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**Diploma in Nursing  
Administration (DNA)**

**Assignments  
TMA 1 and TMA 2  
BNS 011, 012  
2022**

***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 August, 2022	BNS-011 BNS-012	1, 2 1, 2	BNS-011/TMA-1 BNS-012/TMA-1
30 September, 2022	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 :

Course Code:.....	
Course .....	Title: Enrollment No. ....
Assignment Code:.....	Name: .....
PSC: .....	Address: .....
Date                    of                    Submission: .....	.....

**Please submit the assignment offline or online (as per instructions) 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/1/2022**

**Maximum Marks – 100**

**Last date of Submission: August 31, 2022**

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

1. a. Explain the elements of administration and support answer with examples.  
b. Collect advertisement for the post of staff nurse and analyse strengths and points to be improved. **(10+10=20)**
  
2. a. Describe the roles and responsibilities of Nursing Superintendent or Deputy Nursing Superintendent of your hospital.  
b. Critically analyse and give strengths and weaknesses of job responsibilities. **(10+5=15)**
  
3. a. List the various services provided by your hospital.  
b. Describe the role of nursing department in the hospital.  
c. Identify the challenges faced by Nursing Superintendent / Deputy Nursing Superintendent in the hospital to manage nursing department. **(5+5+10=20)**
  
4. Describe the following related to management of nursing services unit:  
a. Factors influencing the quality of patient care  
b. Factors influencing ward management  
c. Methods of assignment for nursing care **(5+5+5=15)**
  
5. Write short notes on the following: **(6x5=30)**
  - a. Scope of nursing administration
  - b. Classical theory of administration
  - c. Maslow's hierarchy of needs
  - d. Health System in India at national level
  - e. Need and structure of Nursing Directorate at State level
  - f. Planning process in nursing

**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/2/2022**  
**Maximum Marks – 100**  
**Last date of Submission: September 30, 2022**

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

1.
  - a. List essential characteristics of good nursing service administration.
  - b. Explain the following basic requisites for nursing service department:
    - i. Policies and administrative manuals (attach sample from hospital)
    - ii. Job description and job specification (attach job description of nursing officer i.e. staff nurse. **(4+8+8=20)**
  
2.
  - a. List importance of staffing.
  - b. Explain process of staffing with the help of flow diagram.
  - c. Describe the factors affecting staffing in the hospital/ **(5+5+5=15)**
  
3.
  - a. List the need of performance appraisal.
  - b. Explain the techniques of performance appraisal.
  - c. Collect performance appraisal (Annual Confidential Report) form filled by you and fill it for your junior staff and give comments for improvement of the format. **(5+5+10=20)**
  
4. Describe the following related to staff development of nurses in the hospital:
  - a. Definition and need of staff development
  - b. Types of staff development programmes
  - c. Steps of organising staff development **(3+4+8=15)**
  
5. Write short notes on the following: **(6x5=30)**
  - a. Various records maintained by nursing service department
  - b. Factors considered for patient care in the ward
  - c. Nursing audit, its advantages and disadvantages
  - d. Need and areas of clinical specialty in nursing
  - e. Scope for nursing practice and education
  - f. Career opportunities for nurses

**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/1/2022  
Maximum Marks – 100  
Last date of Submission: August 31, 2022**

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

1.
  - a. List importance of curriculum administration.
  - b. Explain the factors influencing curriculum development.
  - c. Describe the steps in curriculum construction. **(4+6+10=20)**
  
2.
  - a. List the responsibilities of governing body of college or school of nursing.
  - b. Download guidelines and minimum requirements for establishing GNM School of Nursing from Indian Nursing Council website(<https://indiannursingcouncil.org/uploads/pdf/16001691603883619785f60a4c8a9e0d.pdf>) and give your comments. **(5+10=15)**
  
3.
  - a. Explain the meaning and need of supervision.
  - b. Describe the qualities of a good supervisor with example from the hospital.
  - c. Describe the various tools and techniques used by a nurse administrator for supervision. **(5+5+10=20)**
  
4. Describe the following related to guidance and counselling of nurses by nurse administrator:
  - a. Principles of guidance and counselling
  - b. Types of guidance support with examples.
  - c. Describe phases of counselling. **(4+8+3=15)**
  
5. Write short notes on the following: **(6x5=30)**
  - a. Orientation programme for new students - Importance and content
  - b. Student health services in college or school of nursing
  - c. Role of teacher in guidance and counselling of nursing students
  - d. Supervision and counselling of teachers / faculty in teaching institutions
  - e. Problems faced by nurses administrator during guidance and counselling
  - f. Methods used and role of nurse administrator in stress management of nurses in the hospital

**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/2/2022  
Maximum Marks – 100  
Last date of Submission: September 30, 2022**

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

1. a. Explain importance of research in nursing.  
b. Describe the purpose of scientific research in nursing.  
c. Explain steps of nursing research process. **(4+6+10=20)**
  
2. a. Explain the concept of quality assurance.  
b. List the factors influencing quality assurance.  
c. Describe the quality assurance cycle and support with diagram. **(5+3+7=15)**
  
3. a. Explain the meaning and need of supervision.  
b. Describe the qualities of a good supervisor with example from the hospital.  
c. Describe the various tools and techniques used by a nurse administrator for supervision. **(5+5+10=20)**
  
4. Describe the following related to health planning in India:
  - a. Planning committees
  - b. Primary health care at village level
  - c. Primary Health Centre**(8+4+3=15)**
  
5. Write short notes on the following: **(6x5=30)**
  - a. Ethical consideration in nursing research
  - b. Quantitative and Qualitative research
  - c. Role of nurse administrator in organising quality assurance programme
  - d. Tools and techniques used for evaluating nursing care by nurse administrator
  - e. Purpose and sources of nursing standards
  - f. Services provided under Ayushman Bharat Scheme in Health and Wellness centres ([https://www.nhm.gov.in/New\\_Updates\\_2018/NHM\\_Components/Health\\_System\\_Strengthening/Comprehensive\\_primary\\_health\\_care/letter/Operational\\_Guidelines\\_For\\_CPHC.pdf](https://www.nhm.gov.in/New_Updates_2018/NHM_Components/Health_System_Strengthening/Comprehensive_primary_health_care/letter/Operational_Guidelines_For_CPHC.pdf))