

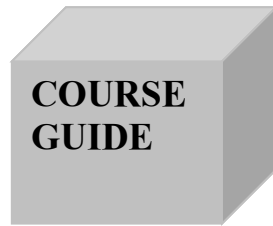


MPA 778

**THE SHIFTING SYSTEM IN HOSPITAL
/MULTIPLE HOSPITAL MANAGEMENT SYSTEM**

Course Guide





MPA778

**THE SHIFTING SYSTEM IN HOSPITAL/MULTIPLE
HOSPITAL MANAGEMENT SYSTEM**

Course Developers & Writer Dr Joel A. Afolayan

Course Editor/ Coordinator Martha Oruku
National Open University of Nigeria
Lagos

Programme Leader Dr O J Onwe
National Open University of Nigeria
Lagos.



NATIONAL OPEN UNIVERSITY OF NIGERIA

National Open University of Nigeria
14/16 Ahmadu Bello Way
Victoria Island
Lagos

Abuja Office
No. 5 Dar es Salaam Street
Off Aminu Kano Crescent
Wuse II, Abuja
Nigeria

e-mail: centralinfo@nou.edu.ng
URL: www.nou.edu.ng

National Open University of Nigeria 2008

First Printed 2008

ISBN: 978-058-676-8

All Rights Reserved

Printed by: For
National Open University of Nigeria

CONTENTS	PAGE
Introduction.....	1
Course Content.....	1
Course Aims.....	1
Course Objectives.....	1
Course Materials.....	2
Study Units.....	2
Assignments	2
Course Assessment	3
Tutor- Marked Assignment (TMAs)	3

Introduction

The shifting system in the hospital and multiple hospital system is a one-semester course for students offering a Master of Public Administration Programme. It is a 2- credit unit course consisting of 17 units. Each unit is supposed to be covered in 2 (two) hours. It is also a core course.

Course Content

The course is about the shifting system in hospitals and its relevance to efficient hospital management.

Course Aims

The aim of the course is to expose students in the media and hospital support services to the management in a health institution setting.

This will be achieved by aiming to:

- Introduce you to the basic concepts and principles in shifting system in hospital administration.
- Explore levels of health care services in Nigeria.
- Give an insight to the staff development process in hospitals.
- State the parameters in safe shifting in the hospitals.
- Appraise team-building in shifting system in Hospital Management.
- Remove the negative effects of frequent shifting.
- Discuss the changing shift schedules of health workers.

Course Objectives

To achieve the aims set-out above the course sets overall objectives. In addition, each unit also has specific objectives. The unit objectives are always included at the beginning of a unit. You are advised to refer to them as you study each unit both at the beginning and at the end to ensure that you check your progress and that you have done what is required of you by the unit.

Course Materials

Major components of the course are:-

- (1) Course guide
- (2) Study units
- (3) Further readings
- (4) Tutor-Marked Assignment

Everything is contained in each unit except the textbooks which you may have to acquire. You are advised to read some more materials in shifting system in hospitals in some medical journals. You may also contact your tutor where you run into problem about recommended text books

Study Units

There are seventeen (17) study units in this course as follows:

Unit 1	Levels of health care services in Nigeria
Unit 2	The staff development process
Unit 3	Safe staffing in the hospitals
Unit 4	Staffing the hospital units
Unit 5	Conflicts among the major groups in health care services in Nigeria
Unit 6	Staffing modules and modified approaches to staffing and schedules
Unit 7	Staffing the hospital units
Unit 8	Team-building in shifting system
Unit 9	Changing shift schedules
Unit 10	Negative effects of frequent shifting
Unit 11	Hospital management system
Unit 12	The qualities of the health manager
Unit 13	Interpersonal relationship in shifting system
Unit 14	Human environment
Unit 15	Participative health care
Unit 16	Group dynamics in health care system
Unit 17	Stress and adaptation

Assignment

The major assignment required of you is a Tutor-Marked Assignment (TMA) which you are expected to complete at the end of each unit and mail to your tutor.

Course Assessment

Your assessment for this course is made up of two components.

- Tutor-Marked Assignment
- Final Examination

Tutor-Marked Assignment

Each unit of this course has a TMA attached to it. You can only do this assignment after covering the materials and exercise in each unit. Normally the TMA are kept in a separate file. Your tutor will mark and comment on it. Pay attention to such feedback from your tutor and use it to improve your offer assignments. You can write the assignment by using materials from your study units, and from textbooks or other sources. It is however preferable that as a graduate student, you should demonstrate evidence of independent reading especially from texts and other sources, something to show that you have done some more research on the course.

The assignment is in most cases essay question. Examples from your own experience or environment are useful when you answer such questions. This allows you to apply theory to real life situations.