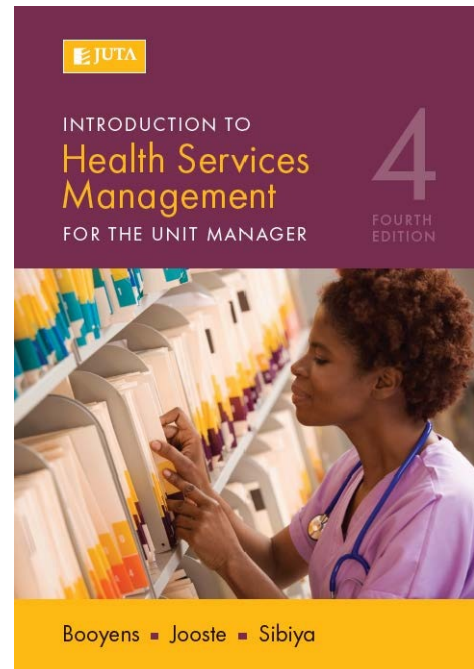


Introduction to Health Services Management

Edition: 4th Edition
Publication date: 2015
Author/Editors: Susanne Booyens
eISBN: 9781485115540
Format: eBook
Number of Pages: 372
Retail price: R463.00 (incl. VAT)
Website Link: juta.co.za/pdf/24297/



About this Publication:

A health services unit manager needs to deal with a wide range of tasks every day, ranging from compiling a duty roster or writing a unit procedure to drawing up an emergency plan, preparing an annual budget and answering legal questions. The unit manager must also be able to manage a team of healthcare professionals, lead and motivate the team and organise the unit so that it functions effectively and in line with the institution's vision and mission.

Now in its fourth edition, Introduction to Health Services Management for the Unit Manager has been updated in the following ways:

- There are new chapters on Leadership, Clinical Governance and Disaster Preparedness.
- The chapters on the four components of the management process have been thoroughly updated.
- The content addresses the legacy qualifications and the new qualifications for Staff and Professional Nurses.
- The processes described are aimed at improving efficiencies to reduce the cost to patients and healthcare institutions alike.

Contents Include:

Chapter 1: Introduction to Nursing Management Processes
Chapter 2: External Factors Influencing Health Services Management
Chapter 3: Managing Policy and Procedures
Chapter 4: Foundations of Planning in Unit Management
Chapter 5: Principles of Organisation in the Health Services
Chapter 6: Financial Management
Chapter 7: Organising Facilities, Equipment and Supplies
Chapter 8: Human Resources Management
Chapter 9: People Management
Chapter 10: Leadership
Chapter 11: Staff Development
Chapter 12: Clinical Governance
Chapter 13: Customer Service and Corporate Governance
Chapter 14: Delegation and Supervision
Chapter 15: Disaster Preparedness
Chapter 16: Quality Improvement

Of Interest and Benefit to:

The student nurse or practising healthcare unit manager will find this book a valuable source of information.