

ANATOMY

- I. General Introduction
 1. Anatomical terms
 2. Parts of the human body
 3. Tissues in broad outline
- II. Skeletal and joint system (Demonstration on the skeleton)
 1. Bones, types of bones, structure and development
 2. Bones of the whole body, skeleton
 3. Joints, structure
 4. Classification of various joints of the body
- III. Muscular system
 1. Types of muscles and structure
 2. Skeletal muscle
 3. Cardiac muscle
 4. Smooth muscle
- IV. Circulatory system
 1. Heart and its structure
 2. Arteries, veins and lymphatic system
- V. Respiratory system
 1. Structure of nose, larynx, trachea, bronchi and lungs (Demonstration on the body)
- VI. Digestive system
 1. Mouth, pharynx, esophagus and whole of gastrointestinal tract and also the glands associated. The liver, the gall bladder in the pancreas, the spleen (Structure and distribution in the body)
- VII. Urinary system
 1. Demonstration of structure of kidney, ureters, bladder and urethra
- VIII. Endocrine system

All the endocrine glands
- IX. Nervous system and special senses
 1. Brain
 2. Spinal cord
 3. Nerves
 4. Autonomic nervous system
 5. Eye, ear and nose
- X. Reproductive system
 1. Male structure
 2. Female structure

PHYSIOLOGY

I. Introduction to physiology of the cell.

II. Blood

1. Composition and function of various components of blood
2. Normal and abnormal hemopoiesis
3. Destruction of red cells, jaundice and blood groups

III. C.V.S.

1. Structure and function of heart and blood vessels
2. Regulation of heart rate and blood pressure
3. Regional circulation with special reference to coronary circulation and ischemic heart disease

IV. Respiratory system

1. Functional anatomy of respiratory system and mechanisms of respiration
2. Regulation of respiration
3. Anoxia, cyanosis, dyspnea and pulmonary function tests

V. Gastro-intestinal system

1. Composition, mechanism of action and regulation of salivary and gastric secretions
2. Bile, Pancreatic juice and intestinal secretions
3. Gastro-intestinal tract movement and absorption
4. Functions of liver

VI. Excretory system

1. Structure and functions of kidney
2. Mechanism of function of kidney and kidney function tests
3. Structure and function of the skin

VII. Endocrine and Metabolism

1. Endocrine and their functions
2. Regulation of endocrine secretions
3. Endocrine disorders
4. Physiology and reproduction
5. Basis of use of various contraceptive devices

VIII. Nervous system and special senses

1. Neuron conduction of nerve impulses, synaptic transmission and reflex action
2. Sensory organs and different tracts
3. Regulation of tone and posture
4. Physiology of cerebellum and basal ganglia
5. The cerebral cortex
6. Physiology of vision
7. The special sensation-auditory, tests and olfaction
8. Constancy of milieu interieur

BIOCHEMISTRY

I. Introduction to biochemistry, study of cell, biochemical functions of various components of cells

II. Proteins:

1. Amino acids - chemistry, properties, function
2. Proteins-Their structure, properties, functions, plasma proteins in Health and diseases
3. Enzymes-Nature and functions, nomenclature and classification, Mechanism of action of

enzymes, stability, precautions for handling specimens for enzyme estimation, factors influencing the rate of enzymes reaction, diagnostic - importance of enzymes.

III. Intermediary metabolism: Introduction, catabolism, anabolism, digestion of C.P.F., factors influencing digestion

Carbohydrates: Introduction, classification, chemistry, properties of carbohydrates and their tests. Biological functions of carbohydrates. Storage of carbohydrates in the body, liver and muscles, glycogens, glycogenesis, glycogenolysis.

Energy release: Tricarboxylic acid cycle and exidative phosphorylation. Metabolism of fructose, galactose, genetic disorder of carbohydrate metabolism. Blood glucose and its regulation, GTT, hyperglycemia, hypoglycemia and Glucosuria.

IV. Lipids: Introduction, classification, chemistry, properties, their test, Biological functions.

Biosynthesis of fats, storage of fats in the body, metabolism of lipids, blood lipids.

V. Nucleic acid: Chemistry, their biological significance. Catabolism of nucleic Acids, purine metabolism, uric acid formation, gout. Biosynthesis of proteins in the cells, role of nucliec acid in protein synthesis. Catabolism of proteins and aminoacids, Urea cycle/ genetic disorders of proteins and amino acid metabolisms.

VI. Miscellaneous: Iron metabolisms. Formation and breakdown of hemoglobin. pH of Blood and its regulation. Role of buffers, lungs, kidneys. Liver function tests, their biochemical principles.

NUTRITION AND DIETETICS

- I. Introduction to the study of nutrition, the meaning of food, nutrition, dietetics.
dietary principles, relation of nutrition to health diseases.
- II. Constituents of food, water, protein, fat, carbohydrates, minerals, vitamins and functions.
sources, daily requirements, metabolism, influence in health, growth and development, defects of deficiency.
- III. The calories, methods of calculating normal food requirements, influence of age, sex and occupation, nutritive value of common food stuffs, dietary allowances-meal planning for the family, quality and economic factors.
- IV. Different methods of cooking and their effects on food and food constituents.
- V. Factors influencing selection of food and planning of meals, income, number, age and occupation of family members, cultural habits, religious practices, budgeting for food, sample menus.
- VI. Teaching-balanced diet, principles of nutrition.
- VII. Diet in the treatment of disease, methods of modifying diet in relation to caloric value and other nutrient.

- VIII. Environmental psychological and cultural factors in accepting diet, serving of food, feeding helpless patients, opportunities for teaching.
- IX. Energy metabolism, fuel value of foods, B.M.R. and its measurement, direct and indirect calorimetry. Factors influencing total energy requirements, caloric allowance.
- X. Special nutritional needs through out life cycle, infancy, childhood, teenage and after fifty. Nutrition in pregnancy and lactation.
- XI. Therapeutic nutritional factors to be considered in the study of diet therapy, effects of illness on food acceptance. Nutrition and handicapped individual.
- XII. Therapeutic adaptations of the normal diet, regular normal diet for energy, protein and texture. High caloric fluid diet, soft diet etc.
- XIII. Nutrition in surgical conditions, effects of surgery on nutritive requirements. Pre-operative and post-operative diets.
- XIV. Diet in specified surgical conditions as involving mouth, throat, oesophagus and stomach, dumping syndrome, diet in burns, tube feeding.
- XV. Diet in disturbances of the gastro-intestinal tract, bland and fibre-restricted diet in 3 stages, high fibre diet, gluten free diet, high protein, moderate fat, high carbohydrate diet, low fat diets.
- XVI. Diet in metabolic disorders like diabetes mellitus, rationale for dietary measurements, calculation of the diabetic diet, prescription, planning the meal pattern, insulin unitages, dietary counseling. Low purine diet-gout.
- XVII. Diet in cardiovascular and renal disorders
- (a) Fat-controlled diets
 - (b) Sodium restricted diets
 - (c) Low protein diet, potassium restricted diets, calcium and phosphorus, restricted diet
 - (d) Diet in anemia
- XVIII. Agencies carrying out nutrition work, FAO, WHO, UNICEF, ICMR
- XIX. Vitamins: Role of vitamins in nutrition and metabolism, study of fat soluble vitamins, & A. D. E. K.
- Vitamins of B group- their role as coenzymes. Diseases due to deficiency of various members of vitamin B complex.
- Vitamin C, scurvy.

- Care of mouth
- Hair care
- Care of eyes, nose and nails
- Care of skin
- Prevention of pressure sores
- Comfortable Bed
 - Bed sheets and bed making
 - Materials used for beds and bedding
 - Hospital beds and its adjuncts
 - Special mattresses
 - Care of linen
 - Principles of bed making
 - Special types of beds
- Body Mechanism
 - Transportation, rest and sleep
 - Devices for helping the patient to move
 - Exercise and ambulation, position used in nursing
- Safety of the patients
 - Safety measures in hospital
 - Prevention of accidents and trauma
 - Prevention of infection
 - Medical and surgical sepsis

VIII. Nurses role in diagnostic measures

- Assisting in physical examination
- Assisting in diagnostic tests
- Observation of excreta and discharges and collection of specimens

Urine

Faeces

Sputum

Vomit

Vaginal discharge

Purer Secretions

Preparing the patient for various investigations and radiological examinations.

IX. Nurses role in the therapeutic measures

- Local applications
- General applications
- Drainage, irrigation and introduction of food into the elementary tract
- Aspiration and drainage of body cavities
- Drainage, irrigation and medication of urinary bladder
- Irrigation and medication of eye, ear, nose and throat
- Administration of oxygen and other gases and the use of respirator
- Administration of medicines
- Administration of food and fluid by parenteral therapy
- Care of wounds, including surgical dressings

X. Providing for the spiritual needs of the patients

XI. Care of the terminally ill patients

- Needs of the terminally ill patients
- Signs of death
- Care of the death

XII. First aid and Nursing in simple emergency: definition of first aid, aims and objectives, responsibilities and general principles for first aiders.

(a) Bandage, material used in bandaging, techniques of application of a roller bandage, techniques of application of a triangular bandage. Different types of knots and slings.

First aid kit, articles and purposes

(b) Application of splints, plaster of paris, traction and strapping

- Definition, types of application procedure

c) Emergency Nursing care in

- Wound
- Haemorrhage
- Shock
- Burns and scald
- Unconsciousness
- Epilepsy

- Drowning, strangulation, choking, inhalation of fumes
- Poisoning & insect bites
- Respiratory and cardiac arrest
- Injuries to bones, muscles, joints
- Miscellaneous conditions; dog bite, snake bite, heat stroke, frost bites

(d) Transportation of injured person

XIII. Pharmacology

Introduction

- Brief history of the evolution of modern drug therapy
- Law regulating drugs-national, international
- Pharmacopias

Sources of drugs Plants, animals, minerals and synthetics

Pharmaceutical Solution and suspensions

Preparations Dosage, forms-pills, capsules, tablets, etc.

Weight and Measures

Prescribing of drugs

Administration of drug

Action of drug-local, systemic

Toxic symptoms and antidotes

Factors influencing action of drugs

Grouping of drugs

Care of drugs

INTRODUCTION TO COMMUNITY HEALTH

- I. Concept of optimum health and its relation to successful living. Maintenance of health, building good health habits, hygiene: personal and mental. Concept of health, determinants and community health resources. Concept of primary health care and nurses' role.
- II. Environmental Health
 - (a) Water supply -sources, impurities and pollution, water borne disease, water purification, protected water supply
 - (b) Disposal of refuse
 - (c) Housing
 - (d) Disposal of human excreta
 - (e) Ventilation, lighting, noise control
 - (f) Disposal of the Dead.
 - (g) Hygiene of slaughter houses and of eating places
- III. Insects of public health importance. Introduction to medical entomology. Control of Vermin and insects, mosquitoes, flies, human lice and ticks. Control measures.
- IV. Food sanitation, diseases transmitted through food. Milk as a transmitter of disease, milk sanitation. balanced diet
- V. HIV/AIDS: introduction, transmission and control

INTRODUCTION TO MEDICAL SURGICAL NURSING

- I. Introduction
 - The patients' concept of the nurse
 - The nurse's concept of the patient
 - Function of the nurse in out-patient-department
 - Department, clinics and wards
 - Patient assignment.
- II. Internal defences against invasion by pathogens
 - Inflammatory response
 - Antigen antibody response
 - The healing process
 - Principles basic to invasion by pathogens
 - Management of patient with inflammation
- III. Internal defences against foreign bodies
 - Allergy, anaphylactic shock, transfusion
 - Reaction of tissue, antisepsis and sepsis
- IV. Special problems influencing the care of patient in general
 - Fluid electrolyte and temperature balance
 - Care of the incontinent patient
 - Unconscious patient
 - Patient with acute illness
 - Patient with pain
 - Patient with chronic illness
 - Aged patient
 - Patient undergoing surgery

MEDICAL SURGICAL NURSING

I. Maintaining the body in dynamic equilibrium

Maintaining the circulation of blood

Shock: classification, symptomatology, patho-physiology and care

Haemorrhage-types and its management, body fluid component and body electrolyte components

Fluid and electrolyte balance

Management of patient with fluid and electrolyte imbalance

Prevention of fluid and electrolyte imbalance

Assessment of fluid and electrolyte imbalance

Replacement therapy

Pharmacology: drugs acting on different systems, emergency drugs

II. Inflammation: types, causes, pathology, complications and management

Ulceration-causes, symptomatology, treatment

Gangrene: causes, types, pathology and management

Wound: types, symptomatology, pathology and management

Tumors and malignancy, stress on early diagnosis

III. Medical and surgical nursing management of patient with

- (a) Circulatory disorders: CAD, Angina, MI, RHD, peripheral arterial disease, hypertension, arrhythmias, anemias, leukemias, immunological problems
- (b) Digestive disorders, liver and biliary disorders
- (c) Respiratory disorders: investigations, COPD, pneumonia, lung abscess
- (d) Renal disorders: ARF, CRF, infections of urinary tract, nephrotic syndrome
- (e) Poisoning and its management

IV. Orthopaedic nursing

Principles of Orthopaedic treatment

Fractures and dislocation of upper and lower limbs

Diseases of bones, joints, muscles and bursae, bone TB

Orthopaedic surgery and nursing care, Replacement of hip & knee joint

V. Ophthalmic nursing

Review of the anatomy and physiology of eye

Common eye conditions, styes, conjunctivitis

Squints, corneal ulcers, Glaucoma, Trachoma, cataract

Retinal detachment, ophthalmic emergencies

VI. ENT (Ear, Nose, and Throat) Nursing

- (a) Review of the anatomy and physiology of ear, nose and throat, common ear diseases or conditions.

Common nursing procedures done in ENT

Boils in the external meatus, Otitis media, mastoiditis and otosclerosis.

Common investigations done in ENT

- (b) Common conditions of the nose

Sinusitis, Rhinitis, Epistaxis, Nasal obstruction and noideotomy, Meniere's disease

- (c) Common condition of the throat

Acute pharyngitis, acute follicular tonsillitis, Peritonsillar abscess, laryngitis. Management of patient with laryngectomy and tracheostomy

VII. Skin and communicable diseases

Diseases of skin-insect infestation, fungal infection, viral diseases, scabies, immunological problems, malaria, cholera, small pox, chicken pox, V. D., principles of communicable diseases control - planning, control measures and immunization, HIV/AIDS, Plague, Tuberculosis

VIII. Gynae nursing

Gynaecological examination of patient

Disturbance of menstruation, abortions

Diseases of external genitalia and vagina

Diseases of uterus, ovaries, fallopian tubes and broad ligament

IX. Advanced nursing procedures: abdominal and pleural aspirations, biopsies, endoscopies, catheterization, fumigation, ostomy care, irrigations, nasogastric intubation, endotracheal intubation, CPR.

Procedures related to the female reproductive system

Vaginal examination, recto-abdominal Examination, Collection of smear, Biopsy, test for tubal patency

Procedures related to the musculo- skeletal system

Plaster of Paris, nursing care of a patient in a plaster cast, Traction-Orthopaedic appliances. Nursing of patients with splints, frames, braces and supports

Procedures related to the eye, ear, nose, throat

Eye-examination, cold application, medication, pre and post operative preparation and care.

Ear-Examination, Removal of Foreign bodies, irrigations, pre and post operative care.

Nose- Examination, Instillation of nose drops, irrigation,

Throat- examination, throat swabs, care of tracheostomy and tonsillectomy

Misc. general procedures: Scanning, MRI, Ultrasound

Procedures related to Gastro-intestinal system

Oesophagoscopy, gastroscopy, Barium swallow, gastric analysis, gastrostomy feeding, gastric lavage, gastric gavage, continuous gastric suction, cholecystography, abdominal paracentesis, Barium enema, sigmoidoscopy, Proctoscopy, colonic irrigation, colostomy irrigation, proctoclysis.

Procedures related to respiratory system

Bronchoscopy, Bronchography, thoracoscopy, thoracentesis, artificial pneumothorax, drainage of Pleural cavity, Postural drainage, Breathing exercises

OPERATION THEATRE TECHNIQUES

OPERATION ROOM NURSING

- I. Responsibilities of operation room nurse
- II. Preparation of theatre and theatre dress
- III. Sterilization of instruments, utensils and dressing Linen -cleaning and packing
- IV. Sutures, ligature and surgical needles
- V. Anesthesia- Types of anesthesia and resuscitation of patient, endotracheal intubation
- VI. Various positions used in O.R. Manipulation of table
- VII. Care of patient before, during and after operation, Transportation of patients
- VIII. Common instruments used in various surgical operations, Assisting in various types of surgery
- IX. Operation Theatre techniques

Operation theatre unit, carbolization and setting up, scrubbing of hands, wearing of gown, masks and gloves, chemical substances used in the theatre, anesthesia, ligature and sutures, needles, articles for general, spinal and rectal anesthesia.

PAEDIATRIC NURSING

- I. Introduction and scope of paediatrics and its limitations
Paediatrics as a general discipline, principles of paediatric nursing, effects of hospitalization and care of hospitalized child
- II. Infant and childhood mortality and morbidity, effect of morbidity on growth and development
- III. Preventive Paediatrics, including prenatal care
- IV. Infant and child feeding: breast feeding, artificial feeding, weaning and introduction of solids, baby friendly hospital initiative, nutritional requirements of children at different stages
- V. Fluid and electrolyte balance and disturbance and their management
- VI. Immunization: EPI, UIP, cold chain, schedule
- VII. Physiological, anatomical and pathological variation in children
- VIII. Concepts of social paediatric, community services
- IX. Influence of age on response to drugs and chemicals, common drugs used in paediatrics, dosage, indications, side effects, nurses' responsibility
- X. Normal newborn, characteristics, normal variations, routine care
- XI. Care of the low birth weight & high risk neonate
- XII. Prevention of the infections in the nursery
- XIII. Recognition of congenital malformations in the newborn. Introduction to paediatric surgery, pre- and post-operative nursing care, surgical management of common congenital malformations
- XIV. Nursing care of infant and child with HIV infection
- XV. Handicapped child and management. Mental retardation, cerebral palsy, physically handicapped child, mental health and illnesses of child
- XVI. Diseases of children, management (system wise)

MATERNAL AND CHILD HEALTH

I. Development of MCH Services

Birth rate, morbidity and mortality rate, infant mortality, maternal mortality and morbidity rates. Causes with facts and figures related to region, national and international statistics. RCH program.

Fertility rates, management of fertility, sub-fertility and sterility.

II. Needs and management of healthy children in Indian culture. Socialization through parents, siblings and community, normal mental development of the child, maturation, effect of training, characteristics of mentally healthy child, special problems of children, adolescents, mental and emotional needs of children and ways of meeting these needs in Indian culture.

III. Nutritional needs of children

0-5 years and 5-14 years, methods of meeting them in urban and rural areas, immunization schedules.

IV. Child health organization

Crèche, nursery schools, child welfare centres, orphanages, remand homes. National and international agencies for child-care, special problems of children and adolescents, needs for remand houses, adoption homes.

V. Maternity and health services: Structure of domiciliary services, parent craft, aims and objectives. The role of A.N.M. coordination of hospital and basic health services. Referral system. Law regarding birth, infection, vaccination procedure, notification of birth, infection, etc. Marriage guidance and counseling. Training of Dais, role of multipurpose workers. Female and male health worker supervisor.

VI. Socio-economic factors affecting community health, beneficial and adverse effects of economic status, housing, education, patterns of family, neighborhood. The community village, town social organization, adequate resources, welfare organization, factors in social disorganization, poverty, crime, delinquency, unemployment, culture, conflicts, labour problem. Social, cultural, economic aspects of M.C.H. services, effects of early marriage, beliefs in relation to confinement, puerperium and diet, breast feeding, weaning, etc. Local culture, customs and ways of living, social norms and pressure of various groups in a changing and developing country.

VII. Family welfare programme.

Aims of objectives of family welfare programmes, population trends and growth rate in India, need of limiting the family as a social, economic and health need. National population policy. Population dynamics and control of conception. Yearly targets and achievements. Advantages of limiting of family. Survey of eligible couples, motivation, use of extension education to spread the message of small family norm. Organization of services in homes, clinics and hospitals. Problems of population growth, family planning methods, acceptance and problems. Review of the methods of family planning, advantages, disadvantages of each methods, teaching to be given to the client about each method, follow up cases in homes, postpartum programme, medical termination of pregnancy and role of the M.C.H. worker.

VIII. School health program.

MIDWIFERY AND OBSTETRICS NURSING

- I. Introduction - Historical review
- II. Anatomy and Physiology
Reproductive organs, pelvis and pelvic floor, the breast, foetal skull Influence of hormones in reproductive organs.
- III. Embryology
Implantation fetal membranes and placenta formation, growth of foetus, fetal circulation
- IV. Physiology of pregnancy
Signs and symptoms and diagnosis

- V. Antenatal care
Objectives, history taking, calculation of expected date of pregnancy, routine examination, care and advice, minor disorders of pregnancy, alleviation of discomfort.
- VI. Preparation for delivery
Requirements for mother and baby, preparation for home delivery, psychological preparation of mother and family.
- VII. Physiology of labor
Physiological changes, mechanisms, stages of labor, moulding of fetal skull.
- VIII. Conduct of labor
Preparation of patient and delivery room, vaginal examination, techniques, management of first and second stages, delivery technique, third stage management. Mechanism of labor- vertex and breech
- IX. Puerperium
Involution, lochia, psychological adjustment, management of puerperium, breast- feeding establishment, minor disorders.
- X. Review of care of new born
Respiration, apgar score, care of cord, eyes, skin, examination for defects, feeding and clothing, minor disorders, prematurity, prevention and care.
- XI. Postnatal examination
Objectives, techniques, family planning. Post partum programme.
- XII. Multiple pregnancy
Diagnosis, presentation, antenatal care, delivery and management of mother and babies.
- XIII. Abnormalities of pregnancy
Ectopic gestation, abortion, vesicular moles, hydraminos, malformation of foetus, hyperemesis gravidarum, toxemias, Rh factors, cardiovascular, urinary respiratory, metabolic, nutritional, venereal, gynaecological conditions, complications of pregnancy, ovarian tumors, retroversion, prolapse of uterus, vaginitis, haemorrhage, placenta previa. Genetic counseling. Common diagnostic procedures in obstetrics
- XIV. Abnormalities of labor
Malformation, transverse or oblique lie, presentation and prolapse of cord.
Abnormal uterine action, contracted pelvis, obstructed labor, complications of third stage of labor. Injuries to birth canal. Obstetrical operations, episiotomy repair, manual removal of placenta, preparation of patient and theatre for each. Obstetrical emergencies. HIV/AIDS in obstetrics. Common instruments used in obstetrics, fetal monitoring.
- XV. Abnormalities of the puerperium
Sub involution, puerperal haemorrhage, puerperal sepsis, prevention, thrombo-phlebitis, white leg, embolism, cracked nipple, breast abscess, suppression of lactation, psychiatric disturbance.

Adoption, unmarried mothers

XVI The infant

Asphyxia neonatorum, neonatal resuscitation, birth injuries, congenital anomalies, feeding difficulties, artificial feeding, digestive disturbance, new born infections, congenital syphilis, hemolytic disease of the new born. Prematurity, incidence, prevention, management and care at home.

Stillbirths: incidence, prevention, causes

XVII. Legislation

- Medico-legal aspects of M.C.H. services
- Ethical and legal issues in obstetrical nursing
- Drugs in common use, drugs permitted for use by midwives and recognizing need for episiotomy and suturing it
- Anaesthetics and analgesics - The role of midwife in their use.
- Quality assurance

PRINCIPLES OF NURSING SERVICES ADMINISTRATION AND SUPERVISION

- I. Introduction
 - Significance of administration
 - Systems of administration
 - Functions and Objectives
 - Policies and programmes.
 - Planning and decision making process
- II. Organizational structure.
 - Formal and informal organization
 - The chief executive
 - Line and staff relationship
 - Departmental organization
 - Conflict management in organization
- III. Personnel administration
 - Classification
 - Recruitment
 - Promotion
 - Training
 - Condition of Service
 - Morale and discipline
 - Staff association
 - Performance appraisal
 - Discipline and disciplinary procedure
- IV. Finance
 - The role of budget and budgetary authority in governmental organization
 - Features of budget
 - Audits

V. Elementary principles of accountancy

Drawing of cheque, fixed deposits, saving banks account, current account, bank drafts.

Maintenance of public money, cash book, contingent bills, non-governmental accounts

Stores keeping and store accounting. Procedure for purchases of government goods, storage, taking stock, loan etc.

VI. Management

Executive direction and leadership

Public Relations

VII. Supervision: Philosophy of supervision,

Ethics, aims and objectives, principles involved.

Definition of terminology, personnel administration, team work, team spirit

Job Description: What it contains/its uses and purposes

Job description of area supervisor in hospital and community setting

Practice making job descriptions

Supervisory Management: management and leadership relations

attitudes and patterns

Bureaucratic, autocratic, Idiocratic (Diplomatic) and democratic leadership

Tools of supervision: Techniques and skills involved in observations

Interviewing, individual and group conferences

Record and record keeping

Communication skills, oral and written reports

Performance rating and rating scales

Problem solving technique

Responsibilities of supervisor: Work assignment and hours

House keeping

Handling of complaints and grievances

Maintenance of discipline

Staff education

Evaluating the supervisory programmes.