



**N121.1: Intensive Nursing Experience in the Hospital Setting**  
*Second Semester, Academic Year 2022 - 2023*

**Head Nursing Orientation Guide Questions**

**Objectives:**

At the end of the activity, the students should be able to -

1. Identify the duties and responsibilities of a head nurse
2. Identify the lines of reporting, communication, and authority of the head nurse with respect to the organizational structure
3. Utilize the management process in patient/unit/staff management
4. Utilize beginning management skills (e.g., decision-making, critical thinking, etc.) in patient/unit/staff management

**Instructions:**

The student nurses will undergo an orientation session with the head nurse in the area at a time agreed with the head nurse. Recall and review the management process (planning, organizing, staffing, directing, and controlling) and identify the responsibilities of the head nurse related to each process. The following questions shall guide the students during orientation to be familiar with and be able to utilize the necessary principles and concepts of head nursing when they assume the role of a head nurse during the week.

**Guide Questions:**

Based on your learnings from earlier Nursing courses, observation, interview with unit staff, and prevailing literature, please answer the following questions:

1. What are the qualifications of a head nurse? (e.g., length of service, education/trainings, qualifying examinations, etc.)
2. What are the duties and responsibilities of a head nurse?
3. How is the management process (planning, organizing, staffing, et al) utilized in the day- to-day management of the ward (patients/unit/staff)?
4. What leadership/management skills are essential in the management of the ward (patients/unit/staff)?
5. Where is the head nurse placed in the structure of the organization? To whom does the head nurse report? Who are under the head nurse's authority?
6. In what aspects can the head nurse facilitate staff development?
7. What is the participation of the head nurse in budgeting?
8. What are the major challenges of a head nurse? How does nursing leadership impact delivery of quality nursing care and staff satisfaction?
9. How does the organization support the head nurse in terms of personal and professional growth and wellness?