



**Diploma in Nursing
Administration (DNA)**

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**Assignments
TMA 1 and TMA 2
BNS 011, 012, 013, 014
2018**

***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 each 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, 2018	BNS-011	1, 2	BNS-011/TMA-1
	BNS-012	1, 2	BNS-012/TMA-1
	BNS-013	1, 2	BNS-013/TMA-1
	BNS-014	1, 2	BNS-014/TMA-1
31 August, 2018	BNS-011	3, 4	BNS-011/TMA-2
	BNS-012	3, 4	BNS-012/TMA-2
	BNS-013	3, 4	BNS-013/TMA-2
	BNS-014	3, 4	BNS-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 100 marks. Weightage is indicated in 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 and some questions are applied type based on your theory blocks. Draw a rough outline of your answer in your words. Support your answer with examples 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 both the assignments 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 looks 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/1/2018
Maximum Marks – 100
Last date of Submission: July 31, 2018

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

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

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

Part C consists of five short questions. Each question carries 2 marks.

Part A

1. a) Describe the objective of organization.
b) Draw organization chart of your hospital and identify the following
 - i. Line Authority
 - ii. Staff Authority
 - iii. Functional Authority
 - iv. Hierarchy and authority
 - v. Span of management

(2+3+2+2+2+2+2=15)

2. a) Describe the factors that influence the quality of following in your hospital:
 - i. Patient Care
 - ii. Ward Managementb) Critically analyze the role and responsibilities of Nursing Superintendant in your hospital.

(5+5+5=15)

Part B

3. a) Explain the term directing and communication.
b).Critically analyze the impact of effective communication skills on quality of patient care.

(2+2+6+=10)

4. a).Explain the meaning of leadership.
b) Critically analyze the personal attributes of a nurse leader in your organization.

(2+8=10)

5. Explain the concept "Professionalism in Nursing" and "Quality Nursing Care".

(5+5=10)

6. Analyze the challenges faced by nurses in your hospital and strategies used by them to overcome the challenges.

(5+5=10)

7. a) Describe Nursing Structure at State Level in your state or any other state.
b) Discuss the roles and responsibilities of Directorate of Nursing in state.

(5+5=10)

8. a) Explain strategic and operational planning with examples.
c) Critically analyze the use of decision making and problem solving in planning.

(5+5=10)

Part C

9. Explain the following in 07-10 lines in relation to your hospital/organization

(2x5=10)

 - a) Purpose of Nursing Service Administration
 - b) Human Relation Approach
 - c) Systems Approach
 - d) Hospital as community institution
 - e) Methods of Patient Assignment

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/2/2018
Maximum Marks – 100
Last date of Submission: August 31, 2018

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

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

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

Part C consists of five short questions. Each question carries 2 marks.

Part A

1. a) Describe essential characteristics of good nursing service administration in your organization
b) Give your comments to strengthen your reply at a). **(10+5=15)**

2. a) Explain the need for staff development for nurses.
b) Describe the types of staff development programmes organized in your hospital/institution.
c) Outline a programme development model for training of nurses for your hospital/institution. **(2+3+10=15)**

Part B

3. Explain the elements of good ward management and support your answer with examples from your hospital. **(10)**

4. Critically analyze the factors affecting staffing pattern and support answer with examples. **(10)**

5. a) Explain the need for Clinical Nursing Specialist in your state.
b) List the areas of specialty and selection criteria with your comments. **(3+2+5=10)**

- 6) a) Explain the need for performance appraisal.
b) Describe the components of performance appraisal and critically analyse you performance appraisal format. **(3+5+2=10)**

- 7) a) List importance of orientation programme for nurses.
b) Describe the stages of organizing orientation programme. **(3+7=10)**

- 8) a) Describe the scope of nursing practice in your state.
b) Critically analyze the career opportunities available for nurses in your state, give examples. **(5+5=10)**

Part C

- 9) Explain the following in 07-10 lines in relation to your hospital/organization **(2x5=10)**
 - a) Records maintained by Nursing Administration
 - b) Method of assignment of patient care
 - c) Time and Work Schedule and Planning
 - d) Job Analysis and Job Description
 - e) Learning Principles

MANAGEMENT OF EDUCATIONAL INSTITUTE, HOSPITAL AND COMMUNITY (BNS 012)

ASSIGNMENT – TMA 1 Block- 1, 2

Programme Code: DNA

Course Code: BNS 012

Assignment Code: BNS 012/TMA/1/2018

Maximum Marks – 100

Last date of Submission: July 31, 2018

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

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

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

Part C consists of five short questions. Each question carries 2 marks.

Part A

1. a) Explain the meaning of curriculum.
b) Describe the steps of curriculum construction. **(2+13=15)**

2. a) Explain the meaning of Supervision.
b) Describe the need for supervision of nurses in hospital and community.
c) Describe the various tools and techniques used by a nurse administrator for supervision. **(2+4+9=15)**

Part B

3. a) List the guidelines followed for preparation of statement of philosophy for nursing institution.
b) Critically analyze the philosophy of any School of Nursing and give your comments. **(5+5=10)**

4. Describe in detail the admission and selection procedure in one of the School or College of Nursing. Attach an application form or related information to support your answer. **(8+2=10)**

5. a) Explain the need for guidance and counselling services for students in School or College of Nursing, support answer with examples.
b) Describe the role of teachers in guidance and counselling of nursing students. **(5+5=10)**

6. Explain the elements of faculty administration in any School or College of Nursing and give your comments. **(10)**

7. a) Explain the various approaches of counselling.
b) Describe the phases of counselling. **(6+4=10)**

8. a) Explain various methods of stress management that you can suggest to the nursing staff in your organization.
b) Discuss the role of a nurse administrator in stress management. **(6+4=10)**

Part C

9. Explain the following in 07-10 lines in relation to your hospital/organization. **(2x5=10)**
 - a) Functions of Advisory Committee
 - b) Advantages of orientation programme for students
 - c) Bureaucratic Supervision
 - d) Vocational Guidance
 - e) Anecdotal Records

**MANAGEMENT OF EDUCATIONAL INSTITUTE, HOSPITAL AND COMMUNITY (BNS 012)
ASSIGNMENT – TMA 2 Block- 3, 4**

**Programme Code: DNA
Course Code: BNS 012
Assignment Code: BNS 012/TMA/2/2018
Maximum Marks – 100
Last date of Submission: August 31, 2018**

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

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

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

Part C consists of five short questions. Each question carries 2 marks.

Part A

1. a) Explain the concept of quality and quality assurance.
b) Describe the quality assurance model with the help of a diagram.
c) Discuss the role of nurse administrator in organizing quality assurance programme. **(2+2+6+5=15)**

2. Describe the steps of evaluation and support with examples. **(15)**

Part B

3. a) Define Nursing Audit.
b) Describe types of nursing audit.
c) List the advantages and disadvantages of nursing audit and give your comments. **(2+4+4=10)**

4. a) Explain the meaning of Nursing Standards.
b) List the purpose of nursing standards.
c) Enlist the sources of nursing care standards.
d) Describe the classification of standards. **(2+3+2+3=10)**

5. a) Explain the meaning of Nursing Research.
b) Describe the importance of research in nursing.
c) Discuss the ethical consideration in nursing research and support with examples. **(2+4+4=10)**

6. Discuss the recommendations of various committees constituted by GOI for health planning in India. **(10)**

7. Describe the role of Community Health Nurse in prevention and control of communicable diseases. **(10)**

8. Describe the sources, tools and techniques of evaluation of community health nursing services, support answer with example of evaluation of any one national programme. **(10)**

Part C

9. Explain the following in 07-10 lines in relation to your hospital/organization. **(2x5=10)**
 - a) Importance of evaluation
 - b) Review of literature
 - c) Importance of Nursing Research
 - d) Historical Research
 - e) Occupational Health Nurse

GROUP DYNAMICS (BNS 013)

ASSIGNMENT – TMA 1 Block- 1, 2

Programme Code: DNA

Course Code: BNS 013

Assignment Code: BNS 013/TMA/1/2018

Maximum Marks – 100

Last date of Submission: July 31, 2018

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

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

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

Part C consists of five short questions. Each question carries 2 marks.

Part A

1. a) Explain the meaning of group and group dynamics.
b) Describe the stages of group formation.
c) Discuss with examples characteristics of nursing group. **(2+5+8=15)**

2. a) Describe the areas of conflict in your organization, support with examples.
b) Explain the conflict management strategies a nurse administrator adopts in your organization **(5+10=15)**

Part B

3. Describe the functions of a leader and members of the group in the following:
a) Group Building and Maintenance Role
b) Group Task Functions Role **(5+5=10)**
4. Critically analyze the concept of health team in health organization and role of nurse in team functioning. **(6+4=10)**
5. a) Describe the constitution and role of various committees in Nursing Service in your hospital.
b) Describe the constitution and role of various committees in Nursing Education in any college of nursing in your state. **(5+5=10)**
6. Critically analyze the leadership style of nurse administrators in your institution, support with examples. **(10)**
7. a) Explain the concept of collective bargain.
b) Describe the principles of collective bargain. **(4+6=10)**
8. a) Describe the qualities you would like to appreciate in a nurse administrator.
b) Discuss the techniques followed by a nurse administrator to be an effective leader. **(5+5=10)**

Part C

9. Explain the following in 07-10 lines in relation to your hospital/organization. **(2x5=10)**
 - a) Group Culture
 - b) Preparation for Committee Meeting
 - c) Concept of Leadership
 - d) Methods of Collective Bargain
 - e) Process of Negotiation

GROUP DYNAMICS (BNS 013)

ASSIGNMENT – TMA 2 Block- 3, 4

Programme Code: DNA

Course Code: BNS 013

Assignment Code: BNS 013/TMA/2/2018

Maximum Marks – 100

Last date of Submission: August 31, 2018

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

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

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

Part C consists of five short questions. Each question carries 2 marks.

Part A

1. a) Explain the importance of communication in nursing.
b) Describe the elements of communication with examples.
c) Discuss the types of communication their advantages and limitations. **(3+5+7=15)**

2. a) Explain the ethical principles with examples.
b) Discuss the significance of studying ethics in nursing.
c) Describe the ethics theories/approaches. **(8+3+4=15)**

Part B

3. a) Describe the various communication barriers nurses and patient faces while communication.
b) Suggest the strategies for reducing the communication barriers in hospital/health institution. **(5+5=10)**

4. Describe the guidelines for planning effective communication, support with examples. **(10)**

5. a) Describe the barriers in public relation in hospital/health institution, support with examples.
b) Discuss the role of nurse administrator in public relation in hospital/health institution. **(5+5=10)**

6. a) Describe the factors a nurse will keep in mind to help the patient to adjust to illness.
b) Discuss the ways of helping the patient who is considered difficult. **(5+5=10)**

7. a) List the principles of recording.
b) List the essentials of good documents.
c) Describe the records and reports maintained in nursing education institution. **(2+2++6=10)**

8. a) Describe the various records and reports maintained in nursing service administration.
b) Describe the various records and reports maintained in community health nursing.
c) List essentials of good charting. **(4+4+2=10)**

Part C

9. Explain the following in 07-10 lines in relation to your hospital/organization. **(2x5=10)**
 - a) Communication Network
 - b) Internet
 - c) Negligence
 - d) Standards
 - e) Concept of Human Relation

RESOURCE MANAGEMENT (BNS 014)

ASSIGNMENT – TMA 1 Block- 1, 2

Programme Code: DNA

Course Code: BNS 014

Assignment Code: BNS 014/TMA/1/2018

Maximum Marks – 100

Last date of Submission: July 31, 2018

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

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

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

Part C consists of five short questions. Each question carries 2 marks.

Part A

1. a) Describe the functions of personnel management.
b) Critically analyze the responsibilities of a nurse administrator as a personnel manager. (8+7=15)

- 2) a) Describe the process of material management followed in your hospital/institution.
b) Critically analyze the role of a nurse administrator in material management at hospital level. (10+5=15)

Part B

- 3) a) List the characteristics of sound personnel policies.
b) Discuss the importance and significance of personnel policies. (5+5=10)

- 4) Explain the process of manpower planning in nursing at hospital level. (10)

- 5) a) Illustrate the components to achieve effectiveness in inter-personal relationship.
b) Describe the tools to achieve effectiveness in inter-personnel relationship. (4+6=10)

- 6) a) Describe the process of management of material store in your hospital/institution.
b) Critically analyze the use of computers in management of material in stores. (7+3=10)

- 7) a) Explain the meaning of inventory control.
b) List the guidelines a nurse administrator will keep in mind for controlling inventory.
c) Explain the inventory control method used in your hospital/institution. (2+2+6=10)

- 8) a) List the purposes of drug management.
b) Describe the guidelines followed in your hospital for maintenance of life saving drugs.
c) Critically analyze the role of a nurse administrator in drug management at ward level. (2+4+4=10)

Part C

- 9) Explain the following in 07-10 lines in relation to your hospital/organization. (2x5=10)
- a) Challenges of Personnel Management.
 - b) Significance of Job Analysis
 - c) Induction Training
 - d) Disposal and Condemnation of Material
 - e) Meaning and Definition of Drug

RESOURCE MANAGEMENT (BNS 014)

ASSIGNMENT – TMA 2 Block- 3, 4

Programme Code: DNA

Course Code: BNS 014

Assignment Code: BNS 014/TMA/2/2018

Maximum Marks – 100

Last date of Submission: August 31, 2018

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

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

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

Part C consists of five short questions. Each question carries 2 marks.

Part A

1. a) Critically analyze benefits of Hospital Information System (HIS) in improving hospital services.
b) Advantages and limitations of HIS in patient administration
c) Advantages and limitations in financial management.

(9+3+3=15)

- 2) a) Explain the meaning of budget.
b) List advantages of budgeting.
c) Critically analyze the process of preparation of budget.

(2+3+10=15)

Part B

- 3) a) List the purposes of cost analysis.
b) Critically analyze the reasons for rise in hospital expenditure, support with examples.

(2+8=10)

- 4) Explain the various types of audit and support with your comments.

(10)

- 5) a) Explain the procedure of auditing in your hospital/institution.
b) Critically analyze the role of nurse administrator in auditing.

(5+5=10)

- 6) a) Explain the meaning of office management.
b) Discuss the advantages of systems and procedure for effective nursing administration in hospital.

(2+8=10)

- 7) a) List the advantages of office records for effective management.
b) Critically analyze the filing system adopted in your hospital/institution.

(3+7=10)

- 8) Explain the steps you will follow for the following activities on computer:

- a) Create a new file
b) Print a document
c) Writing and sending e mail
d) Create a new folder
e) Create a word document

(2+2+2+2+2=10)

Part C

- 9) Explain the following in 07-10 lines in relation to your hospital/organization. (2x5=10)

- a) Benefits of budget control
b) Cost Benefit Analysis
c) Purpose of Auditing
d) Hardware and Software
e) Use of calculator in computer