QUALIFICATION FILE

<Nurse Manager>

☒ **Short Term Training (STT)** ☐ **Long Term Training (LTT)** ☐ **Apprenticeship**

☐**Upskilling** ☐ **Dual/Flexi Qualification** ☒ **For ToT** ☒ **For ToA**

☒**General** ☐ **Multi-skill (MS)** ☐**Cross Sectoral (CS)** ☐ **Future Skills** ☐ **OEM**

NCrF/NSQF Level: 5.5

Submitted By: Indira Gandhi National Open University, School of Health Sciences

<Dr. Neerja Sood Associate Professor, School of Health Sciences, Indira Gandi National Open University>

<Maidan Garhi, New Delhi 110068, neerjasood@ignou.ac.in, stride@ignou.ac.in>

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Section 1: Basic Details

1.	Qualification Name	Nurse Manager	
2.	Sector/s	Healthcare – (Administrator Hospital) Nursing	
3.	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐OEM	NQR Code & version of existing/previous qualification: *(change to previous, once approved)* **QG-5.5-HE-03258-2024-V1-IGNOU V.1.0** Approval by 40th NSQC meeting and dated 22-10-2024 **2263.0200**	Qualification Name of existing/previous version: **NA**
4.	a. OEM Name b. Qualification Name *(Wherever applicable)*	**NA**	
5.	National Qualification Register (NQR) Code & Version *(Will be issued after NSQC approval)*	QG-5.5-HE-03258-2024-V1-IGNOU V1.0	6. NCrF/NSQF Level: 5.5
7.	Award (Certificate/Diploma/Advance Diploma/Any Other *(Wherever applicable specify multiple entry/exits also & provide details in annexure)*	Certificate	
8.	Brief Description of the Qualification	After completing the Qualification pack participants will be able to: Apply the management principles and elements of management in day-to-day supervision and management of nursing services in clinical and non-clinical areas, public health units, and education institutions. Will collaborate with support services and departments to provide various ancillary and support services for smooth functioning of ward/department. Participate in selection, recruitment, supervision, training of nursing officers, Plan organise staff development activities and participate as team member in various committees. Nurse manager will be able to manage resources and indent in ward. Participate in quality assurance activities, nursing audit, NABH activities and take care of patient safety issues. As accreditation is very crucial and nursing services are crucial part of hospital nurse manager will learn about nursing excellence standards and implement in hospital. Nurse Manager Job Role QP is essential because responsibilities of nurses are increasing over time and nurse manager needs to be involved in decision making, planning, establishing procedures, be a team member for quality assurance, accreditation and involved in patient safety. This is supported by various studies, national and international reports. Therefore Nurse Manager QP is designed and developed which will enhance managerial skills of nurse managers at national and international level.	
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	**a. Entry Qualification &Relevant Experience:**	

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1	Completed 3 years of UG Diploma (General Nursing and	3 years of experience

		Midwifery – GNM) or Completed 4 years of UG Degree (B.Sc. Nursing)	2 years of experience

b. Age: As per government policy

10.	**Credits Assigned to this Qualification, Subject to Assessment** *(as per National Credit Framework (NCrF))*	20 CreditsX30=600 Hours (4 NOSs)	**11. Common Cost Norm Category (I/II/III)** *(wherever applicable)*: **Category 1**
12.	**Any Licensing requirements for Undertaking Training on This Qualification** *(wherever applicable)*	NA	

13.	**Training Duration by Modes of Training Delivery** *(Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)*

☐Offline ☐Online ☒Blended

Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
Classroom (offline)	00	180	180	NA	600 hours
Online	240	00	00	NA	

(Refer Blended Learning Annexure for details)

14.	**Aligned to NCO/ISCO Code/s** *(if no code is available mention the same)*	NCO 2263.0200
15.	**Progression path after attaining the qualification** *(Please show Professional and Academic progression)*	Vertical Progression: Senior Nursing Officer
16.	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	**English Only**
17.	**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**	☐Yes ☒No URLs of similar Qualifications:
18.	**Is the Job Role Amenable to Persons with Disability**	☒ Yes ☐ No **If "Yes", specify applicable type of Disability:** Locomotor Disability as per INC
19.	How Participation of Women will be Encouraged	Encouraging women's participation in the course involves diverse instructors, targeted mentorship, flexible schedules, and a supportive learning environment. It can be furthered by showcasing female role models, providing networking opportunities, and fostering collaborations 90 percent of nurses are females in India this course will help them to take up managerial and leadership positions.
20.	**Are Greening/ Environment Sustainability Aspects Covered** *(Specify the NOS/Module which covers it)*	☒No ☐ Yes
21.	**Is Qualification Suitable to be Offered in Schools/Colleges**	Schools☐ Yes ☒ No Colleges ☒ Yes ☐ No Yes Nursing Colleges and Hospitals
22.	**Name and Contact Details of Submitting / Awarding Body SPOC** *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	**Name: Awarding Body – Indira Gandhi National Open University, Maidan Garhi, New Delhi = 110068** **Email:** **stride@ignou.ac.in**, neerjasood@ignou.ac.in **Contact No.:** 011-29572618, 29572626 **Website: www.ignou.ac.in**
23.	**Final Approval Date by NSQC: 22-10-2024**	**24. Validity Duration: 3 years**	**25. Next Review 22 October 2027**

Section 2: Module Summary

NOS/s of Qualifications
(In exceptional cases these could be described as components)

Mandatory NOS/s:
Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.
Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					Weightage (%) *(if applicable) Th. 100*	Weightage (%) *(if applicable) Pr. 100*
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total		
1.	Introduction to Health and Hospital Management	IGNOU/N 0101 V 1.0	Core	5.5	6	60	60	60	00	180	100	80	00	20	200	30:70	50:50
2.	Nursing Management in Hospital, Public Health Services and Education Institution	IGNOU/N 0102 V 1.0	Core	5.5	6	60	60	60	00	180	100	80	00	20	200	30:70	50:50
3.	Management of Resources and Quality Assurance	IGNOU/N 0103 V 1.0	Core	5.5	6	60	60	60	00	180	100	80	00	20	200	30:70	50:50
4.	Employability Skills	DGT/VSQ/N0102, v1	Core	5.5	2	60	00	00	00	60	25	00	00	00	25	100	NA
Duration (in Hours) / Total Marks					20	240	180	180	00	600	325	240	00	60	625		

- 30 percent internal assessment and 70 percent tern end – Theory Total 100 Marks (30 marks internal + 70 marks final examination), minimum 75 percent pass percentage
- 50 percent internal assessment and 50 percent term end assessment – Practical Total 100 Marks (50 marks internal+ 50 marks final examination including viva-voce), minimum 75 percent pass percentage

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Elective NOS/s: NA

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:NA

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.																
2.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage
*Please specify **any one** of the following:*

Minimum Pass Percentage –Aggregate at qualification level: 75%*(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

Minimum Pass Percentage –NOS/Module-wise:75%*(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)*

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Section 3: Training Related

| 1. | Trainer's Qualification and experience in the relevant sector (in years)(as per NCVET guidelines) | **Theory**
M.Sc. Nursing teacher with 5 years of experience
Or
M.Sc. Nursing with MBA in Health and Hospital Management or PG Diploma in Hospital and Health Management / Diploma in Nursing Administration with 2 years of experience
or
CNO or NS or DNS or ANS with M.Sc. Nursing with 5 years of administrative experience
or
CNO or NS or DNS or ANS with M.Sc. Nursing with Diploma in Nursing Management / Health and Hospital Management with 5 years of experience
or
MBA with 5 years of experience for general management courses
or
MD (CHA), or MD with PG Hospital and Health Management MBA (Hospital Administration) with 5 years of experience
Practical
M.Sc. Nursing teacher with 5 years of experience
Or
M.Sc. Nursing with MBA in Health and Hospital Management or PG Diploma in Hospital and Health Management / Diploma in Nursing Administration with 2 years of experience
or
CNO or NS or DNS or ANS with M.Sc. Nursing with 5 years of experience
or
CNO or NS or DNS or ANS with B.Sc. Nursing with Diploma in Nursing Management / Health and Hospital Management with 2 years of experience |
| 2. | Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines) | PhD in Nursing or PhD in Public Health and MSc. Nursing with 6 years of teaching and administrative experience
or
M.Sc. Nursing teacher with 6 years of teaching experience
or
M.Sc. Nursing with MBA in Health and Hospital Management or PG Diploma in Hospital and Health Management / Diploma in Nursing Administration with 6 years of teaching experience
or
CNO or NS or DNS or ANS with M.Sc. Nursing with 6 years of administrative experience
or
CNO or NS or DNS or ANS with M.Sc. Nursing with Diploma in Nursing Management / Health and Hospital Management with 6 years of administrative experience
or
MBA or PGD in Health and Hospital Management with 6 years of administrative or teaching experience
or
PhD in Management and MBA with 6 years of administrative or teaching experience for general management courses
or
PhD in Public Health with MD (CHA), or MD with PG Hospital and Health Management with 6 years of experience
or
PhD in Management or MBA (Hospital Administration) with 6 years of administrative or teaching experience |

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3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure*)
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	NA

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<p style="text-align:center;color:#2E74B5;">Section 4: Assessment Related</p>

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	**Theory** M.Sc. Nursing teacher with 5 years of experience Or M.Sc. Nursing with MBA in Health and Hospital Management or PG Diploma in Hospital and Health Management / Diploma in Nursing Administration with 2 years of experience or CNO or NS or DNS or ANS with M.Sc. Nursing with 5 years of experience or CNO or NS or DNS or ANS with M.Sc. Nursing with Diploma in Nursing Management / Health and Hospital Management with 5 years of experience or MBA with 5 years of experience for general management courses or MD (CHA), or MD with PG Hospital and Health Management MBA (Hospital Administration) with 5 years of experience **Practical** M.Sc. Nursing teacher with 5 years of experience Or M.Sc. Nursing with MBA in Health and Hospital Management or PG Diploma in Hospital and Health Management / Diploma in Nursing Administration with 2 years of experience or CNO or NS or DNS or ANS with M.Sc. Nursing with 5 years of experience or CNO or NS or DNS or ANS with B.Sc. Nursing with Diploma in Nursing Management / Health and Hospital Management with 2 years of experience
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Post Graduate and Graduate in health sector or health management sector or nursing
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	M.Sc. Nursing teacher with 6 years of teaching experience Or M.Sc. Nursing with MBA in Health and Hospital Management or PG Diploma in Hospital and Health Management / Diploma in Nursing Administration with 6 years of teaching experience and administrative experience or CNO or NS or DNS or ANS with M.Sc. Nursing / B.Sc. Nursing with PG Diploma in Hospital and Health Management / Diploma in Nursing Administration with 6 years of administrative experience or MBA with 6 years of administrative or/and teaching experience for general management courses or MD (CHA), or MD with PG Hospital and Health Management MBA (Hospital Administration) with 6 years of experience
4.	**Assessment Mode** *(Specify the assessment mode)*	**Blended**
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☒ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** Yes*
2.	**Latest Market Research Reports or any other source (not older than 2years) (Yes/No):** Yes*
3.	**Government /Industry initiatives/ requirement (Yes/No):** Yes
4.	**Number of Industry validation provided:** Yes Listed 31
5.	**Estimated nos. of persons to be trained and employed:** 500
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** Yes Uploaded If "No", why:

Nurse training for care management: integrative literature review
Training Priority for Managerial Competence of Nurse Managers in Small and Medium-Sized Hospitals: Focusing on the Management Level
Role of Directorates in Promoting Nursing and Midwifery Across the Various States of India: Call for Leadership for Reforms
Development and Evaluation of the "High-Up" Program for Enhancing the Nursing-Management Competency of Mid-Career Hospital Nurses: A Quasi-Experimental Study
Effect of Human Resources Management Training Program for Nurse Managers on Staff Nurses' Attitudes toward Organizational Change
Developing and Implementing an Innovative Managerial Skills Training Program for Nurse Managers at Menoufia University Hospitals
State of the world's nursing 2020: investing in education, jobs and leadership
Exploring the management competencies of nurse managers in the Greater Accra Region, Ghana
Description of an effective manager in nursing: A Systematic review
Managerial skills and job satisfaction: a study among nurses in healthcare sector

Section 6: Annexure & Supporting Documents Checklist

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	Given Below
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	Given Below
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	Given Below
4.	**Annexure:** Assessment Strategy *(Mandatory)*	Given Below
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	Given Below
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	Student can complete one NOS and exit and can take entry later for other one or two NOSs. After completing one NOS will get certificate for completing respective NOS. After completing three NOSs will get completion certificate for completing QP
7.	**Annexure:** Acronym and Glossary *(Optional)*	NA
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	Yes
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	Yes
10.	**Supporting Document:** Occupational Map *(Mandatory)*	Yes
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	Yes
12.	**Any other document you wish to submit:**	NA

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	Advanced multidisciplinary and specialized knowledge • Proficient in interdisciplinary knowledge including general, health, hospital and nursing management with specialized expertise in related fields; knowledgeable in emerging trends, change management, challenges within field.	The job role of a Nurse Manager aligns with the NCrF/NSQF level 5.5 descriptor by requiring proficiency in knowledge of management, and have skills in supervision and monitoring of day-to-day activities of ward/unit management. Will have knowledge in emerging trends in healthcare and hospital, public health, and education in nursing. and manage complex problems and challenges. As at level 5 the technical nurse provides direct patient care and at level 6 senior nurse manager is responsible for higher administrative activities in planning for nursing department	5.5
Professional and Technical Skills/ Expertise/ Professional Knowledge	Advanced Technical and Managerial Skills • Proficiently skilled in advanced cognitive abilities and future professional and technical skills required for performing and accomplishing complex tasks relating to the chosen fields of technology/ skills/ job role	The job role of a Nurse Manager is aligned with the NCrF/NSQF level 5.5 descriptor. Nurse Manager exhibit proficiency in advanced cognitive abilities by understanding complex principles, elements, approaches, skills and techniques of management. They have ability to solve problems and conflicts of in diverse situations and of stakeholders and promote quality care in healthcare. At level 5 nurses follow instructions from supervisor and at level 6 senior nurse manager implement policies	5.5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Leadership, effective resource management. Dynamic leader with exceptional organizational, communication and mentoring and management skills, capable of driving group performance	The job role of a Nurse Manager aligns with the NCrF/NSQF level 5.5 descriptor of a "Dynamic nurse manager and a leader with exceptional planning, organizational, directing, controlling, staff development, and collaboration skills, capable of working as a team leader. At level 5 nurses plan and provide direct patient care and at level 6 policies and plan are implemented.	5.5
Broad Learning Outcomes/Core Skill	Judgement in complex Problems. Applies management	The job role of a Nurse Manager at NCrF/NSQF level 5.5 corresponds to the	5.5

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	Skills to manage the ward and units to take crtitical decisions, supervise and monitor and improves processes, and solves complex problems with evidence-based judgement and decision making	descriptor by applying management skills in planning, organising, staffing, directing, coordinating nursing services to provide quality cost-effective services to people by managing resources effectively and efficiently. They take evidence-based decisions and solve problems, monitor, and supervise day to day work to solve problems, collaborate with team, follow ethical and legal aspects to achieve objectives.	
Responsibility	Vertical unit of management – Senior Manager (ward in-charge/In-Charges of units/Senior nursing officer) • Accountable leader effectively manages independent units/departments and delegates, supervises, and takes decisions for change with full responsibility & team building. At level 5.5 take over wards and departments as a manager	The job role of a Nurse Manager aligns with the NCrF/NSQF level 5.5 descriptor by requiring individuals to manage day to day management of nursing services in hospital or district or teaching institution, collaborate with various team members and departments and participate in various committees. They are responsible for management of resources, and human resource, supervision, performance appraisal of nurses, be a leader to solve issues and find out solutions for challenges.	5.5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment required in Hospital minimum 100 beds or College of Nursing or School of Nursing and Hospital minimum 100 beds as Study Centre
Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Table. Chair		150-200
2	Log Book for visit report, Formats, Checklist	As per format provided	150 -200
3	Chart papers for rotation plan	Different colours	150 -200
4	Different colour sketch pens	Different colours	150 - 200
5	Stationary items – Pen pencil, eraser, sharpener, ruler, full scape paper, register, white board pen, board duster		
6	White Board	One with stand	02
7	Flip charts for writing	Plain and ruled	4 -8

Classroom Aids
The aids required to conduct sessions in the classroom are:
1. Projector, pen drive
2. Laptop / Computer
3. Screen, pointer
4. Stationary
5. Smart Boart / White Board
6. Public Addressing System/Mikes

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Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications. **Attached 31 Industry Validation**

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Aakash Healthcare, Super Specialty Hospital	Mrs. Deepa Chugh	Nursing Superintendent	Aakash Healthcare, Super Specialty Hospital Plot, Road No, 201, Sector 3, Dwarka, New Delhi	9969738807	deepachugh78@gmail.com	
2	Ram Manohar Lohia Hospital	Mrs. Rekha Anil Kumar	CNE Coordinator, RML Hospital	Atal Bihari Vajpayee Institute of Medical Sciences & Dr. Ram Manohar Lohia Hospital (Formerly Willington Hospital) A Central Government Hospital Baba Kharak Singh Marg, Near Gurudwara Bangla Sahib, Connaught Place, New Delhi	9850134953	rekhakano@gmail.com	
3	AIIMS Patna	Dr. Ratish Nair	Principal and Chief Nursing Officer	AIIMS, Patna, Pulwarisharif, Patna, Bihar	0612-2451201	principalcon@aiimspatna.org	
4	Amity College of Nursing	Dr. Anu Gauba	Principal, College of Nursing	Amity University, Amity Education Valley Gurugram (Manesar), Haryana 122 413 Haryana	9810245092	anugauba@gmail.com	
5	KD Institute of Nursing Sciences	Dr. Chris Thomas	Principal	KD Institute of Nursing Sciences and KD Hospital, Vaishnodevi Circle, Sarkhej - Gandhinagar Hwy, Gujarat Ahmedabad	9636831605	Christhomas0002@yahoo.com	
6	School of Nursing, Apollo	Mrs. D. Maryline Flinsi	Principal	Indraprasth Apollo Hospitals, Delhi Mathura Road, Sarita Vihar, Delhi	9958290475	maryline_f@apollohospitals.com	
7	AIIMS, Rishikesh	Mrs. Reeta Sharma	Chief Nursing Officer	AIIMS, Rishikesh, **Virbhadra Road, Rishikesh · Uttarakhand**	9811815721	reeta.cno@aiimsrishikesh.edu.in	
8	Government, College of Nursing	Mr. Mukesh Tetarwal	Programme In-Charge, DNA Programme, IGNOU	Government College of Nursing, Shastri Nagar, Jodhpur	9983777800	Ignousc88016@gmail.com	
9	Hamdard Institute of Medical Sciences and Associated HAH Centenary Hospital	Ms. Seema Wilson	Nursing Superintendent	*Hamdard Institute of Medical Sciences and Associated HAH Centenary Hospital, Ravidas Marg, New Delhi*	*9810410718*	ns@hismr.co.in	
10	Shantha College of Nursing	Dr. Naveen Simon	Principal, College of Nursing	*Shantha College of Nursing,* **Peresandra, Chikkaballapur, Karnataka**	8287074963	Agatha27@rediffmail.com	
11	Subharti Nursing College	Prof. (Dr.) Geeta Parwanda	Dean, Faculty of Nursing	Subharti University, Subhartipuram, NH-58, Delhi-haridwar Byepass Road,	9639010312	parwandaa@yahoo.com	

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12	Ram Manohar Lohia Hospital	Dr. Vijay Rai	Expert, Course Writer and Sr. CMO retired	Meerut, Uttar Pradesh Atal Bihari Vajpayee Institute of Medical Sciences & Dr. Ram Manohar Lohia Hospital (Formerly Willington Hospital) A Central Government Hospital Baba Kharak Singh Marg, Near Gurudwara Bangla Sahib, Connaught Place, New Delhi	9811261313	raivijay57@gmail.com	
13	Government College of Nursing	Dr. Samta Soni	Nursing Administration programme – Academic Counsellor	Government, College of Nursing, Jaipur	9414394506	sonisamta@rediffmail.com	
14	AIIMS New Delhi	Mrs. Yangchen Dolma	Senior Nursing Officer	AIIMS, New Delhi	9718788177	yangchen_dolma@yahoo.com	
15	RML Hospital Lucknow	Ms. Honey Gangadharan	Nursing Officer	Atal Bihari Vajpayee Institute of Medical Sciences & Dr. Ram Manohar Lohia Hospital, Lucknow	9013899244	honey.gangadharan87@gmail.com	
16	Banasthali Vidyapith University	Dr. Sakshi	Associate Professor	Banasthali Vidyapith University WR53+W9V, Sarojini Marg, Panch Batti Ashok Nagar, Jaipur, Rajasthan – 302001	8059879863	sakshichaturvedi@banasthali.in	
17	College of Nursing, Jaipur	Dr. B.L. Sharma	Lecturer	Government, College of Nursing, Jaipur	9414752960	drbabusharma@gmail.com	
18	Nightingale Institute of Nursing	Naoshekpam Suniakumari Devi	Associate Professor	Nightingale Institute of Nursing, Noida Institutional Area C-23, Sector 62, Noida	8420447810	nskd.devi@gmail.com	
19	College of Nursing, Patna	Sr. Usha Saldanha	Principal	College of Nursing, Kurji Holy Family Hospital,Patna District, Sadaquat Ashram Patna P.O Bihar 800010	8544092439	mollysaldanha45@gmail.com	
20	JP Hospital, NOIDA	Capt. (Dr) Indira Rani	Chief Nursing	Jaypee Hospital, Sector 128, Noida.UP	9818109325	: indira_rani@hotmail.com	
21	NIMS Hospital Jaipur	Prof.(Dr.) Maharaj Singh	Vice Principal	Nims Nursing College, Nims University Rajasthan, Jaipur.	9888166279	maharaj2009@yahoo.com	
22	Nightingale Institute of Nursing	Thongam Kapeelta Devi	Vice Principal	Nightingale Institute of Nursing, Noida Institutional Area C-23, Sector 62, Noida	7409727448	kapeel.thongam@gmail.com	

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23	Nightingale Institute of Nursing	Prof. Lavanya Nandan	Director & Principal	Nightingale Institute of Nursing, Noida Institutional Area C-23, Sector 62, Noida	9873403033	lavanyanandan61@gmail.com	
24	Nightingale Institute of Nursing	Swati Tripathy	Assistant Professor	Nightingale Institute of Nursing, Noida Institutional Area C-23, Sector 62, Noida	9205295651	tripathy.swati26@gmail.com	
25	RML Hospital Lucknow	Kamini Kapoor	Nursing Superintendent	Dr. Ram Manohar Lohia Institute of Medical sciences, Gomti Nagar Lucknow , UP	7379155333	kaminikapoor79@gmail.com	
26	RML Hospital and College of Nursing	Gulshan Roy Chowdhury	Lecturer	College of Nursing, ABVIMS & Dr. RMLH, New Delhi	9871576479	gulshan1410@gmail.com	
27	PGI Lucknow	Mr. Manu Thambi	SNO & ICN, Deptt. Hospital Administration	Sanjay Gandhi Postgraduate Institute of Medical Sciences Lucknow	7012894792	manuticn@gmail.com	
28	Public Health and Nursing Consultancy	Dr Swati Rane	CEO	Sevashakti Healthcare Consultancy, Mumbai	9920719429	swatirane1975@gmail.com	
29	PGI Lucknow	Mr. Dhikhil C.D	SNO & ICN, Deptt. Hospital Administration	Sanjay Gandhi Postgraduate Institute of Medical Sciences Lucknow	8004443768	dhikhil@gmail.com	
30	TMU University	Dr. Sapna Singh	Professor cum HOD Pediatric Nursing	Teerthanker Mahaveer University, Moradabad, Uttar Pradesh.	9877550108	drsapna.pediatricnursing@gmail.com	
31	Medical Sciences University	Vikas Bhaskar	Assistant Professor	Faculty of Nursing, Uttar Pradesh University of Medical Sciences, Saifai, Etawah	9414928269	vickeybhaskar@gmail.com	

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Annexure: Training & Employment Details

Training and Employment Projections: 450

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2026	150	In-Service	100	In-service	7-8	In-service
2027	150	In-Service	100	In-service	7-8	In-service
2028	200	In-Service	100	In-service	7-8	In-service

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications: NA

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

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List Schemes in which the previous version of Qualification was implemented: NA

Content availability for previous versions of qualifications: NA

☐√ Participant Handbook ☐√ Facilitator Guide☐ √Digital Content ☐ √Qualification Handbook ☐√Any Other Assignments:

Languages in which Content is available: English

Annexure: Blended Learning

Blended Learning Estimated Ratio &Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice, Whiteboard, Markers, Wi-fi connectivity	00:100
2	☐Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	LCD, Projector, Laptop, MSOffice, Whiteboard, Markers, Wi-fi connectivity	100:00
3	☐Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice, various tools and software, computer camera, computer speakers, wi-fi connectivity	
4	☐Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Practical's offline in hospital or study center, computer, laptop, projector, Wi-fl	
5	☐Tutorials/ Assignments	Tutorial and Assignments at LMS (Google classroom) Wi-Fi, Internet connectivity, electricity and back-up supple, Laptop, Computer and Practice offline	00:100
6	☐Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Continues / Internal assessment Online – Wi-Fi, Internet connectivity, electricity and back-up supple, Laptop, Computer / Final Examination Offline – Question paper	30:70 Theory 50:50 Practical
7	☐On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Activities in hospital/health Centre - OJT	100:00

- 30 percent internal assessment and 70 percent tern end – Theory Total 100 Marks (30 marks internal + 70 marks final examination)
- 50 percent internal assessment and 50 percent term end assessment – Practical Total 100 Marks (50 marks internal+ 50 marks final examination including viva-voce)

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks including viva voce
Introduction to Health and Hospital Management IGNOU/N0101 V 1.0 Module 1 – Basic Concepts of Management Module 2 – Functions of Management Module 3 – Planning and Management of Health Care Services Module 4 – Trends in Hospital Management	• describe basic concepts of management	06	00
	• explain principles of management applied in nursing management	05	00
	• discuss management approaches, techniques and skills	05	00
	• critically analyse the role of nurse manager in healthcare institution	06	00
	• describe any 3 elements of management	05	00
	• describe concept of national health planning and health financing in India	05	00
	• explain health care delivery system at Centre and State level	05	00
	• analyse health data and health problems in India	06	00
	• discuss history of nursing in India	06	00
	• describe nursing trends and future need of nursing in India	06	00
	• critically analyse the role of nursing councils and nursing associations	06	00
	• describe changing role and structure of hospital	06	00
	• make a checklist for visit to hospital	00	50
	• critically analyse areas in hospital requiring further strengthening or improvement	06	00
	• interpret hospital policies and give comments	06	00
	• list various committees in hospital	03	00
	• analyse legal Acts and rules to implement in hospital	06	00
	• explain consumer behaviour and challenges to solve conflicts	06	00
	• critically analyse the challenges faced by nurses in hospital in managing patients	06	00
	• plan health education for patients and their rights and responsibilities	00	30
	• make a checklist to compare and present the paper base information system with computerised information system	00	20
	Total Marks	**100**	**100**
Nursing Management in Hospital, Public Health Services and Education Institution IGNOU/N0102 V 1.0 Module 1 – Management	• explain the need for planning for nursing department	04	00
	• describe the recruitment and selection process of nurses and make checklist	05	00
	• draft advertisement for nursing staff recruitment	00	20
	• make a script and organise role play for selection of new nurses	00	20
	• explain the need for supervision	05	00
	• describe the supervision process	05	00
	• make a supervision plan and checklist	00	15
	• explain different types of supervision styles	09	00
	• explain concept of performance appraisal	06	00
	• fill the performance appraisal performa of nurses and analyse it	00	25
	• discuss the issues and problems faced by nurse manager in filling	07	00

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of Nursing Department Module 2 – Management of Clinical Services Module 3 – Coordination with Support and Utility Services Module 4 –Management of Public Health Services and Education Institution	• performance appraisal of staff		
	• describe IPHS guidelines for district hospital	06	00
	• describe the challenges faced by nurse manager in management of clinical services and/or non-clinical services in the hospital	10	00
	• plan meeting with utility and support departments	05	00
	• list the services provided by Health and Wellness centres	06	00
	• discuss the role of CHO in HWCs	07	00
	• discuss the role of nurse manager in management of epidemics and make checklist	06	00
	• explain the importance of community participation in planning and monitoring healthcare services	06	00
	• participate in advocacy of policy makers, stakeholders	06	20
	• discuss the challenges faced by nurse manager in coordinate with nursing teaching institutions for placement and teaching students	07	00
	Total Marks	**100**	**100**
Management of Resources and Quality Assurance IGNOU/N0103 V 1.0 Module 1 – Management of Human Resource Module 2 – Management of Inventory, Equipment and Supplies Module 3 – Introduction to Quality Assurance and Accreditation Module 4 – Basics of Patient Safety	• describe the concepts related to staff management	06	00
	• describe the principles of making a rotation plan for staff	06	00
	• make a duty roster for staff in the ward/unit	00	20
	• make a format for assessment of training needs of staff	00	10
	• make staff development programme schedule and letters, checklist etc. for nurses	00	10
	• make a plan for organizing on the job training / orientation training - proposal, budget, formats	00	20
	• design feedback form for evaluation of training	00	10
	• explain concepts related to inventory control	06	00
	• describe various methods of inventory control	06	00
	• discuss the role of nurse manager in inventory control	06	00
	• explain concepts of logistics management	06	00
	• visit store for procedure of indenting the equipment and supplies	06	00
	• discuss role of nurse manager in receipt, storage, condemnation of equipment's	06	00
	• describe importance of record and report keeping	06	00
	• write 3 shifts handing over report	00	10
	• list various records and reports maintained in the ward/unit and collect and paste in log book	06	00
	• describe the concepts related to quality and quality assurance	06	00
	• explain the process of quality assurance	06	00
	• explain the concepts related to standards in healthcare and nursing	06	00
	• discuss the concepts of nursing audit and procedure of nursing audit	06	00
	• discuss the role of nurse manager in quality assurance / nursing audit/accreditation	04	00
	• describe patient safety components	06	00
	• participate in planning and preparing formats and tools for quality assurance/accreditation and patient safety	06	20
	Total Marks	**100**	**100**

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	Module Name	Marks	Practical
Employability Skills **DGT/VSQ/N0102, v1** Introduction to Employability Skills Constitutional values – Citizenship Becoming a Professional in the 21st Century Basic English Skills Career Development & Goal Setting Communication Skills Diversity & Inclusion Financial and Legal Literacy Essential Digital Skills Entrepreneurship Customer Service Getting Ready for Apprenticeship & Jobs	discuss the Employability Skills required for jobs in health industry list different learning and employability related GOI and private portals and their usage	2	00
	explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen show how to practice different environmentally sustainable practices.	2	00
	discuss importance of relevant 21st century skills. exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. describe the benefits of continuous learning	2	00
	show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone read and interpret text written in basic English write a short note/paragraph / letter/e -mail using basic English	2	00
	create a career development plan with well-defined short- and long-term goals	2	00
	demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. explain the importance of active listening for effective communication discuss the significance of working collaboratively with others in a team	2	00
	demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD discuss the significance of escalating sexual harassment issues as per POSH act.	2	00
	outline the importance of selecting the right financial institution, product, and service demonstrate how to carry out offline and online financial transactions, safely and securely list the common components of salary and compute income, expenditure, taxes, investments etc. discuss the legal rights, laws, and aids	2	00
	describe the role of digital technology in today's life demonstrate how to operate digital devices and use the associated applications and features, safely and securely discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely create sample word documents, excel sheets and presentations using basic features utilize virtual collaboration tools to work effectively	2	00
	explain the types of entrepreneurship and enterprises discuss how to identify opportunities for potential business, sources of	3	00

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	funding and associated financial and legal risks with its mitigation plan describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement create a sample business plan, for the selected business opportunity		
	describe the significance of analyzing different types and needs of customers explain the significance of identifying customer needs and responding to them in a professional manner. discuss the significance of maintaining hygiene and dressing appropriately	2	00
	create a professional Curriculum Vitae (CV) use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively discuss the significance of maintaining hygiene and confidence during an interview perform a mock interview list the steps for searching and registering for apprenticeship opportunities	2	00
	Total	**25**	**00**
	Grand Total	**325**	**300**

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<div align="center">Annexure: Assessment Strategy</div>

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

Assessment will be carried out by assessment agency. Based on the results of assessment, awarding agency will certify the learners. candidate has to pass theory and practical examination of the job role.
The assessment will have both theory and practical components in 50:50 ratio.
While theory assessment is formative in form of assignments and summative a written exam; practical will involve activities to be carried out in hospital. Practical assessment will also be formative hands on and summative practical examination including viva voce.

2. Testing Environment:

Training partner will be provided with list of the batch start date and end date, number of trainees for the job role.
Assessment will be as per assessment agency date sheet, Theory Assessment will be conducted at the centre selected by assessment agency and practical at the training centre..
Assessment agency will get the paper setting, moderation and printing of paper and send to examination centre. Names of paper setter, moderator and evaluator will be approved by assessment agency.
Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.
Theory question paper will include short and long questions.
Practical examination will be based on practical activities.
Practical date sheet will be provided by training center. Viva Voce will be integrated with practical examination.

3. Assessment Quality Assurance levels/Framework:

Paper setter, moderators and evaluator will be as per norms.
Overall structure of assessment and objectivity of the marking scheme will be given to them.
For practical, the instructions for taking the test to be clearly written and shared with the candidates.

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

   6. Method for assessment documentation, archiving, and access as per university policy

- Hard copies of the documents will be stored

On the Job:

1. Each NOS (which covers the job profile will be assessed separately.
2. The candidate must score minimum 75% in each NOS separately in each component (theory and practical) to successfully to complete the QP.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills
4. Assessment of each NOS will ensure that the candidate is able to:

- Effectively manage the ward in hospital, resources, staff, coordinate with district health services or teaching institution, apply management, leadership, communication, skills, apply critical thinking, decision-making, problem-solving skills.

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Annexure: Acronym and Glossary

Acronym

| Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf

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Job Role – Nurse Manager

Career Progression – In hospital
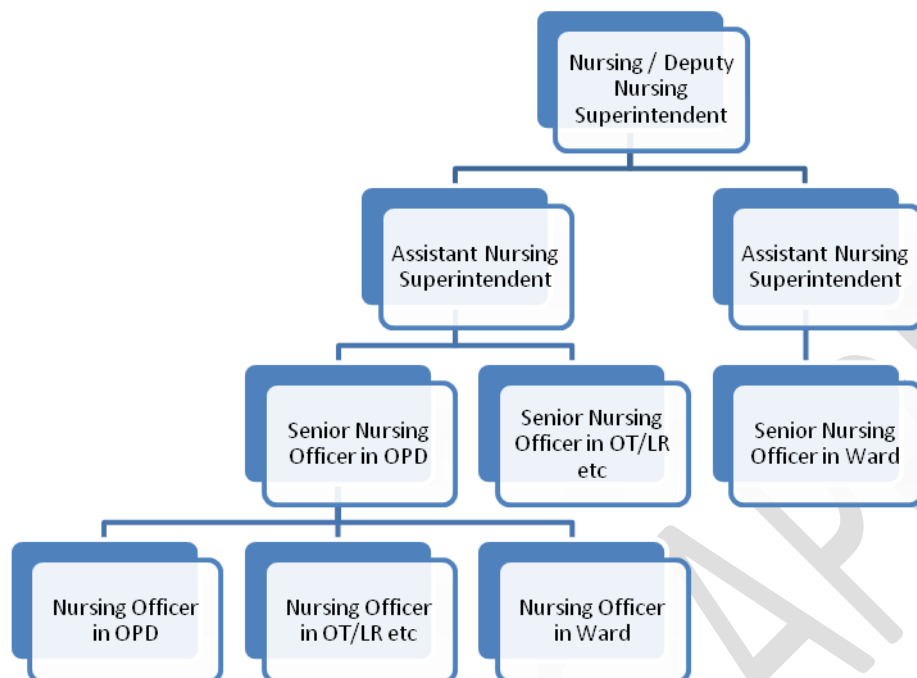
Vertical from Nursing Officer target group for QP will be promoted to Senior Nursing Officer (First kevel nurse manager) and then to Assistant Nursing Superintendent to Deputy Nursing Superintend to Nursing Superintendent

Horizontal Nursing Officers are transferred from OPD to Ward or tom OT/LR and Senior Nursing Officers also transferred and post in OPD or Wad or OT/LR

Occupational Map in Nursing

Nursing - Sub Sectors

Hospital Services

Preventive, curative, rehabilitative services, out-reach services, national health programme activities, management of nursing services, nurse manager, nurse education, infection control nurse etc

Public Health Services

Preventive, promotive, curative services to families and community, Community Health Officer, Public health nurse, management of public health services at health centers and distict, school health nurse, occupational health nurse etc

Teaching

Principal, professor, Associate professor, Assistant Professot, Tutor, Clinical Instructor in college or school of nursing or in ANM training center.

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