



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Nursing Unit Philosophy, Policy and Personnel Management

Health Sciences and Social Services / Preventive Health

Unit Standard 252172 · NQF Level 7 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips nursing unit managers with the competencies to develop and implement a unit philosophy, vision, mission, goals, policies, and procedures for nursing care provision and personnel management within a healthcare unit. Learners will gain the skills to align team objectives with organisational strategy, foster a positive work environment, and ensure compliance with healthcare regulations.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	252172
Accreditation	SAQA Accredited · NQF Level 7 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Develop a unit philosophy, vision, mission, and goals that align with the broader organisational strategy and values.
- Design and implement nursing policies and procedures that comply with legal, ethical, and professional standards.
- Apply principles of personnel management, including recruitment, performance management, and staff development.
- Evaluate the effectiveness of unit policies and procedures through continuous quality improvement processes.
- Demonstrate leadership in fostering a cohesive team culture and managing interpersonal dynamics within the unit.
- Analyze the impact of organisational policies on nursing practice and adapt unit strategies accordingly.

WHO SHOULD ATTEND

- This course is designed for registered nurses, nursing unit managers, and aspiring healthcare leaders responsible for managing nursing units in hospitals, clinics, or other healthcare settings in South Africa.

COURSE OUTLINE

Day 1: Foundations of Nursing Unit Philosophy and Policy

- Introduction to nursing unit philosophy: definition, purpose, and principles.
- Components of a unit philosophy: values, beliefs, and vision.
- Policy development process: needs assessment, drafting, approval, and dissemination.
- Types of policies: clinical, administrative, and operational.
- Legal and ethical considerations in policy formulation.
- Case studies: analyzing existing unit philosophies and policies.

Day 2: Personnel Management in the Nursing Unit

- Human resource planning: staffing norms and skill mix.
- Recruitment and selection: job descriptions, interviews, and competency-based selection.
- Orientation and induction programs for new staff.
- Performance management systems: goal setting, appraisal methods, and corrective action.
- Staff development: continuing education, mentorship, and career pathways.
- Retention strategies: motivation, recognition, and work-life balance.
- Conflict resolution and disciplinary procedures.

Day 3: Integration and Application of Philosophy, Policy, and Personnel Management

- Integrating philosophy and policy into daily operations.
- Developing a unit philosophy statement and policy manual.
- Designing a staffing plan and performance appraisal system.
- Case study: implementing a new policy and managing staff resistance.
- Quality improvement: using data to refine management practices.
- Leadership styles and their influence on unit culture.
- Final project: presenting a comprehensive unit management plan.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **6 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,200.00	R 15,200.00
1	In-House	R 19,800.00	R 19,800.00
1	On-Campus (Pretoria)	R 22,800.00	R 22,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
24 Aug 2026	26 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	26 Aug 2026	On-Campus	Durban, South Africa
25 Aug 2026	27 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
25 Aug 2026	27 Aug 2026	On-Campus	Shenzhen, China
26 Aug 2026	28 Aug 2026	On-Campus	Harare, Zimbabwe
26 Aug 2026	28 Aug 2026	On-Campus	Abu Dhabi, UAE
31 Aug 2026	02 Sep 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	02 Sep 2026	On-Campus	Shenzhen, China

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 252172) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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