

*Tikrit University*

*College of Nursing*

*Clinical Nursing Sciences*



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**Nursing Mangement**

**Levels of Management**

**by:**

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## **Levels of Management:**

### **I. Top Level Management**

As the nurse director, responsible for managing nursing departments in the hospital.

The main role of the first level manager:

1. Determines the objectives, policies, and plans of the organization.
2. Mobilizes available resources.
3. Does mostly the work of thinking, planning, and deciding. Therefore, they are also called as the administrators and the brain of the organization.
4. They spend more time in planning and organizing.
5. They prepare long-term plans of the organization which are generally made for 5 to 20 years.

6. The top level management has maximum authority and responsibility. They are the top authority in the organization. They are directly responsible to the shareholders, government, and the general public. The success or failure of the organization largely depends on their efficiency and decision making.

7. They require more conceptual skills and less technical skills.

### **II. Middle Level Management**

The middle level management emphasize more on following tasks:

1. Middle level management gives recommendations to the top level management.
2. They implements the policies and plans which are made by the top level management.

3. They coordinate the activities of all the departments.
4. They also have to communicate with the top level management and the lower level management.
5. They spend more time in coordinating and communicating.
6. They prepare short-term plans of their departments which are generally made for 1 to 5 years.
7. The middle level management has limited authority and responsibility. They are intermediary between top and lower management. They are directly responsible to the chief executive officer and board of directors.
8. Require more managerial and technical skills and less conceptual skills.

### **III. Lower Level Management**

The lower level management consists of the foremen and the supervisors, they are selected by the middle level management. They are also called operative/supervisory level, they are responsible for supervising the work of non-managerial personnel and the day-to-day activities.

The lower level management performs following activities:

1. Lower level management directs the workers/employees.
2. They develop morale in the workers.
3. They maintain a link between workers and the middle level management.
4. The lower level management informs the workers about the decisions which are taken by the management. They also inform the management about the performance, difficulties, feelings, demands, etc., of the workers.
5. They spend more time in directing and controlling.
6. The lower level managers make daily, weekly, and monthly plans.
7. They have limited authority but important responsibility of getting

the work done from the workers. They regularly report and are directly responsible to the middle level management.

8. Along with the experience and basic management skills, they also require more technical and communication skills.

### **Principles of Management:**

Management principles are the statements of fundamental truth based on logic which provides guidelines for managerial decision making and actions. There are 14 principles of management described by Henri Fayol.

1. Division of work.
2. Authority & responsibility.
3. Principle of one manager.
4. Unity of direction.
5. Equity.
6. Orders.
7. Discipline.
8. Initiative.
9. Fair remuneration.
10. Stability of tenure.
11. Scalar chain.
12. Subordination of individual.
13. Unity of command.
14. Centralization & decentralization.

### **Roles of the manager:**

1. Creating the vision.
2. Implementing the vision.
3. Facilitating change.

4. Mentoring.
5. Gathering information.
6. Evaluating information.
7. Communicating.
8. Decision-making.
9. Building relationships.
10. Controlling climate.

