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1.
**Diploma in Nursing
Administration (DNA)**

**Assignments
TMA 1 and TMA 2
BNS 013, 014
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-013 BNS-014	1, 2 1, 2	BNS-013/TMA-1 BNS-014/TMA-1
30 September , 2022	BNS-013 BNS-014	3, 4 3, 4	BNS-013/TMA-2 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:..... Course Assignment Code:..... PSC: Date of Submission:	Title: Enrollment No. Name: Address:
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Please submit the assignment to your Programme In-charge of the Nodal Programme Study Centre allotted to you.

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

Programme Code : DNA

Course Code : BNS 013

Assignment Code: BNS 013/ TMA-1/2022

Maximum Marks – 100

Last date of Submission: August 31, 2022

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

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

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

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. (a) Critically analyze the concept of health team in health organization.
(b) Describe 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/School 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)

9. Explain the following 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 – 2 (Block 3 & 4) Tutor Marked

Programme Code : DNA

Course Code : BNS 013

Assignment Code: BNS 013/ TMA-2/2022

Maximum Marks – 100

Last date of Submission: September 30, 2022

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

- 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)

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)

9. Explain the following 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 – 1 (Block 1 & 2) Tutor Marked

Programme Code : DNA

Course Code : BNS 014

Assignment Code: BNS 014/ TMA-1/2022

Maximum Marks – 100

Last date of Submission: August 31, 2022

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

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)

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)

- 9) Explain the following 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

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

Programme Code : DNA
Course Code : BNS 014
Assignment Code: BNS 014/ TMA-2/2022
Maximum Marks – 100
Last date of Submission: September 30, 2022

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

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)

- 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)
- 9) Explain the following 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 computers