

# Management Process

## ORGANIZING

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# LEARNING OBJECTIVES

- ✓ The learners will be able to discuss the definition of Organizing
- ✓ The learners will be able to describe the relationships of the authority and the chain of command
- ✓ The learners will be able to differentiate the managerial levels





# ORGANIZING

- involves developing an organizational structure and allocating human resources to ensure the accomplishment of objectives

**([open.lib.umn.edu/principlesmanagement](https://open.lib.umn.edu/principlesmanagement))**

- is the process of assembling the human, financial, physical, informational and other resources needed to achieve goals

**(Bateman & Snell, 2013)**





# ORGANIZING PROCESS INCLUDES

- 01 Identifying Tasks
- 02 Defining Responsibilities
- 03 Setting up the organizational Structure
- 04 Establishing Relationships





# Six Principles of Max Weber's Bureaucracy

- **H**ierarchy of Authority
- **D**ivision of Labor (Specialization)
- **C**learly Defined Rules and Regulations
- **I**mpersonal Relationships
- **F**ormal Selection of Employees
- **C**areer Development



## BUREAUCRATIC THEORY

Bureaucratic theory explains the setup, operation, and management of organizations as formal, rational, well-organized, hierarchical systems.

### DEFINITION

Weber's bureaucratic theory mirrors two key phenomena of the early 20th century: professionalization and rationalization:

1. **Professionalization:** secure and efficient legal, financial etc. transactions.
2. **Rationalization:** organization based on reason and objectivity rather than emotions or arbitrariness.

### SIX PRINCIPLES OF BUREAUCRACY

1. Division of labor (specialization)
2. Formal selection
3. Impersonality
4. Hierarchical authority relationship
5. Formal rules and regulations
6. Career orientation



# ORGANIZATIONAL STRUCTURE



- A systematic approach by which the duties are divided and influences the flow of an organization

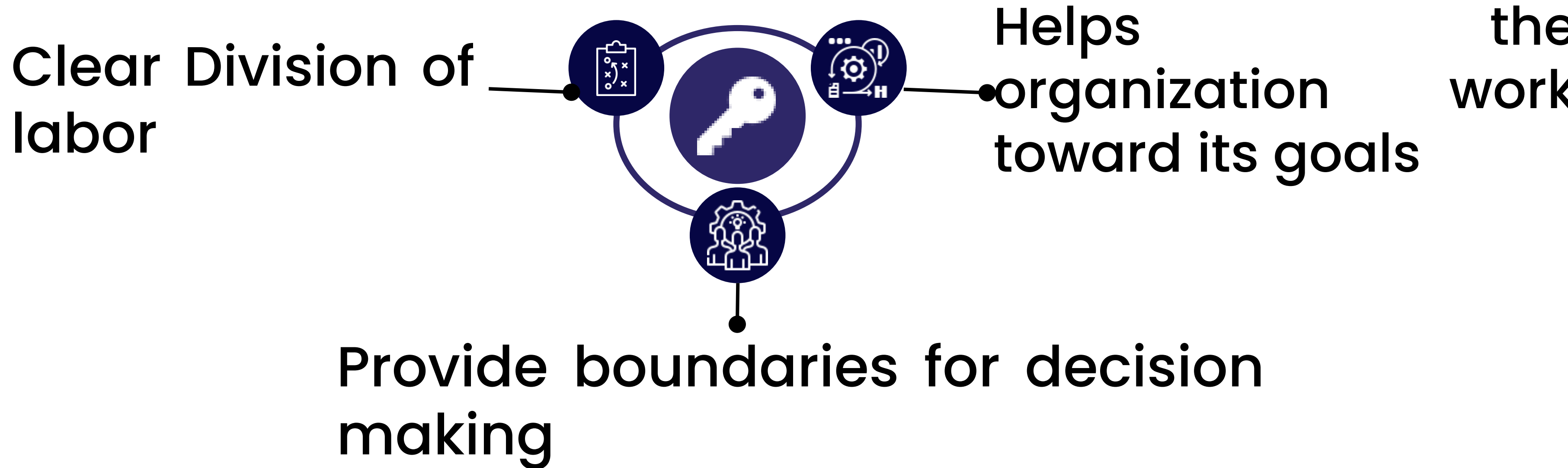
## ELEMENTS OF ORGANIZATIONAL STRUCTURE

- ✓ Lines of Communication
- ✓ Passage of Command
- ✓ Stretch of Authority

# ORGANIZATIONAL CHART

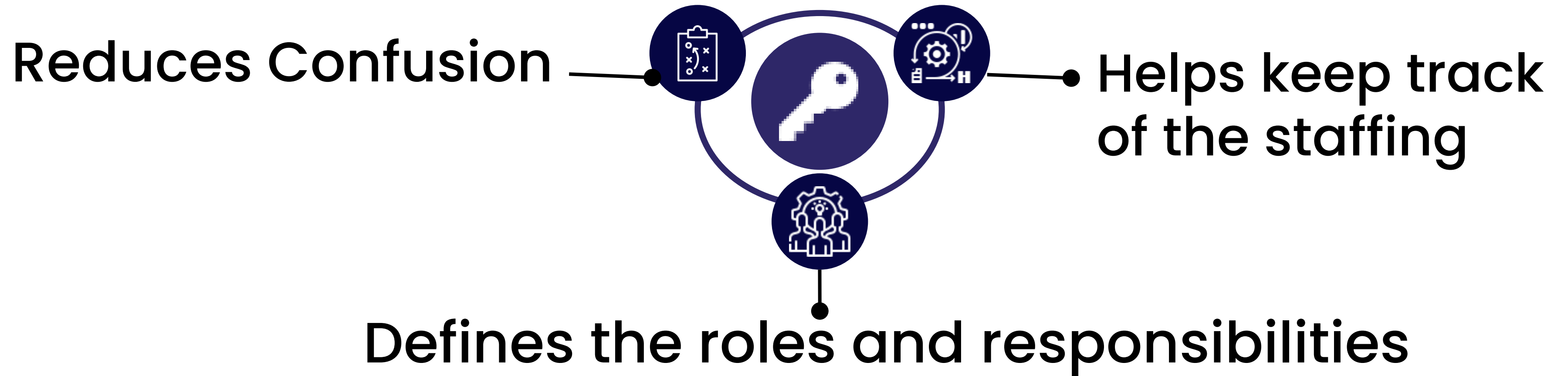


# PURPOSE OF ORGANIZATIONAL STRUCTURE





# PURPOSE OF ORGANIZATIONAL STRUCTURE



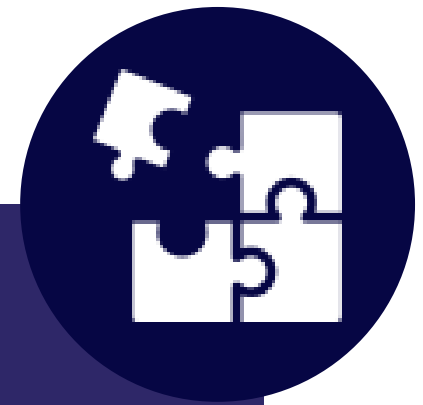
# ORGANIZATIONAL STRUCTURE



## FORMAL STRUCTURE

an organizational Structure with cleas division of tasks, authority, responsibility and liability

- It is often put as the Organizational Chart



## INFORMAL STRUCTURE

Maybe composed of compelling set of staff that shared common interests



# TYPES OF ORGANIZATIONAL STRUCTURE

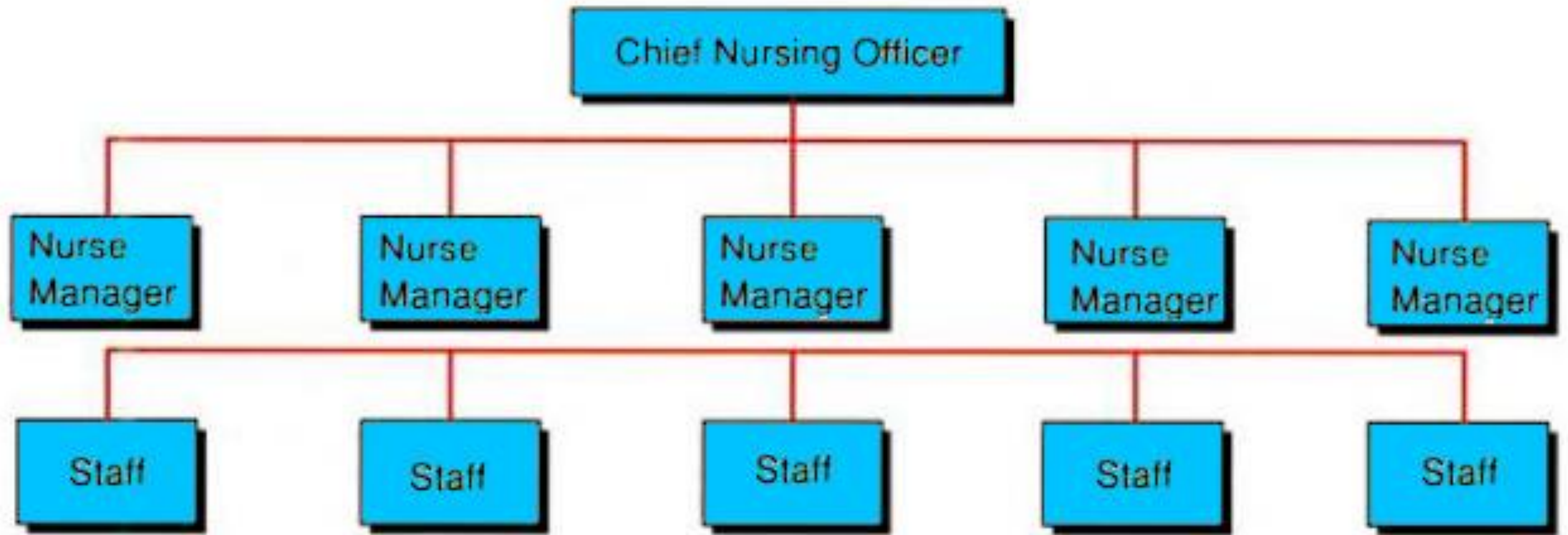
## LINE ORGANIZATION



- > Simplest type of organizational structures
- > The authority flows from top to bottom



# LINE ORGANIZATIONAL STRUCTURE





# HORIZONTAL/ FLAT ORGANIZATION

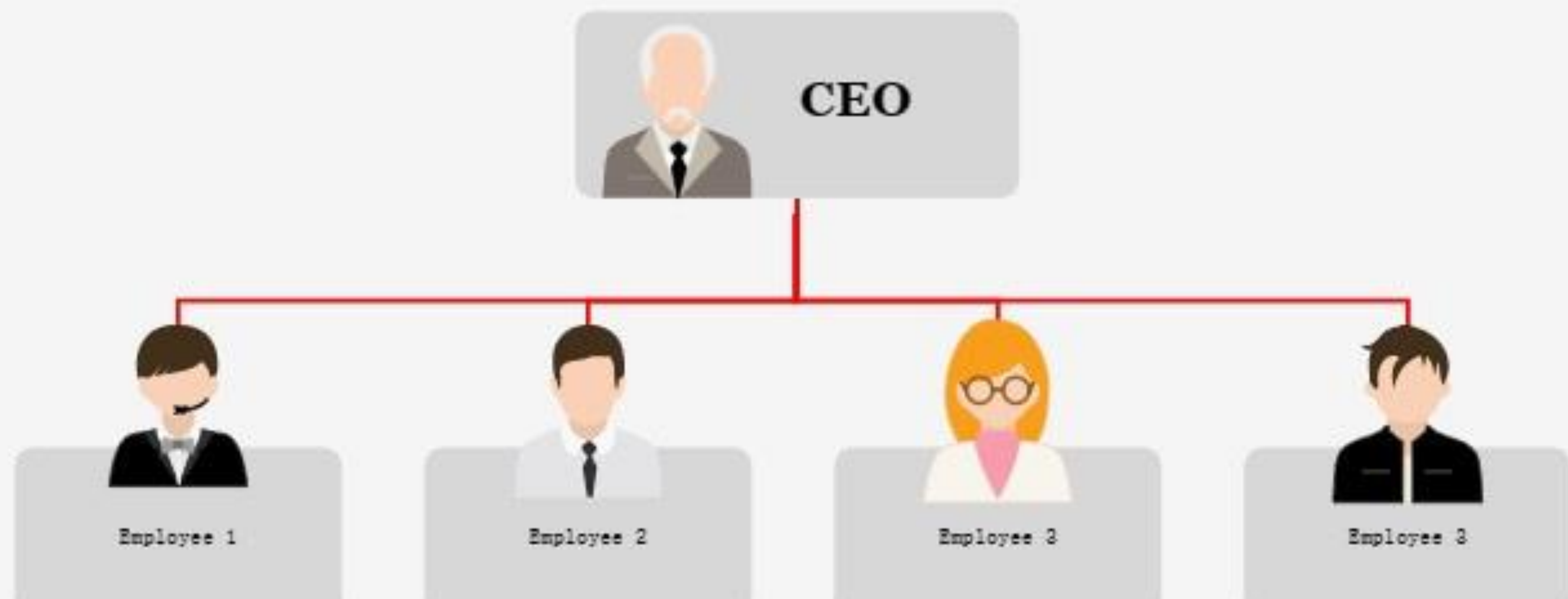
- › Suitable to organizations with few levels bounded by the upper management and staff-level employees
- › Provides more responsibility to employees and promotes open communication
- › Decentralized type

## DISADVANTAGE

- › Creates confusion
- › Challenging to maintain once the company grows



# Flat Organizational Chart





# FUNCTIONAL ORGANIZATION

- Group of employees into different departments based on expertise
- Employees are organized according to their functions
- With a define scope

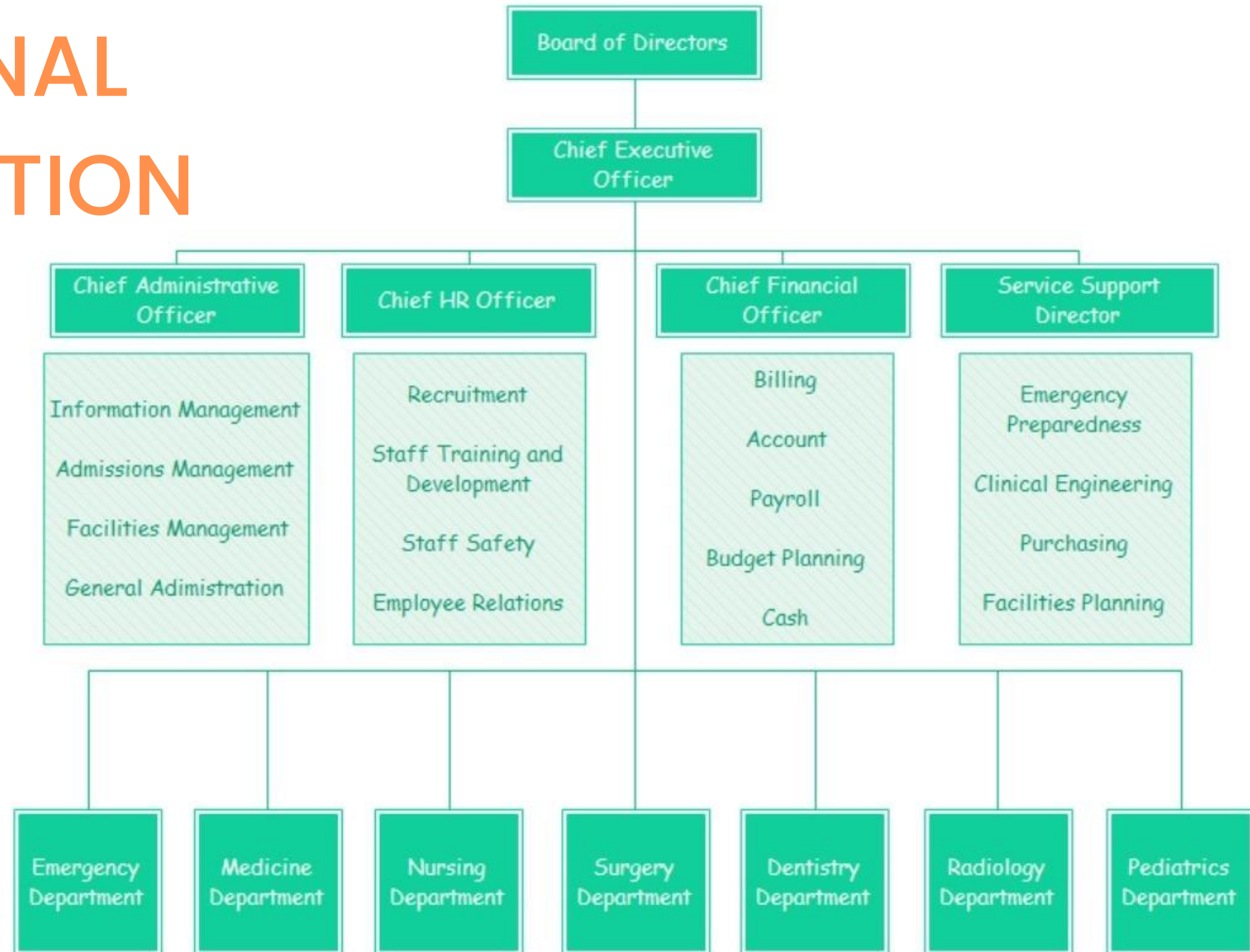
## DISADVANTAGE

- › Territorial Conflicts
- › Delay in decision making





# FUNCTIONAL ORGANIZATION



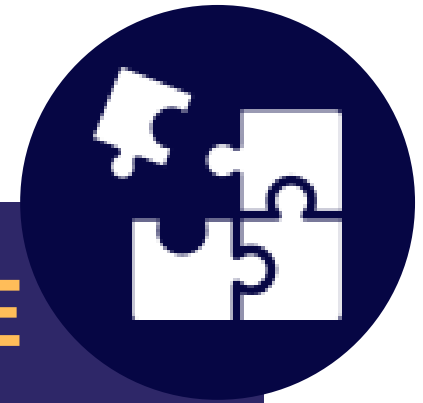


# MATRIX ORGANIZATIONAL STRUCTURE



## ADVANTAGE

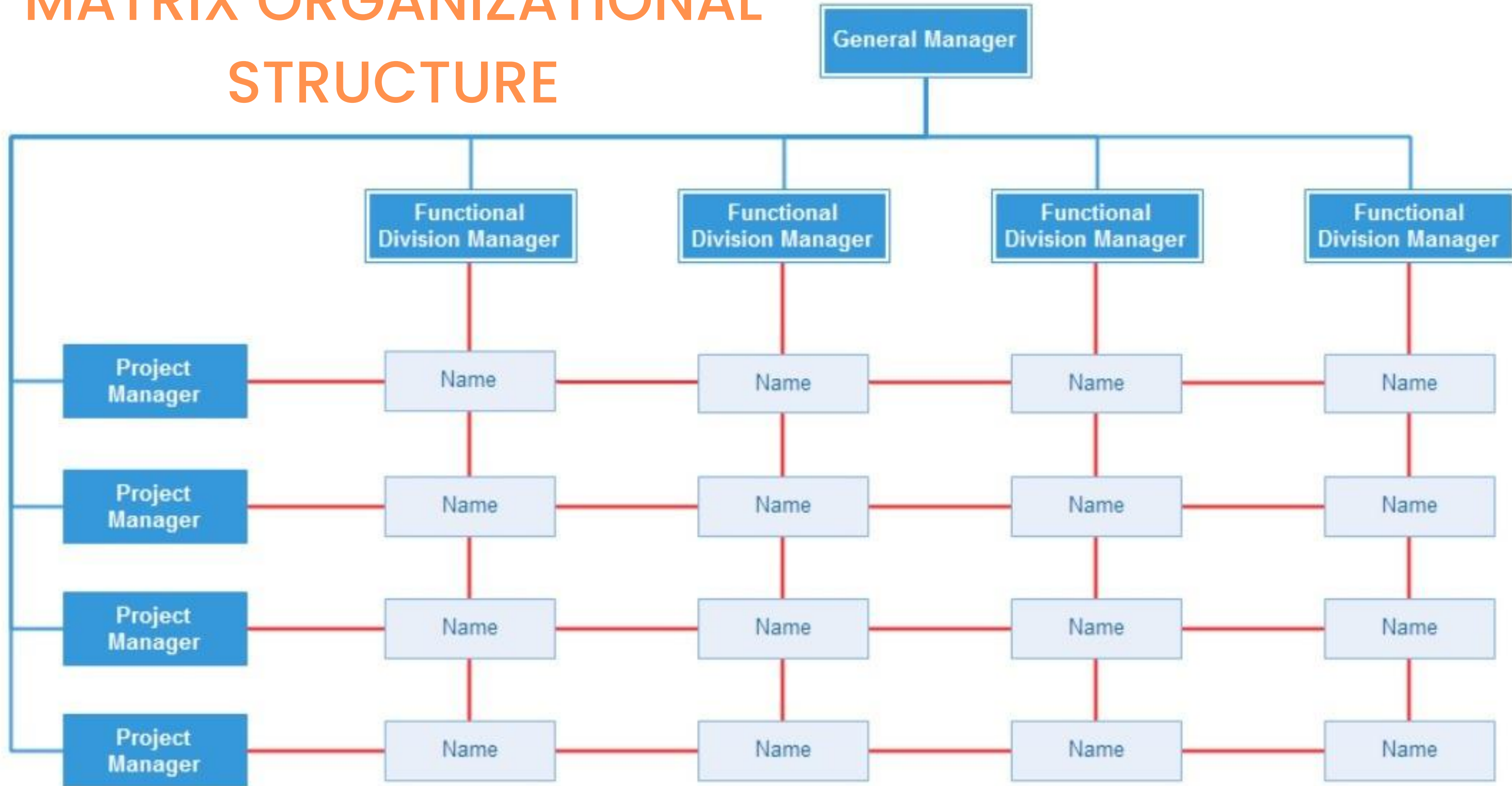
- > Better Collaboration
- > Better Efficiency
- > Interdepartmental Communication
- > Opportunities to learn new skills



## DISADVANTAGE

- > Creates confusion to roles & responsibilities
- > Slow Decision Making Process
- > Work Overload Circumstances

# MATRIX ORGANIZATIONAL STRUCTURE





## Managerial Levels

Level	Scope of Responsibility	Examples
Top Level Managers	<ol style="list-style-type: none"><li>1. Generally make decisions with the help of ► few guidelines or structure.</li><li>2. Coordinates internal and external influences</li></ol>	CEO, President, V-President, Chief Nursing Officer

# Managerial Levels

Middle Level Managers	1. They conduct day-day operations with some involvement, long term <u>planning</u> and policy making.	Head <u>Nurse</u> , Department Head, Unit Supervisor/Manager
First Level Managers	1. Concerned with specific unit workflows. 2. Deals with immediate day-day problems.	Charge Nurse, Team Leader, Primary Nurse, Staff Nurse



# References

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# Thank You

For Your Attention

