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Diploma in Nursing Administration (DNA)

**Assignment 2017
TMA 1 and TMA 2
BNS-11,12,13, 14**



**School of Health Science
Indira Gandhi National Open University
Maidan Ghari 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, 2017 | BNS-011, 012 BNS-013, 014 | 1, 2 | BNS-011, 012/TMA-1 BNS-013, 014/TMA- 1 |
| 31, August, 2017 | BNS-011, 012 BNS-013,014 | 3, 4 | BNS-011, 012/TMA-2 BNS-013, 014/TMA-2 |

Please take note 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 pages 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.

PRINCIPLES AND PRACTICES OF NURSING ADMINISTRATION (BNS-011)

(ASSIGNMENT- TMA 1 BLOCK-1, 2)

Programme Code: DNA

Course Code: BNS-011

Assignment Code: BNS-011/TMA – 1/2017

Maximum Marks – 100

Last date of submission: July 31, 2017

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

Part A consist of two long answer questions. Each question carries 15 marks.

Part B consist 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) Describe the various elements of nursing administration.
b) Discuss the significance of each and every element in the management of the nursing.
c) Explain the principles of administration to be applied in nursing service administration.
(10+5=15)

- 2) a) Enumerate the objectives of the Nursing Service Department.
b) Discuss the Broad Areas of Nursing Service in Hospital.
c) Explain the various factor influence the Quality of Patient Care and Ward Management.
(3+4+8=15)

PART – B

- 3) Describe the approaches and theories may used by nursing administrator to achieve the goals in nursing organization. (10)

- 4) Explain the tasks described by Garner as a nursing leader/manager. (Support your answer with example). (10)

- 5) a) Discuss the types and process of planning of nursing service.
b) Explain the methods of patient assignment used for Nursing care delivery. (5+5=10)

- 6) a) Describe the Hospital as community institution.
b) Discuss the changing role of hospitals (5+5=10)

- 7) a) Explain the concept of administration
b) Describe the scope of nursing administration. (3+7=10)

- 8) Discuss about the principles of Nursing Administration. Support your answer with example for each. (10)

PART – C

9. Explain the meaning of following with example

(1x10=10)

- a) Division of work
- b) Unity of direction
- c) Reporting
- d) Professionalism
- e) Quality care
- f) Patient centered activities
- g) Centralization
- h) Public relation
- i) Minimize Organization time
- j) Stargic planning

PRINCIPLES AND PRACTICES OF NURSING ADMINISTRATION

(BNS-011)

ASSIGNMENT- TMA 2 BLOCK-3, 4

Programme Code: DNA

Course Code: BNS-011

Assignment Code: BNS-011/TMA – 2/2017

Maximum Marks – 100

Last date of submission: August 31, 2017

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

Part A consist of two long answer questions. Each question carries 15 marks.

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

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

PART –A

- 1) a) Define performance appraisal and list its objectives.
b) Enumerate the principles you would keep in mind for effective management of performance appraisal.
c) Explain the techniques of performance appraisal, and critically analyze the techniques followed at your organizing. (4+5+6=15)
- 2) a) Explain the basic requisites for Nursing Service Administration.
b) Explain the essential characteristics of Nursing service administration.
c) Critically analyze weak schedule, and weakly time planning followed at your organization. (1+2+2+10=15)

PART – B

- 3) a) Discuss the objective of organizing the patient care.
b) Explain how as nurse administrator you will manage ward/health unit by using elements of good ward management. (5+5=10)
- 4) a) Define Staffing and explain its importance in nursing.
b) Describe the purposes of staffing in Nursing.
c) Discuss the process of staffing pattern you would adopt as a nurse administrator. (1+2+3+4=10)
- 5) a) Explain the concept of Clinical Nursing Specialty and discuss its need.
b) Describe the essential of clinical Nursing Specialty practice. (2+3+5=10)
- 6) a) Discuss the need for Performance Appraisal in Nursing Service.
b) Explain the process of development and using standard for Performance Appraisal. (3+7=10)

- 7) a) Discuss the need for staff development in Nursing.
b) Staff development is closely connected to all areas of human resources management, explain. (4+6=10)

- 8) Discuss the following:
a) Nursing as a profession.
b) Career mobility and careers ladder in nursing profession. (5+5=10)

Part-C

9. Explain the meaning of following with example (1x10=10)

- a) Ward round
- b) Work Schedule
- c) Decision maker
- d) Collaborator
- e) Role model
- f) Clinical Competence
- g) Clinical Practice
- h) Recruitment
- i) Continuing Education
- j) Induction Training

MANAGEMENT OF EDUCATIONAL INSTITUTE, HOSPITAL AND COMMUNITY

Assignment – 1 (Block – 1, 2) (Tutor Marked)

Programme Code: DNA

Course Code: BNS-012

Assignment Code: BNS-012/TMA – 1/2017

Maximum Marks – 100

Last date of submission: July 31, 2017

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

Part A consist of two long answer questions. Each question carries 15 marks.

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

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

PART – A

- 1) a) Define curriculum administration.
b) Discuss the importance of curriculum administration.
c) Explain the concept of integration and selection of learning experience while planning curriculum for school of nursing. (2+4+9=15)
- 2) a) Discuss the wellness cycle and explain general adaptation syndrome.
b) Explain the method of stress management under following categories and describe role of nurse in each category. (i) Self Method (ii) Learnt Method. (2+3+10=15)

PART – B

- 3) a) Discuss the guidelines for stating objective of school of Nursing.
b) Explain the selection and recruitment of teachers in school of Nursing. (5+5=10)
- 4) a) Explain general principles of student recruitment which should be considered for selecting student in Nursing?
b) Enumerate the factors to be considered before selection of student for nursing? (5+5=10)
- 5) a) Define faculty administration.
b) Describe the need of faculty administration in Nursing.
c) Discuss various policies of faculty administration in your school of nursing. (2+3+5=10)
- 6) a) Explain concept and scope of supervision in nursing administration.
b) “The Nursing Supervisors exercises her authority in different styles” Explain different styles with examples. (5+5=10)
- 7) a) Define counseling.
b) Discuss concept of group counseling.
c) Describe basic steps to organizing group counseling. (2+3+5=10)

- 8) a) List the tools used by counselor for collecting information. Explain any one tool.
b) Describe the common problems faced by you as a counselor. (5+5=10)

Part-C

9. Explain the meaning of following with example (1x10=10)

- a) Indian Nursing Council (INC)
- b) Written Information
- c) Health record
- d) Disciplinary Committee
- e) Welfare Committee
- f) Projection
- g) Continuity
- h) Sequence
- i) Integration
- j) Accountable

**MANAGEMENT OF EDUCATIONAL INSTITUTE, HOSPITAL AND
COMMUNITY**

Assignment – 2 (Block – 3, 4) (Tutor Marked)

Programme code: DNA

Course Code: BNS-012

Assignment Code: BNS-012/TMA – 2/2017

Maximum Marks – 100

Last date of submission: August 31, 2017

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

Part A consist of two long answer questions. Each question carries 15 marks.

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

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

PART -A

- 1) a) Discuss the Health planning committees and existing national health policy .

b) Explain staffing, function and physical layout of the Primary Health Centre and sub centre. (3+6+6=15)
- 2) In order to provide a high quality care, nursing personnel must develop standards of care and appropriate evaluation tools in mind to give need based care. Considering the above statement in answer following questions.
 - a) List purposes of standards in Nursing.
 - b) Explain the general principles which you will keep in mind while formulating standards for your nursing unit.
 - c) Describe the principle of evaluation.
 - d) Explain the tool/techniques used for evaluating nursing services. (5+3+2+5=15)

PART – B

- 3) a) Discuss the importance of Research in Nursing
b) Explain ethical consideration in nursing research with example from nursing practice field. (5+5=10)
- 4) a) Discuss roles and responsibilities of district public health nurse at different levels in the community.
b) Explain the role of community health nurse in prevention and control of communicable disease. (5+5=10)
- 5) Explain the steps you would follow to evaluate the quality of Community Health Nursing services. (10)
- 6) Define community health nursing administration and explain the principles. (2+8=10)
- 7) a) Define nursing audit and list its types.
b) Discuss the advantage & disadvantages of nursing audit. (2+3+5=10)
- 8) a) Explain the steps in organizing quality assurance programme in hospital.
b) Discuss your role as a nurse – in organizing quality assurance programme. (2+5+3=10)

Part-C

9. Explain the meaning of following with example

(1x10=10)

- a) Autonomy
- b) Competence
- c) Cost- effective
- d) Summative- Evaluation
- e) Occupation Health
- f) Mental Health
- g) Primary Prevention
- h) Secondary Prevention
- i) Critical Thinking
- j) Problem solving

GROUP DYNAMICS
Assignment – 1 (Block – 1, 2) (Tutor Marked)

Programme Code: DNA
Course Code: BNS-013
Assignment Code: BNS-013/TMA – 1/2017
Maximum Marks – 100
Last date of submission: July 31, 2017

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

Part A consist of two long answer questions. Each question carries 15 marks.

Part B consist 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) Discuss the need of committees in nursing education
 - b) Prepare a checklist for the effective functioning of any committee.
 - c) Describe the various committees in nursing education and their functions (2+5+8=15)

- 2)
 - a) Define effective Nursing leadership.
 - b) Discuss techniques you as a nurse administrator would use, to be an effective leader.
 - c) Enumerate the qualities of effective nursing leader. (2+8+5=15)

PART – B

- 3)
 - a) Discuss the essentials of group formation.
 - b) Describe the characteristic of a group for achieving the objective of quality nursing care. (5+5=10)

- 4) Explain your role as a nursing team leader in the following tasks.
 - a) Group Building and maintenance role
 - b) Group task role
 - c) Non functional role (4+4+2=10)

- 5) Explain the characteristics of effective nursing team and discuss its advantages and disadvantage (5+5=10)

- 6) Discuss the style of leadership you will adopt as a nurse administrator while handling different situation in your hospital (10)

- 7)
 - a) Define the following terms;
 - i) Conflict.
 - ii) Collective ‘Bargaining’
 - iii) Grievance
 - b) List various areas of conflict in Nursing.
 - c) Discuss the sources of conflict in nursing service. Support your answer with appropriate example.

(3+2+5=10)

- 8) a) Explain the meaning of negotiation.
b) List the method of negotiation used by you as a Nurse administrator
c) Describe process and out come of negotiation

(3+2+5=10)

Part-C

9. Explain the meaning of following with example

(1x10=10)

- a) Admission committee
- b) Team Functioning
- c) Promoting wellness
- d) Restoring health
- e) Ground ideology
- f) Adjourning
- g) Forming
- h) Atmosphere
- i) Group Therapy
- j) Teaching groups

GROUP DYNAMICS
Assignment – 2 (Block – 3, 4) (Tutor Marked)

Programme Code: DNA
Course Code: BNS-013
Assignment Code: BNS-013/TMA – 2/2017
Maximum Marks – 100
Last Date of Submission: August 31, 2017

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

Part A consist of two long answer questions. Each question carries 15 marks.

Part B consist 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) List the principle of communication. Describe stages of effective communication.
 - b) Discuss functions & role of nurse administrator for effective communication

(5+5+5=15)
- 2)
 - a) Discuss Legal implications in admission and discharge of a patient from the hospital and various other situations.
 - b) Describe the ethical principles, you as a nurse would keep in mind while working in ward.

(10+5=15)

PART – B

- 3)
 - a) Explain elements of communication.
 - b) Critically asses the type of communication being practiced by nursing personnel team your institution.

(6+4=10)
- 4) Discuss the various communication barriers and give a solution to remove them to achieve effective communication.

(10)
- 5)
 - a) Describe the tools techniques and method of public relation.
 - b) Discuss your role as a nursing administrator in developing public relations.

(4+6=10)
- 6) Describe the defensive technique used by a nurse to provide quality patient care (support your answer with example)

(10)
- 7) Describe the records maintained in nursing education and in nursing service administration

(10)
- 8)
 - a) Discuss significance of studying ethics in nursing. Describe the ethical dilemmas which you have faced as nursing professional while working.
 - b)

(4+6=10)

Part-C

9. Explain the meaning of following with example

(1x10=10)

- a) Horizontal Communication
- b) Inter- Departmental Communication
- c) Grapevine Communication
- d) Chain Network
- e) Malpractice
- f) Negligence
- g) Discharge of patient
- h) Avoiding Change
- i) Clinical Record
- j) Physical Barrier in Communication

RESOURCE MANAGEMENT
Assignment – 1 (Block – 1, 2) (Tutor Marked)

Programme Code: DNA
Course Code: BNS-014
Assignment Code: BNS-014/TMA – 1/2017
Maximum Marks – 100
Last date of submission: July 31, 2017

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

Part A consist of two long answer questions. Each question carries 15 marks.

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

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

PART – A

- 1) a) Discuss the concept of motivation and human potential.
b) Discuss the Importance of Maslow's hierarchy in relation to motivating the Nursing personnel to utilize their potential.
(5+10=15)
- 2) a) Explain the elements of material management system in your ward/community health unit.
b) Enumerate the purpose of controlling and maintaining equipments.
(10+5=15)

PART – B

- 3) a) Discuss the meaning of policy.
b) Explain the types of personnel policies in nursing. Support your answer with example from nursing for each policy.
(2+8=10)
- 4) a) Discuss aims and objective of personnel management in nursing.
b) Explain the activities of personnel management. Support your answer with example from nursing field.
(5+5=10)
- 5) a) Discuss the tasks and skills you will acquire during each phase of nurse - patient relationship
b) Explain the role of nurse administrator to enhance effective inter-personal relations (5+5=10)
- 6) a) List the functions and categories of hospital store.
b) Describe the store accounting system followed in the hospital store.
c) Enumerate role of nurse in material management process.
(3+3+4=10)
- 7) a) Discuss the process of issue and supply of equipment followed in your nursing department and critically analyze the strengths and weakness of the process of issue and supply of equipment of your department.

(10)

- 8) a) Define inventory control.
b) Discuss the objectives of the inventory control system
c) Explain the methods of inventory control use in nursing administration. (2+2+6=10)

Part-C

9. Explain the meaning of following with example (1x10=10)

- a) Personnel Management
- b) Procurement
- c) Controlling
- d) Appealed Policies
- e) Staffing Studies
- f) Inventory Control
- g) Stock Verification
- h) Demand Estimation
- i) Procurement
- j) Material Management

RESOURCE MANAGEMENT

Assignment 2 (block 3, 4)

Programme Code: DNA

Course Code: BNS-014

Assignment Code: BNS-014/TMA – 2/2017

Maximum Marks – 100

Last date of submission: August 31, 2017

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

Part A consist of two long answer questions. Each question carries 15 marks.

Part B consist 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 the term office management.
 - b) Describe the system and procedure of office management.
 - c) Explain the advantages of system and procedure for nursing management. (2+4+9=15)

- 2)
 - a) Define Budget
 - b) List essential requisites for preparation of a budget.
 - c) Describe the factors to be considered while planning budget for nursing service department
 - d) Explain preparation of budget for nursing service department. Support your answer with example. (2+2+6+5=15)

Part – B

- 3)
 - a) Discuss the importance of office records.
 - b) Critically analyze the filing system of your health organization. (3+7=10)

- 4)
 - a) Discuss basic qualities of Nurse Manager.
 - b) Explain major responsibilities of nursing service manger/director (4+6=10)

- 5) Explain the steps you would follow while using computers for all of the following: (2 × 5=10)
 - a) To open a document
 - b) To create a new folder.
 - c) To search for text
 - d) To perform simple calculation
 - e) To print a document

- 6)
 - a) Define hospital information system. (1+9=10)
 - b) Discuss various areas of hospital information system and their advantages for nursing administration

- 7) a) Discuss the purposes of cost analysis.
b) Explain the reason for rising hospital expenditure.
c) Discuss how as a Nurse administrator you can contribute in cost benefit analysis. (2+6+2=10)
- 8) a) Explain the auditing procedure in hospital.
b) Critically analysis your role as a nurse administrator in auditing. (7+3=10)

Part-C

9. Explain the meaning of following with example (1x10=10)

- a) Manual Procedures
- b) Financial Management
- c) Government Budget
- e) Budgetary Control
- d) Sound Forecasting
- f) Cost Analyses
- g) Technology Development
- h) Balance Sheet
- i) Cost Finding
- j) Volume Reduction