



**I
G
N
O
U**

**Diploma in Nursing
Administration (DNA)**

**Assignments
TMA 1 and TMA 2
BNS 011, 012, 013, 014
2020**

***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, 2020	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, 2020	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:	
Assignment Code:.....	Name:	
PSC:	Address:	
.....	
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/1/2020

Maximum Marks – 100

Last date of Submission: July 31, 2020

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

1. a) Draw organization structure of your hospital and highlight nursing department. In case College or School of Nursing is there draw its organization chart also.
b) Explain vertical, horizontal and diagonal channels of communication in hospital and within nursing department and teaching institution.

(10+10=20)

2. a) Describe the steps of recruitment of nurses in your hospital, mention if any committees are constituted and role of nursing superintendent.
b) Collect copy of advertisement from hospital for the recruitment of nursing officers, paste in file and critically analyse strong and weak points; give your suggestions to improve the advertisement.

(10+10=20)

3. a) Narrate the situation where a nurse superintendent or DNS of your hospital have shown leadership qualities and courage to take decisions.
b) List the qualities of your nurse administrator.

(5+5=10)

4. Describe the following related to your hospital:
 - a) Type of hospital
 - b) Number of beds
 - c) Various departments and services provided
 - d) Challenges faced by nurses in the hospital.

(1+1+8+10=20)

5. a) Draw organization structure of your State Health Directorate.
b) Critically analyse the role for nursing directorate at state level as recommended by Government of India.

(5+5=10)

6. a) Analyze the method of patient care in the ward keeping in mind availability of equipment, supplies, manpower etc.
b) Describe the actual job carried out by the nursing officer in the ward and compare with job responsibilities given by hospital.

(10+10=20)

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/2/2020
Maximum Marks – 100
Last date of Submission: August 31, 2020

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

1.
 - a) Describe the factors which should be taken into consideration by the nurse manager while planning and organizing patient care services in the ward.
 - b) Describe the job responsibilities of Senior Nursing Officer (Ward Sister) compare with actual work done by her in the ward and give comments. **(10+10=20)**

2.
 - a) Explain the need for ward rounds in all the shifts.
 - b) List the various records and reports maintained by nursing staff in the ward, support with some samples from your hospital.
 - c) Attach sample of morning, evening and night report written by nurses while handing over. **(5+10+5=20)**

3.
 - a) List the principles which are kept 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 or in ICU for one month.
 - c) Analyse the need for relievers (nursing officers). **(5+10+5=20)**

4.
 - a) Describe the concept of nurse specialist.
 - b) Analyse the need of nurse specialist in Indian hospitals. **(5+5=10)**

- 5)
 - a) Collect the performance appraisal form filled by nursing officer in your hospital, fill it for one of your junior nurse and attach in your file.
 - b) Analyse the points given in performance appraisal form and give your suggestions to improve it by adding or deleting points. **(10+10=20)**

- 6)
 - a) List the various nursing programmes in India.
 - b) Critically analyze the career opportunities available for nurses in government and private sector. **(5+5=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/1/2020
Maximum Marks – 100
Last date of Submission: July 31, 2020**

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

1. a) Review the norms for College or School of Nursing by Indian Nursing Council (INC) and make a summary.
b) Visit any school or college of nursing and compare the actual situation against the norms by INC and give your comments.

(10+10=20)
2. a) Collect master rotation plan and internal 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.

(15)
3. a) Describe the various tools and techniques used for supervision by a nurse manager.
b) Select any one nursing procedure and prepare a supervision checklist.

(10+5=15)
4. a) Describe the 2 situations from hospital which create stress among nurses.
b) Critically analyse the strategies adopted by nurse manager to reduce stress.

(10+10=20)
5. a) Explain the concept of guidance and counselling for nurses in hospital.
b) Describe the areas or issues for which guidance and counselling sessions can be organized by nurse manager in hospital.

(5+10=15)
6. a) Critically analyze the factors influencing curriculum development.
b) Describe the steps of curriculum construction.

(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/2/2020
Maximum Marks – 100
Last date of Submission: August 31, 2020**

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

1. 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.

(5+5+5=15)

2. a) Explain the importance of nursing research in providing evidence based care.
b) Describe Quantitative and Qualitative Research with examples. **(5+5+5=15)**

3. a) Critically analyze ethical considerations in nursing research..
b) Describe the steps of nursing research process (select one problem statement and explain process). **(5+10=15)**

4. a) Describe the steps of evaluation followed by a Community Health Nurse to evaluate services.
b) Describe various tools and techniques used for evaluation. **(10+5=15)**

3. Review the National Health Policy 2017 and give your comments;
<https://mohfw.gov.in/sites/default/files/9147562941489753121.pdf>. **(20)**

4. Describe the Ayushman Bharat Scheme and Pradhan Mantri Jan Aarogya Yojana –
Check website (<https://www.pmjay.gov.in/>) **(10+10=20)**

GROUP DYNAMICS(BNS 013)
Assignment – 1 (Block 1 & 2) Tutor Marked

Programme Code : DNA

Course Code : BNS 013

Assignment Code: BNS 013/ TMA-1/2020

Maximum Marks – 100

Last date of Submission: July 31, 2020

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

1. Explain the need of committees in an organization. Discuss the importance of committees in nursing education and nursing services. (5+10=15)
2. Define conflict. Discuss the areas of conflict in nursing. Explain how grievance procedure is important in effective nursing management. (2+5+8=15)
3. Explain the various steps you would follow as a nurse manager for building the team. Describe the nursing team of your department and its strength and challenges . (15)
4. Explain the models of leadership that a nurse can use in managing a ward. Support your answer with the example for each model. (15)
5. Explain the characteristics of a group. Discuss how these characteristics help you as a nurse to be part of the group. (10)
6. Explain how will you arrange a committee meeting. Support your answer with the example from nursing service department (10)
7. Explain the differences between transactional and transformational leadership. Support your answer with the example for each. (10)
8. Explain the techniques you will use for effective leadership in nursing support with examples. (10)

GROUP DYNAMICS (BNS 013)
Assignment – 2 (Block 3 & 4) Tutor Marked

Programme Code : DNA
Course Code : BNS 013
Assignment Code: BNS 013/ TMA-2/2020
Maximum Marks – 100

Last date of Submission: August 31, 2020

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

1.
 - a) Define communication.
 - b) Describe the principles of communication.
 - c) Explain as a nurse administrator how can you make communication effective amongst the different levels of nurses in your hospital. (2+5+8=15)

2.
 - a) Discuss as a nurse how you will maintain therapeutic attitude towards the patient.
 - b) Describe the various defensive techniques used by the nurse to overcome various demands of the patients.
 - c) Discuss the ways you may use to help the patient who is considered as difficult. (4+7+4=15)

3.
 - a) Define Negligence.
 - b) Discuss eight examples of common areas of negligence in which nurse is held responsible.
 - c) Explain the ethical principles in nursing service administration. (2+8+5=15)

4. Explain the role of the nurse administrator in following situation:
 - i) Helping the patient to adjust with illness.
 - ii) Management of out patient department.
 - iii) Patient undergoing the process of admission to the hospital. (5+5+5=15)

5.
 - a) Describe different media used in the process of communication.
 - b) Enlist the ten commandants of good communication. (5+5=10)

6.
 - a) Describe the concept of public relation.
 - b) Discuss the role of a nurse in developing public relation (5+5=10)

7.
 - a) Discuss the importance of communication in nursing.
 - b) Describe the essential steps to be taken in planning of communication. Support your answer with examples from nursing management. (5+5=10)

8. Describe the records maintained by nursing service administrator in a hospital. (10)

RESOURCE MANAGEMENT (BNS-014)
Assignment – 1 (Block 1 & 2) Tutor Marked

Programme Code : DNA

Course Code : BNS 014

Assignment Code: BNS 014/ TMA-1/2020

Maximum Marks – 100

Last date of Submission: July 31, 2020

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

1. a) Explain meaning and definition of personnel policies.
b) Describe characteristics of personnel management with help of examples.
c) Discuss the progress of developing nursing manpower at organizational level.
(2+4+9=15)

2. a) Explain concept and objectives of inventory control system.
b) Describe methods of inventory control use by nurse administration. (5+10=15)

3. Explain role of nurse in management of drugs in a hospital unit with help of examples. (15)

4. Describe the elements of material management system. (10)
5. Discuss the important and frequently used systems for store accounting and store verification. (15)

6. Describe the importance of training and staff development for professional growth of nursing personnel. (10)

7. Explain purpose of performance appraisal. Describe methods of performance appraisal used for nursing services department. (10)

8. Describe role of nurse administrator to enhance effective interpersonal relationship in hospital setting for providing quality patient care. (10)

RESOURCE MANAGEMENT (BNS-014)
Assignment – 2 (Block 3 & 4) Tutor Marked

Programme Code : DNA
Course Code : BNS 014
Assignment Code: BNS 014/ TMA-2/2020
Maximum Marks – 100
Last date of Submission: August 31, 2020

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

1. a) Explain the meaning of office management.
b) Describe the process of office management with help of examples from Nursing Service Administration
c) Describe the skills required for a nurse manager. (3+6+6=15)
2. a) Explain the areas of hospital information system essential for any organization.
b) Discuss hospital information system followed in your organization.
c) Describe the reason for rising hospital expenditure. Discuss how as nurse administrator you can control the rising cost from perspective of nursing. (9+5+6=20)
3. a) Describe importance of financial management in nursing with help of examples.
b) Explain the essential requisites for preparation of a budget for nursing services department. (5+5=10)
4. a) Enumerate the advantages of auditing for improving nursing services.
b) Discuss the audit procedure followed in your organization for improving nursing services
b) Describe the qualities of an auditor. (5+7+3=15)
5. a) Discuss the significance of using computers in Nursing Service Administration
b) Describe an operating system you will follow to facilitate use of computer in nursing. (4+6=10)
6. a) Explain the meaning of internet. Describe internet tools.
b) Discuss the significance of using internet in Nursing Service Administration (4+6=10)
7. Discuss the benefit of computerized hospital information system for improving patient care. (10)
8. a) Explain the concept of computer and data processing.
b) Describe process of effective office communication system for nursing service department. (5+5=10)