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**Diploma in Nursing
Administration (DNA)**

**Assignments
TMA 1 and TMA 2
BNS 011, 012
2021**

***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
30 September, 2021	BNS-011 BNS-012	1, 2 1, 2	BNS-011/TMA-1 BNS-012/TMA-1
31 October, 2021	BNS-011 BNS-012	3, 4 3, 4	BNS-011/TMA-2 BNS-012/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/1/2020

Maximum Marks – 100

Last date of Submission: September 30, 2021

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

1. a) Explain the meaning and importance of organization chart.
b) Draw organization structure of your hospital and highlight nursing department, college/school of nursing.
c) Explain vertical, horizontal and diagonal channels of communication in hospital and within nursing department and teaching institution.

(4+10+6=20)

2. a) Explain the meaning of recruitment.
b) Describe the steps of recruitment of nurses in your hospital where you are working.
c) Collect copy of advertisement for the post of nurses from your and give your comments, mentioning strong and weak points in the advertisement

(2+8+10=20)

3. a) List the qualities of your Nursing Superintendent / DNS.
b) Describe an incidence from your hospital where your nursing superintendent took decision in favour of nurses or for patient safety.

(5+5=10)

4. Describe the following related to your hospital where you are working:
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; you can visit the website of health department of your State.
b) Critically analyse the role for nursing directorate at state level as recommended by Government of India.

(5+5=10)

6. a) Collect the job responsibilities of staff nurse (Nursing Officer in many states) and give your comments.
b) Describe from your experience job responsibilities carried out by the staff nurse / nursing officer daily in the hospital and give your comments.

(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: October 31, 2021

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 administrator 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 and attach sample of handing over report during morning/evening/night shift.
b) List the various records and reports maintained by nursing staff in the ward, attach copy of reports from your hospital.

(5+5+10=20)

3. a) List the principles which are kept in mind while making a duty roster for nurses in the ward.
b) Make a duty roster for 7 nurses working in 3 shifts in medical ward or in ICU for one month.

(10+10=20)

4. a) Describe the concept of nurse specialist.
b) Analyse the need of nurse specialist in Indian hospitals.

(5+5=10)

5. a) Explain the meaning and importance of performance appraisal.
b) Collect the performance appraisal (ACR) form filled by staff nurses / nursing officer once in a year in your hospital, and give your comments to improve it.

(3+7+10=20)

6. a) List the various nursing education programmes in India by Indian Nursing Council.
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: September 30, 2021**

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 given by Indian Nursing Council (INC) and make a summary; you can download syllabus of any programme or visit library and read syllabus.
b) Make a checklist of various norms and 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) Explain the need for organizing learning experience for students in hospital and community setting.
b) Collect master rotation plan and internal rotation plan for students from college / school of nursing and critically analyse the posting of students for learning experience in various departments/units of hospital and community.
(5+10=15)

3. a) Describe the various tools and techniques used for supervision by a nurse administrator.
b) Select any one nursing procedure and prepare a supervision checklist which can be used for supervision of staff nurses/nursing officer.
(10+10=20)

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

5. a) Explain the need 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 administrator in the hospital.
(5+10=15)

6. a) Critically analyze the factors influencing curriculum development.
b) Explain the steps of curriculum construction and support with diagram.
(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: October 31, 2021**

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 government or private 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)**

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

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