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**Diploma in Nursing
Administration (DNA)**

**ASSIGNMENTS 2016
TMA 1 and TMA 2
BNS 013, 014**



School of Health Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi - 110068

Dear Student,

Assignments are compulsory for completing the theory course. Please note that you are required to score 50% marks in the assignments separately. The assignments carry a weightage of 30% marks towards the final evaluation in theory component and **submission of related assignment is a prerequisite** for appearing in theory term-end examination for respective course. The subject area of assignment and its last date of submission are mentioned below:

| Last Date of Submission | Course Code | Blocks Involved | Assignment Code |
|-------------------------|--------------|-----------------|---------------------------------|
| 31, July, 2016 | BNS-013, 014 | 1, 2 | BNS-013/TMA-1 BNS-014/TMA- 1 |
| 31, August, 2016 | BNS-013,014 | 3, 4 | BNS-013/TMA-2 BNS-014/TMA-2 |

Please take not of the following points before writing your assignment:

- Use only foolscap size paper for writing your responses. **Only hand written assignment** will be accepted Typed or printed copies of assignment will not be accepted.
- Tie all the pages after numbering them carefully.
- Write the question number with each answer.
- **All the questions are compulsory.**
- Assignment will be evaluated out of a full mark of 100. Weightage is indicated in parenthesis against each question.

Suggestions for writing an assignment:

Read the assignment carefully. Scan through the whole material of the course, answers may be linked within the blocks/units Draw a rough outline of your answer in your words. Support your answer from your clinical / community experience. Make a logical order. Then write your answer neatly and submit. Give illustrations and tables wherever necessary. **Your may keep a Xerox copy of the answer sheets for future reference.** Do not from print material.

Answer the assignment in separate sheets. On the first page of the assignment response sheet, write the course code, course title, assignment code, name of your programme study centre(PSC) and date of submission. Your Enrollment no, Name and Full Address should be mentioned in the top right corner of the first page. The first page of your response sheet look like the format given below:

| | |
|----------------------------|---------------------|
| Course Code:..... | Enrollment No. |
| Course Title : | Name : |
| Assignment Code:..... | Address : |
| PSC : | |
| Date of Submission : | |

Please submit the assignment to your Programme In-charge of the Programme Study Centre allotted to you.

GROUP DYNAMICS

Assignment 1 (Block 1&2) Tutor Marked

Programme Code : DNA

Course Code : BNS 013

Assignment Code: BNS 013/ TMA-1/2016

Maximum Marks = 100

Last date of submission: July 31, 2016

Note: This assignment has three parts i.e. Part A, B and C.

Part A consists of two long answer questions. It carries 15 marks.

Part B consists of six short answer questions. Each question carries 10 marks.

Part C consists of ten very short answer questions. Each question carries 1 marks.

PART-A

- 1) Explain the concept of group dynamics. Discuss your role as a nurse administrator in clinical setting using techniques of group dynamics. (5+10=15)
- 2) Define leadership. Discuss the characteristics and leadership skills a nurse administrator is required. Explain the functions of leader in nursing services. (2+5+8=15)

PART-B

- 3) a) Explain the essential requisites for forming a group. (10)
b) Describe the role of a nurse as a member of various group in health care.
- 4) a) Discuss the style of leadership in general and comment on style of leadership followed in the clinical area in which you are working.
b) Explain the techniques of effective leadership. (3+2+5=10)
- 5) Explain the group building and group task role of leader. (5+5=10)
- 6) a) Explain the concept of team functioning.
b) Discuss the classification of a team and its styles of functioning. (5+5=10)
- 7) Define conflict. Explain the areas of conflict in nursing services. How would you as a nurse administrators resolve the conflicts which may arise in your clinical setting Support your answers with examples. (2+4+4=10)
- 8) Explain about the various committees in Nursing Education and Nursing Services. (5+5=10)

Part C

9. Explain the meaning of following with example

(1x10=10)

- a) Group Culture
- b) Motivation for need of committees
- c) Patient care team
- d) Investigative team
- e) Supportive team
- f) Transformational leadership
- g) Division of labour as techniques of effective leadership
- h) Inadequate job description as source of conflict
- i) Role ambiguity
- j) Role stagnation

GROUP DYNAMICS
Assignment 2 (Block 3&4) Tutor Marked

Programme Code: DNA
Course Code: BNS 013
Assignment Code: BNS 013/ TMA-2/2016
Maximum Marks = 100
Last date of submission: August 31, 2016

Note: This assignment has three parts i.e. Part A, B and C.

Part A consists of two long answer questions. It carries 15 marks.

Part B consists of six short answer questions. Each question carries 10 marks.

Part C consists of ten very short answer questions. Each question carries 1 marks.

PART-A

- 1) a) Define communication and its purpose
b) Enumerate the elements of communication
c) Explain the various modes of communication to be used in nursing services
(4+5+6=15)

- 2) a) Define ethics and bioethics in nursing .
b) Discuss the common ethical dilemma faced by nursing personnel while giving care to the patient.
c) Discuss the significance of studying ethics in nursing. Support your answer with examples.
(4+5+6=15)

PART-B

- 3) a) Describe formal channels of communication.
b) Critically analyze the channel of communication which is following in your area of working with the help of flow chart.
(5+5=10)

- 4) a) Explain the barriers of communication.
b) Describe the step you will take as a nurse administrator for the communication to be effective in nursing service. (5+5=10)

- 5) a) Explain the concept of human relations.
b) Discuss the factor as a nurse you will keep in mind while maintaining human relations. (2+8=10)

- 6) Describe the therapeutic attitude you would keep in mind for helping the patient. (10)

- 7) a) Define records and reports. List its purposes.
b) Explain the principles of maintaining records in nursing education. (1+1+3+5=10)

- 8) Explain the planning for effective communication and discuss the guideline for effective communication. (6+4=10)

Part C

9. Explain the meaning of following with example

(1x10=10)

- a) Encoding
- b) Non verbal communication
- c) Semantic barrier
- d) Comprehension and understanding in communication
- e) Retention and action stage of communication
- f) Utilitarian ethical approach
- g) Medico legal case
- h) Rights of elderly Petain's
- i) Nurses notes
- j) Legal Reports

RESOURCE MANAGEMENT
Assignment 1 (Block 1&2) Tutor Marked

Programme Code : DNA
Course Code : BNS 014
Assignment Code: BNS 014/ TMA-1/2016
Maximum Marks = 100
Last date of submission: July 31, 2016

Note: This assignment has three parts i.e. Part A, B and C.
Part A consists of two long answer questions. It carries 15 marks.
Part B consists of six short answer questions. Each question carries 10 marks.
Part C consists of ten very short answer questions. Each question carries 1 marks.

PART-A

- 1)
 - a) Explain the meaning and scope of personnel management
 - b) List the objective of nursing personnel management
 - c) Describe the responsibilities of nurse as a personnel manager.

(6+6+3=15)
- 2)
 - a) Explain the importance of material management and illustrate its objective of material management with the help of diagrams
 - b) Describe the process of material management and explain the role of a nurse.

(2+2+6+5=15)

PART-B

- 3) Discuss the types of personal policies in nursing, Support your answers with examples (10)
- 4) Discuss your role as a nurse administrator to enhance effective interpersonal relation. (10)
- 5)
 - a) Explain basic elements of planning nursing manpower at your hospital
 - b) Discuss the factor which determine the nursing staff requirement (5+5=10)
- 6) Describe the nurse responsibilities in the following areas:
 - a) Drug management
 - b) Maintenance of life saving drugs

(5+5=10)
- 7)
 - a) Describe the methods of inventory control
 - b) Discuss the role of a nurse in maintaining inventory

8) Explain the types of store management and its functions.

(5+5=10)

(10)

Part C

9). Explain the meaning of following with example

(1x10=10)

- a) Procedure
- b) How Procedure is different from Policy
- c) Functional Method of patient Assignment
- d) Team Nursing
- e) Modular Nursing
- f) Procurement
- g) Value analysis
- h) Rate of consumption
- i) VED analysis
- j) Preventive Maintenance

8) Describe the areas involved in office management.

(10)

Part C

9). Explain the meaning of following with example

(1x10=10)

- a) Cost analysis
- b) Budget Record
- c) Auditing of Finances
- d) Technology development as reasons of rise in hospital expenditure
- e) Cost effective analysis
- f) Conceptual skills
- g) Principle of Continuity
- h) Steps for permanently deleting file from computer
- i) Steps to save file and sent to another place
- j) Steps of sending a E-mail