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**Diploma in Nursing
Administration (DNA)**

**Assignments
TMA 1 and TMA 2
BNS 011, 012
2015**

***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 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, 2015	BNS-011 BNS-012	1, 2 1, 2	BNS-011/TMA-1 BNS-012/TMA-1
31 August, 2015	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. 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:	Name:
Assignment Code:.....	Address:
PSC:
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/1/2015
Maximum Marks – 100
Last date of Submission: July 31, 2015

Note: This Assignment has three parts i.e. Part A, B, and C

Part A consists of two long answer questions. Each question carries 15 marks.

Part B consists of six short answer questions. Each question carries 10 marks.

Part C consists of ten very short questions. Each question carries 1 mark.

Part A

1. a) Explain the meaning and concept of term “Organizing”
b) Explain the following with examples:
 - i. Line Authority
 - ii. Staff Authority
 - iii. Functional Authorityc) Describe the concept of organizational pyramid with emphasis on the following:
 - i. Authority and Responsibility
 - ii. Span of Management
- (3+2+2+2+3+3=15)**

2. a) Describe the functions of hospital and support answer with examples.
b) Explain the concept “Hospital as a system”
c) Critically analyze the changing role of hospitals in today’s scenario.
- (5+5+5=15)**

Part B

3. Explain “Directing” as one of the element/function of administration. Support answer with examples. **(10)**
4. Explain the concept of Maslow’s Hierarchy of Needs theory and its relevance in nursing administration. **(10)**
5. Describe the personal attributes of a successful nurse administrator and support answer with examples. **(10)**
6. Describe the Health System in India at State level and compare it with Health System in your State. **(10)**
7. a) Describe the broad areas of Nursing Service in hospital.
b) Discuss the roles and responsibilities of Director Nursing/Nursing Superintendent and give your comments. **(5+5=10)**
8. Critically analyze the factors influencing the ward management in the hospital. **(10)**

Part C

9. Explain the meaning of following in 2-3 lines only

(1x10=10)

- a) Administration
- b) Staffing
- c) Standards
- d) Systems Approach
- e) Leadership
- f) Division of Work
- g) Unity of Command
- h) Centralization
- i) Strategic Planning
- j) Functional Method of Patient Assignment

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/2/2015
Maximum Marks – 100
Last date of Submission: August 31, 2015

Note: This Assignment has three parts i.e. Part A, B, and C

Part A consists of two long answer questions. Each question carries 15 marks.

Part B consists of six short answer questions. Each question carries 10 marks.

Part C consists of ten very short questions. Each question carries 1 mark.

Part A

1. Describe the factors to be considered while organizing patient care in the wards, Support your answer with examples. (15)

2. a) Explain the meaning of performance appraisal.
b) Describe the need for performance appraisal.
c) Critically analyze the performance appraisal format used in your organization for nurses and attach a copy of the proforma. (2+4+7+2=15)

Part B

3. Describe the basic requisites for nursing service administration, Support answer with examples with samples of policies, manuals, job description of your hospital. (10)

4. Critically analyze the elements of good ward management and support answer from your experience. (10)

5. a) List the principles of time planning.
b) Describe the types of time schedule/rotation plan prepared in your ward, Give a sample with answer. (3+5+2=10)

6. a) Define the term Clinical Nurse Specialist (CNS)
b) List the role of CNS
c) Critically analyze the concept of Clinical Nurse Specialist in your state. (2+4+4=10)

7. Describe the steps for developing Staff Development Programme, support answer with sample of plan. (7+3=10)

8. Critically analyze the Nursing Education and Nursing practice in India, emphasizing of career opportunities and needs. (10)

Part C

9. Explain the meaning of following in 2-3 lines only

(1x10=10)

- a) Team Method of Patient Assignment
- b) Personnel Policies
- c) Nursing Audit
- d) Delegation of Responsibility
- e) Supervision
- f) Induction Training
- g) Job Description
- h) Halo Effect
- i) Memory Span
- j) Nurse Practitioner

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/1/2015
Maximum Marks – 100
Last date of Submission: July 31, 2015

Note: This Assignment has three parts i.e. Part A, B, and C

Part A consists of two long answer questions. Each question carries 15 marks.

Part B consists of six short answer questions. Each question carries 10 marks.

Part C consists of ten very short questions. Each question carries 1 mark.

Part A

1. a) Explain the meaning of curriculum.
b) Describe the steps of curriculum construction. **(2+13=15)**

2. a) Explain the meaning of Supervision.
b) Describe the need for supervision of nurses in hospital and community.
c) Describe the various tools and techniques used by a nurse administrator for supervision. **(2+4+9=15)**

Part B

3. a) List the guidelines followed for preparation of statement of philosophy for nursing institution.
b) Critically analyze the philosophy of any School of Nursing and give your comments. **(5+5=10)**

4. Describe in detail the admission and selection procedure in one of the School or College of Nursing. Attach a application form or related information to support your answer. **(8+2=10)**

5. a) Explain the need for guidance and counselling services for students in School or College of Nursing, support answer with examples.
b) Describe the role of teachers in guidance and counselling of nursing students. **(5+5=10)**

6. Explain the elements of faculty administration in any School or College of Nursing and give your comments. **(10)**

7. a) Explain the various approaches of counselling.
b) Describe the phases of counselling. **(6+4=10)**

8. a) Explain various methods of stress management that you can suggest to the nursing staff in your organization.
b) Discuss the role of a nurse administrator in stress management. **(6+4=10)**

Part C

9. Explain the meaning of following in 2-3 lines only

(1x10=10)

- a) Indian Nursing Council
- b) Advisory Committee in School of Nursing
- c) Recruitment
- d) Disciplinary Committee
- e) Rotation Plan
- f) Group Conference
- g) Anecdotal Record
- h) Vocational Guidance
- i) Psychological Test
- j) Stage of Resistance

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/2/2015
Maximum Marks – 100
Last date of Submission: August 31, 2015

Note: This Assignment has three parts i.e. Part A, B, and C

Part A consists of two long answer questions. Each question carries 15 marks.

Part B consists of six short answer questions. Each question carries 10 marks.

Part C consists of ten very short questions. Each question carries 1 mark.

Part A

1. a) Explain the concept of quality and quality assurance.
b) Describe the quality assurance model with the help of a diagram.
c) Discuss the role of nurse administrator in organizing quality assurance programme.
(2+2+6+5=15)

2. Describe the steps of evaluation and support with examples.
(15)

Part B

3. a) Define Nursing Audit
b) Describe types of nursing audit
c) List the advantages and disadvantages of nursing audit and give your comments
(2+4+4=10)

4. a) Explain the meaning of Nursing Standards.
b) List the purpose of nursing standards.
c) Enlist the sources of nursing care standards.
d) Describe the classification of standards.
(2+3+2+3=10)

5. a) Explain the meaning of Nursing Research.
b) Describe the importance of research in nursing.
c) Discuss the ethical consideration in nursing research and support with examples.
(2+4+4=10)

6. Discuss the recommendations of various committees constituted by GOI for health planning in India.
(10)

7. Describe the role of Community Health Nurse in prevention and control of communicable diseases.
(10)

8. Describe the sources, tools and techniques of evaluation of community health nursing services, support answer with example of evaluation of any one national programme.
(10)

Part C

9. Explain the meaning of following in 2-3 lines only

(1x10=10)

- a) Accreditation
- b) Slater Scale
- c) Quantitative Research
- d) Qualitative Research
- e) Descriptive Statistics
- f) Summative Evaluation
- g) Health Survey
- h) Questionnaire
- i) Mortality Indicators
- j) Health Care Delivery