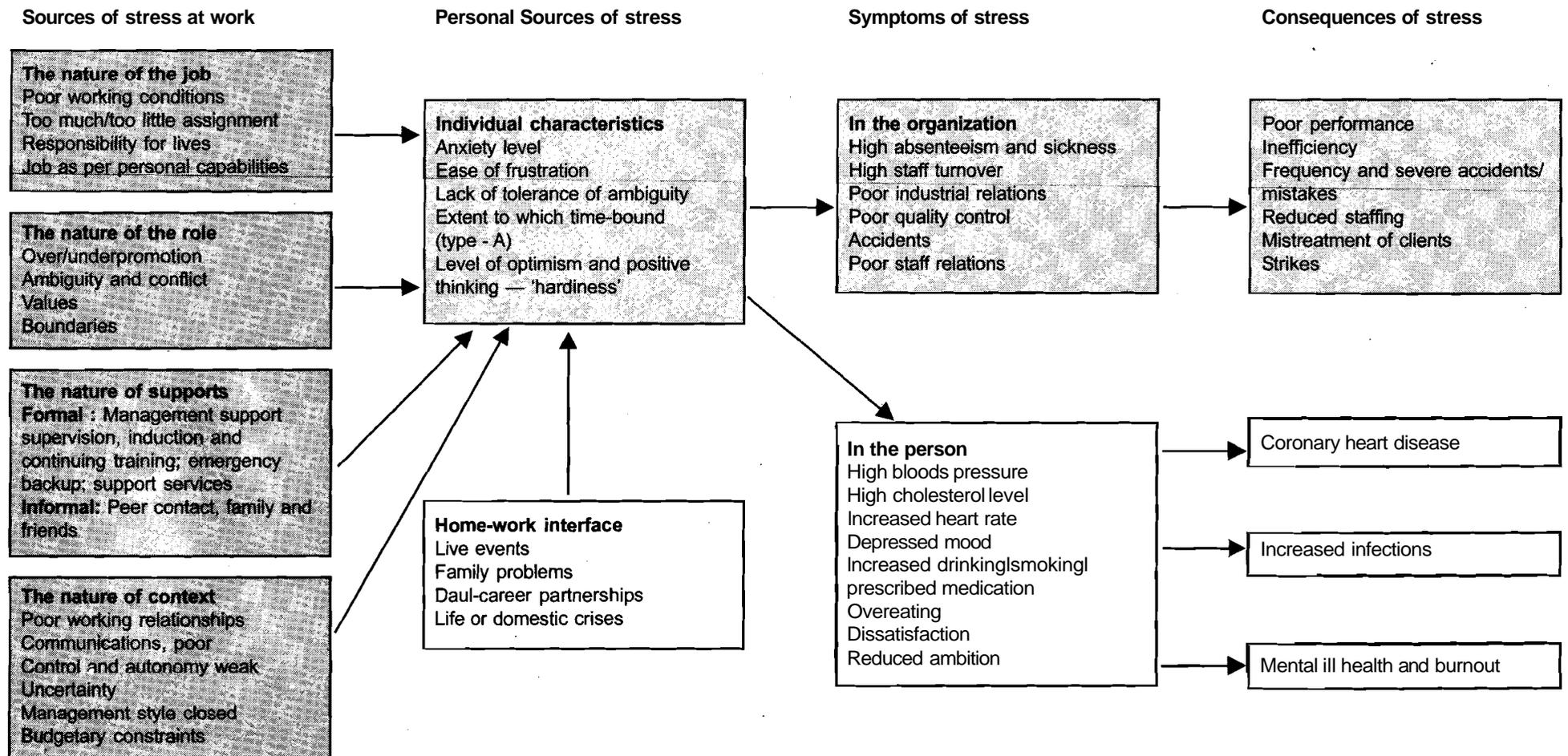


Fig. 7.2: A model of stress in nursing

## 7.5 PROCEDURE FOR CONDUCTING COUNSELLING SESSION

You have learnt how important it is to identify the symptoms of stress and provide timely intervention to prevent major mishappening. Timely support helps the person to gain better understanding. Nurse manager have a special role to play in counselling nurses with problems so that they become effective and productive member of work force. Every nurse in your organization must know whom to contact in crisis situation. Nurse manager must acquire skill in counselling or referral services to be provided to nurses with serious problems to a specialized counsellor. You should be able to identify counselling needs of nurses by getting daily report of personnel performance from the middle level managers. The nurses themselves may approach to you and present their problems and needs for help. The nurse manager in each unit must be able to identify early symptoms of acute or chronic problem in a worker and report it to the nurse administrator so that the counselling programme can be planned.

Let us study the systematic steps for conducting counselling session.

### I) Before Conducting Counselling Session

- Fix time and place according to the convenience.
- Be clear about the purpose of counselling.
- Obtain data or information essential for counselling from available sources.
- Be through with the counselling technique or arrange for the professional counsellor.

### II) During Counselling Session

#### 1) Establish Contact

- Assess the awareness on the part of the client of a need for help.
- Greet the client and introduce yourself
- Explain the purpose of the meeting
- Provide privacy and confidentiality. The place should be comfortable and free from disturbances.

#### 2) Develop Relationship Bond

- Create an atmosphere of friendliness, interest and confidence to develop rapport.
- Put aside your own feelings and prejudices to comprehend the values, feelings and perception of your clients.
- Initiate conversation.

#### 3) Encouraging

- Initiate conversation.
- Encourage client to talk about her problems by asking short, impersonal questions
- Avoid bullying and tricky questions
- Gain confidence and supplement what she intend to say
- Comment positively if you note something about the client and his environment.

#### 4) Recalling

If the client drift away from the subject due to emotional upsetness, recall the situation and refresh her memory by pointing out what she had been saying.

#### 5) Explore Deeper Feeling

- Gentle prompting helps to explore feelings
- Discuss feeling through the use of literal description of the actual place or environment she was in
- Observe verbal and non-verbal cues

- Ask questions to draw out
- Observe for release of strong emotions in the form of tears, anger, or laughter. This is called cathartic release which can bring new insights, greater clarity in thinking and a greater feeling of well being.

7) *Decision-making and Goal Setting*

- Integrate the client needs and potentials
- Direct her towards an appropriate goal.
- See that the client has developed insight to her problem.
- Encourage her to speak out various alternatives to solve the problems.
- Discuss limitations and delimitation of various chosen alternative methods.
- Help her to select the most appropriate and specific solution of the problem.
- Encourage her to make use of the decision which she has decided for herself to adjust better.

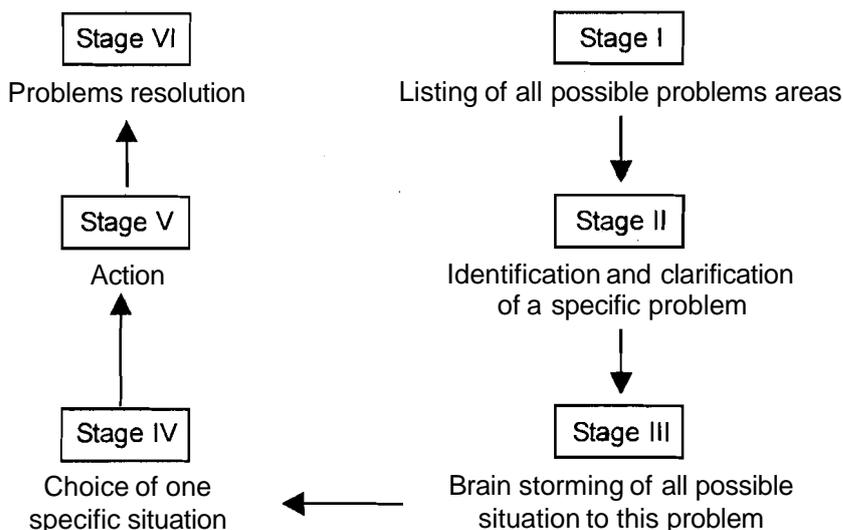
III) After the Counselling Session

- Record information accurately and briefly
- Follow up - do follow up to see that problem has been resolved or not
- Continue giving support
- Avoid asking any intimate questions.

Recording should be minimum during the counselling session because this may disrupt the follow of concentration and the client may become conscious that her statements are being recorded. Note only the important points. Counselling is a long process and it is not over in one sitting. All these steps take time to resolve the problem.

During the counselling process your focus should be on thinking process, feeling process, symbolic and body experience of the client.

To summarise we will see how the counselling process go along with problem solving cycle.



As nurse administrator you may use these guidelines to help nursing staff to tackle their personal and professional problems. This will **inturn** help in improving the performance and quality of patient care.

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## 7.6 LET US SUM UP

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You have learnt that counselling is aimed at correction of situational problems, expansion of personal abilities and skills and prevention of emotional breakdown. Clients who are counselled are not to be considered mentally or emotionally ill. Relationship between client and counsellor

is more of a teacher rather than authority figure. Personal and professional problems faced by nurses are listed. Early identification of stress symptoms can bring timely intervention. Identification of counselling needs and providing counselling to nurses is an important responsibility of a nurse administrator. Counselling facilitate the development and growth of individuals and group towards a better **utilization of their** inner strength and a great awareness and ability to manage life's problem and challenges in a more effective manner.

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## **7.7 KEYWORDS**

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- Empathy** : Is the ability to put ourselves in other people's shoes, to see a situation as if we were within their frame of reference.
- Paraphrasing** : To paraphrase is to put what someone has said in different words without losing the essence of the original statement.
- Reflection** : Is the form of paraphrasing that is generally limited to feelings

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## **7.8 ANSWERS TO CHECK YOUR PROGRESS**

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### **Check Your Progress 1**

- 1)
  - a) Dismissal and retirement
  - b) Changing jobs or responsibilities
  - c) Conflict with superiors
  - d) Physical danger due to poor physical working condition.
  - e) Work over load
- 2)
  - a) Unclear personal policies, rules and regulation
  - b) Inconsistence disciplinary action
  - c) Role ambiguity because of lack of job description
  - d) Inadequate supply of resources
  - e) Poor supervision

### **Check Your Progress 2**

- 1) Counselling is an individualized and personalized assistance with personal, emotional, education and professional problems in which all pertinent **effects** are studied and **analyzed** and a solution is sought with the assistance of counsellor. The counsellee is taught to make her own decision in solving problem.
- 2)
  - a) Individual differences
  - b) Counselling as a learning process
  - c) Counselling readiness
  - d) Freedom to reject the counsellor
  - e) Behaviour is self directed.
- 3) Attention giving, passive listening, active listening, focusing, moving conversation.
- 4) Non-directive counselling is client centered. Counsellor listen and encourages the client to explain her problem, identify alternativesolutions, explore remification of each option, determine the most appropriate solution. Emotional release (Catharsis) occur. It is more time consuming and costly. It is good for intelligent clients.

### **Check Your Progress 3**

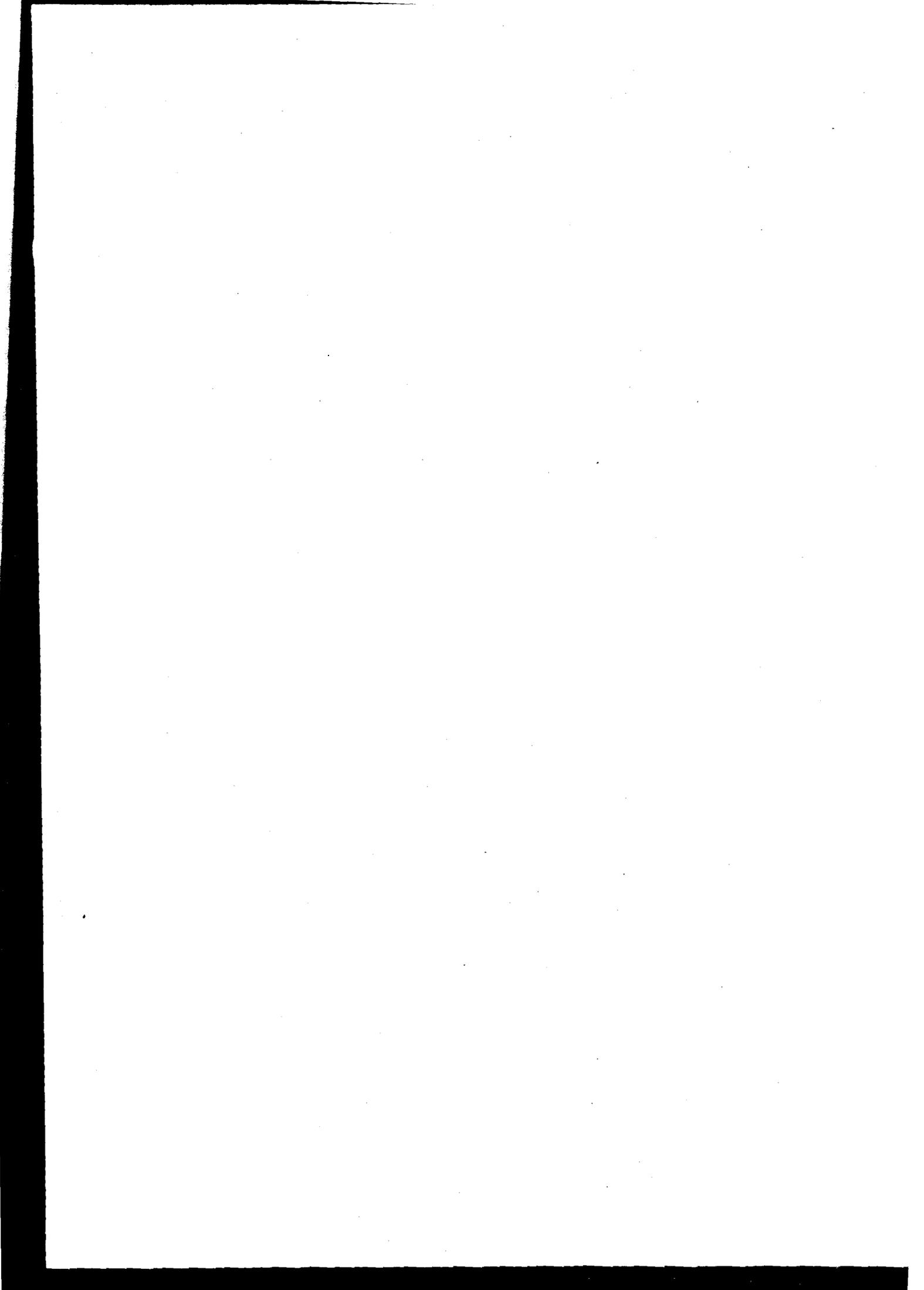
- 1) Absenteeism, irritability and anger, self criticism, loss of interest in socialization, decrease in self care, disorganization, **forgetfulness**, fatigue, tearfulness, crying spells.

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## **7.9 ACTIVITY**

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Identify personal or professional problems of staff nurse working in your unit and do the counselling according to the steps you have learnt.



## List of Activities

### Self Activities

**Hours: 270 Hours**

**Marks: 100**

SL No.	Title of the Activity	Practical No. and Section	Hours	Marks
1.	Prepare the job description of the ward sister in your area of work as per the guidelines produced to you. Prepare an organization chart of any hospital and describe two channels of communication.	BNSL-011 Unit 2	10 Hrs.	10
2.	Calculate nursing manpower for government hospital of 250 beds where there are following specialized beds: ICU Beds 4 CCU Beds 4 Nephrology Beds 4 Operation table 2 Tables Casualty and Emergency 3 Beds ENT Beds 3 Medical 85 Surgical 75 Paediatric 20 Gynae & Obstetric 50	BNSL-011 Unit 3	30 Hrs.	10
3.	As a nurse administrator you are supposed to send a draft for advertisement of post ICU's nursing personnel, develop a format for advertising this post.	BNSL-011 Unit 4	10 Hrs.	10
4.	Prepare an interviewing schedule to assess the professional traits of <b>Nursing Personnel</b> .	BNSL-011 Unit 4	20 Hrs.	5
5.	As a nurse administrator you have to appoint staff nurses for different units. a) List the methods of appointment. b) Which method would you adopt as best and why?	BNSL-011 Unit 2	20 Hrs.	10
6.	Study the existing recruitment policies for nursing personnel of: a) one private hospital of your state b) government hospital of your state	BNSL-011 Unit 4	30 Hrs.	5
7.	Develop a format for advertising the post of staff nurses for intensive cardiac unit of your hospital.	BNSL-011 Unit 4	20 Hrs.	10
8.	Assuming that you are a nurse administrator of your hospital, make a performance appraisal format for staff nurses.	BNSL-011 Unit 6	20 Hrs.	10
9.	Assess the areas of staff development programme required for your organization.	BNSL-011 Unit 5	20 Hrs.	5
10.	Identify the control method used for personnel in your hospital.	BNSL-011 Unit 6	20 Hrs.	10
11.	Prepare a plan to control practicing nursing while they are performing intramuscular injection <b>procedure</b> .	BNSL-012 Unit 8	30 Hrs.	5
12.	Prepare and deliver a health talk to a group of mothers on breast <b>feeding/weaning</b> .	BNSL-012 Unit 1	20 Hrs.	5
13.	Prepare a self-appraisal form to appraise yourself. (Use same guidelines as in the sample format)	BNSL-012 Unit 6	20 Hrs.	5

## Supervised Activities

Hours: 90 Hours

Marks: 100

Sl. No.	Title of the Activity	Practical • No. and Section	Hours	Marks
1.	Make the duty roster of two units of your hospital where you have been rotated.	BNSL-011 Unit 3	10 Hrs.	10
2.	Prepare a job description format to recruit staff nurses for neonatal unit of your hospital.	BNSL-011 Unit 4	5 Hrs.	15
3.	Prepare an outline how you will plan staff development programme.	BNSL-011 Unit 5	5 Hrs.	10
4.	Identify personal or professional problems of staff nurse working in your unit and do the counselling according to the steps you have learnt.	BNSL-011 Unit 7	10 Hrs.	15
5.	Prepare a speech on rules and regulations of hospital to be delivered to a group of patient's relatives in the ward.	BNSL-012 Unit 1	5 Hrs.	10
6.	Develop standard and criterion for the topic: individualized care and sub topic mouth care of unconscious patient (use sample format provided for guidelines).	BNSL-012 Unit 3	10 Hrs.	15
7.	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.	BNSL-012 Unit 4	20 Hrs.	10
8.	Prepare a rating scale to appraise the performance of staff nurses in your ward.	BNSL-012 Unit 6	10 Hrs.	5
9.	Get attached to the College of Nursing, which is close to your place of stay and study the institution. Observe the following: <ul style="list-style-type: none"> <li>• Identify the administrative control and function of the governing bodies.</li> <li>• Make an organization chart of school of nursing and describe the channel of communication.</li> <li>• Identify and list your position in that organization chart.</li> <li>• Study the selection procedure of students in that school of nursing.</li> <li>• Study the philosophy and objectives of school of nursing.</li> <li>• List the types of records being maintained in that school of nursing.</li> <li>• Make observations of orientation programme being conducted in that school of nursing.</li> <li>• Note the various committees, which are in existence and their functions.</li> <li>• Note the budget of that school and list the various heads of budget.</li> <li>• Study the Indian Nursing Council syllabus for general nursing and midwifery training programme and compare the physical facilities provided to students in that school.</li> </ul>	BNSL-012 Unit 8	15 Hrs.	10