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**Diploma in Nursing  
Administration (DNA)**

**Assignments  
TMA 1 and TMA 2  
BNS 011, 012, 013, 014  
2019**

***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
<b>31 July, 2019</b>	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
<b>31 August, 2019</b>	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:

<p>Course Code:.....</p> <p>Course ..... Title: .....</p> <p>Assignment Code:.....</p> <p>PSC: .....</p> <p>Date                      of                      Submission: .....</p>	<p>Enrollment No. ....</p> <p>Name: .....</p> <p>Address: .....</p> <p>.....</p>
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**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/1/2019**  
**Maximum Marks – 100**  
**Last date of Submission: July 31, 2019**

**Note: Support all questions with example and copy of documents if mentioned from the hospital/institution.**

1. a) Draw and describe the organization structure of your hospital.  
b) Explain the following term in relation to above structure:
  - i. Line Authority
  - ii. Staff Authority
  - iii. Functional Authority
  - iv. Hierarchy and authority
  - v. Span of management

**(5+2+2+2+2+2=15)**
  
2. a) Describe the steps of planning nursing staff in your unit and give justification for increase in number of post and new recruitment.  
b) Explain the procedure of selection of nursing staff in your in your hospital and attach copy of advertisement given by the hospital.

**(10+5+5=20)**
  
3. a) Describe the qualities of a nurse leader in your hospital.  
b).Narrate the situation where a nurse leader in your hospital have shown leadership qualities and courage to take decisions.

**(5+5=10)**
  
4. a).Describe the various departments and services provided by your hospital.  
b) Discuss the various challenges faced by your hospital and actions taken or strategies adopted to overcome the challenges.

**(7+8=15)**
  
5. a) Draw organization structure of your State Health Directorate.  
b) Critically analyse the need for nursing directorate at state level as recommended by Government of India.

**(5+5=10)**
  
6. Critically analyse the responsibilities of nursing superintendant of your hospital, attach copy of responsibilities of nursing superintendant. (Give your comments what they are doing and what is given in job responsibilities).

**(10+5=15)**
  
7. a) Explain the method of Assignment or method of giving care to patients by staff nurses in your ward and support with your comments about its advantages and disadvantages.  
b) Follow the steps for determining nursing time available per patient per day (Block 2 Unit 3 Section 3.5.2)

**(8+7=15)**

**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/2/2019**  
**Maximum Marks – 100**  
**Last date of Submission: August 31, 2019**

**Note: Support all questions with example and copy of documents if mentioned from the hospital/institution.**

1. Describe the factors which should be taken into consideration by your nurse manager while planning and organizing patient care services in the ward. **(15)**
  
2.
  - a) Explain the need for ward rounds in all the shifts.
  - b) List the various records and reports maintained by nursing staff in your ward, support with some samples.
  - c) Attach sample of morning, evening and night report written by staff nurses in your hospital while handing over. **(5+10+5=20)**
  
3.
  - a) List the principles which you will keep in mind while making a duty roster for nurses in ward.
  - b) Make a duty roster for 7 nurses working in 3 shifts in medical ward. **(5+10=15)**
  
4. Critically analyze the concept of nurse specialist; availability and need of nurse specialist in your hospital. **(10)**
  
5.
  - a) Describe the need for performance appraisal.
  - b) Collect performance appraisal format for staff nurses in your hospital, fill it, attach it and comment on its strengths, weaknesses and how it can be improved. **(5+10+5=20)**
  
6.
  - a) Explain the need for staff development programmes.
  - b) Plan orientation programme for new nurses and make programme schedule for 2 days. **(3+7=10)**
  
7.
  - a) List the various nursing programmes available for career in nursing in India.
  - b) Critically analyze the career opportunities available for students who will complete various nursing programmes in future. **(3+7=10)**

**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/1/2019**  
**Maximum Marks – 100**  
**Last date of Submission: July 31, 2019**

**Note: Support all questions with example and copy of documents if mentioned from the hospital/institution.**

1. a) Visit any school or college of nursing and submit a visit report: mention the infrastructure, office staff, teaching staff, number of programmes, number of students, facilities available for students in college or school, facilities in hostel and give your comments. **(10+5=15)**
  
2. a) List the various records maintained by the school or college of nursing.  
b) Describe the need for guidance and counselling for students.  
c) Describe the issues or areas for which students need guidance and counselling. **(5+5+5=15)**
  
3. Collect master rotation plan for students from college of nursing and critically analyse the posting of students for learning experience in various departments/units of hospital and community. **(10)**
  
4. a) Describe the various tools and techniques used for supervision by a nurse manager.  
b) Select any procedure and prepare a supervision checklist. **(10+5=15)**
  
- 5.. a) List the various types of stressors in the hospital.  
b) Describe the stress cycle. **(5+10=15)**
  
- 6.. a) Explain the concept of guidance and counselling.  
b) Describe the areas or issues for which guidance and counselling sessions are organized by nurse manager in hospital. **(5+10=15)**
  
- .7. a) Critically analyze the role of a nurse manager in managing stress among nursing staff.  
b) Describe the strategies to be adopted by her to manage stress among nurses. **(5+10=15)**

**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/2/2019  
Maximum Marks – 100  
Last date of Submission: August 31, 2019**

**Note: Support all questions with example and copy of documents if mentioned from the hospital/institution.**

1. a) Explain the concept of quality and quality assurance.  
b) Describe the factors which influence the quality of services.  
c) Discuss the role of nurse manager in quality assurance programme. **(2+2+6+5=15)**
  
2. a) Explain the concept of nursing audit.  
b) List the advantages and disadvantages of nursing audit.  
c) Explain the procedure of nursing audit in any hospital. **(4+6+5=15)**
  
3. a) Explain the importance of nursing research in providing evidence based care.  
b) Describe the ethical considerations researcher will follow while conducting research.  
c) Describe Quantitative and Qualitative Research. **(5+5+5=15)**
  
4. Describe the steps of research process with the help of example (Write problem statement and detail methodology). **(10)**
  
5. a) Describe the steps of evaluation followed by a Community Health Nurse to evaluate services at community level.  
b) Describe various tools and techniques used for evaluation. **(10+5=15)**
  
6. Describe the services provided by old School Health Scheme and services provided by new scheme under National Health Mission – Check website (<https://rbsk.gov.in/RBSKLive/>) **(15)**
  
7. Describe the Ayushman Bharat Scheme and Pradhan Mantri Jan Aarogya Yojana – Check website (<https://www.pmjay.gov.in/>) **(15)**

**GROUP DYNAMICS**  
**(BNS 013)**  
**ASSIGNMENT – TMA 1 Block- 1, 2**

**Programme Code: DNA**  
**Course Code: BNS 013**  
**Assignment Code: BNS 013/TMA/1/2019**  
**Maximum Marks – 100**  
**Last date of Submission: July 31, 2019**

**Note: Support all questions with example and copy of documents if mentioned from the hospital/institution.**

1. a) Explain the concept of group and group dynamics.  
b) Explain the essential requisites to formulate a group to achieve the goal of organization.  
c) Describe the functions of Nurse Leader and members of the group. .  
**(2+4+5+4=15)**
2. a) Explain the meaning of conflict with the help of conflict theory .  
b) Identify the various areas of conflict and discuss the sources of conflict in nursing practice.  
c) Explain “Reality Shock” and “Burn Out” in relation to nursing personnel and discuss the role of nurse manager to manage these carefully .  
**(4+4+4+8=20)**
3. a) Define leadership.  
b) Discuss the characteristics and leadership skill a nurse administrator is required to have.  
c) Explain the functions of leader in nursing services. **(1+6+8=15)**
4. a) Describe the meaning of health team and discuss the aims of health team .  
b) Describe the role of a nurse as member of health team.  
**(2+2+6=10)**
5. a) Define leadership;  
b) Enlist the characteristics of effective leader and enumerate the skills required for leadership;  
c) Describe the relationship of power and authority with leadership.  
**(1+3+3+3=10)**
6. a) Discuss the style of leadership in general and comment on style followed in your concerned nursing clinical area.  
b) Explain the effectiveness of the leadership style you would follow while working as Nurse administrator in an organization . **(5+5=10)**
7. Explain the meaning of grievances and discuss the steps for resolving conflict through setting grievances in organization . **(2+8=10)**
8. a) Explain the need of various Committees in an organization  
b) Discuss about the various Committees in Nursing Services.  
c) Describe the steps of arranging Group Committee meetings in Nursing.  
**(2+3+5=10)**



**GRPOUP DYNAMICS**  
**(BNS 013)**  
**ASSIGNMENT – TMA 2 Block- 3,4**

**Programme Code: DNA**  
**Course Code: BNS 013**  
**Assignment Code: BNS 013/TMA/2/2019**  
**Maximum Marks – 100**  
**Last date of Submission: August 31, 2019**

**Note: Support all questions with example and copy of documents if mentioned from the hospital/institution.**

1. a) Explain principles of effective communication.  
b) Critically examine and describe the factors affecting communication in your organization.  
c) Describe the functions and role of nurse administrator for effective communication.  

**(3+6+6=15)**
2. a) Explain meaning and importance of the records and reports;  
b) Illustrate the records and reports maintained by nurses in various areas like nursing education, nursing service administration and community health nursing.  

**(3+4+4+4=15)**
3. a) Discuss the principles of public relation and explain its application to nursing service administration.  
b) Identify the barriers of public relation and describe the role of a nurse in developing public relation..  

**(5+5+5=15)**
4. a) Define ethics and describe various ethical issues related to Nursing;  
b) Explain legal and ethical implications in various nursing situations with the support of example from your organization.  

**(1+4+5=10)**
5. a) Discuss the concept of human relation;  
b) Explain the various ways of helping the patient to adjust to sickness.  

**(3+7=10)**
6. Describe the keys to effective communication and discuss the functions and role of nurse administrator for making communication effective in the health unit. **(2+8=10)**
7. Identify communication barriers among nursing personnel within your organization and suggest the ways to overcome the various barriers. **(7+8=15)**
8. Identify the defensive techniques used by the nurses working in your organization to avoid interaction with the patient and explain how you will help them to develop skills in helping the patient who is considered as "Difficult".  

**(3+7=10)**

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

**Programme code: DNA**  
**Course Code: BNS 014**  
**Assignment Code: BNS 014/TMA – 1/2019**  
**Maximum Marks – 100**  
**Last date of submission: July 31, 2019**

**Note: Support all questions with example and copy of documents if mentioned from the hospital/institution.**

- 1)
  - a) Discuss the concept of motivation and human potential with in organization.
  - 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 followed at your health unit.
  - b) Enumerate the purpose of controlling and maintaining equipments. **(10+5=15)**
  
- 3)
  - a) Explain the meaning of policy.
  - b) Explain the types of personnel policies in your organization. Support your answer with example nursing personnel 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 **(10+5=15)**
  
- 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. **(5+5+5=15)**
  
- 7) Describe the nurses responsibilities in the following areas :
  - a) In drug management
  - c) Maintenance of life saving drugs **(5+5=10)**
  
- 8)
  - a) Define inventory control.
  - b) Discuss the objectives of the inventory control system
  - c) Explain the methods of inventory control use in your nursing department **(2+2+6=10)**

