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**Diploma in Nursing
Administration (DNA)**

**Assignments
TMA 1 and TMA 2
BNS 011, 012
2016**

***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, 2016 | BNS-011 BNS-012 | 1, 2 1, 2 | BNS-011/TMA-1 BNS-012/TMA- 1 |
| 31 August, 2016 | 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/1/2016
Maximum Marks – 100
Last date of Submission: July 31, 2016

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 “Planning”
b) Explain the following with examples:
 - i. Strategic Planning
 - ii. Operational Planningc) List the characteristics of good plan.
d) Describe the following:
 - i. Steps of planning
 - ii. Features of nursing service department plan

(4+2+2+3+2+2=15)

2. a) Describe the role of hospital and peculiarities, support answer with examples.
b) Critically analyze the challenges faced by nurse administrator in hospitals in today’s scenario and strategies adopted to overcome the challenges, support with examples.

(5+5+5=15)

Part B

3. Explain “Staffing” as one of the element/function of administration. Support answer with examples.

(10)

4. Explain the concept of following and its relevance in nursing administration:
 - a) Human Relation Approach
 - b) Systems Approach

(5+5=10)

5. Describe the current and emerging role of nurse administrator and support answer with examples.

(10)

6. Explain the concept “Hospital as Community Institution” , support answer with examples.

(10)

7. Describe the health system of India at national level and critically analyze the structure of nursing at national level.

(5+5=10)

8. Critically analyze the methods of patient assignment for nursing care of patients.

(10)

Part C

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

(1x10=10)

- a) Management
- b) Nursing Administration
- c) Co-ordination and Controlling
- d) Behavioural Approach
- e) Skills and variables of nurse manager
- f) Hospital
- g) District level health system
- h) SWOT
- i) Decision making and problem solving
- j) Nursing Time available per patient per day

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/2/2016
Maximum Marks – 100
Last date of Submission: August 31, 2016

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 elements of the good ward management, Support your answer with examples. **(15)**

2.
 - a) Explain the meaning of staff development.
 - b) Describe the need for staff development.
 - c) Explain the types and models for staff development programmes.
 - d) Critically analyze that staff development is connected to all areas of human resource management.**(2+2+6+5=15)**

Part B

3. Describe the various records maintained by nursing service department in the hospital. Visit your hospital and support answer with sample of records maintained by nurse administrator. **(5+5=10)**

4.
 - a) Define the term time scheduling.
 - b) List the principles you will keep in mind while preparing time schedule for nurses.
 - c) Collect a sample of rotation plan/monthly schedule of nurses working in your ward and give your comments. **(2+3+5=10)**

5.
 - a) Critically analyze the need for clinical nurse specialist in India and in your state.
 - b) Describe the roles you will assign to clinical nurses specialist keeping in view the changing needs of patient in India.. **(5+5=10)**

6.
 - a) Critically analyze the problems and limitations of performance appraisal faced by a nurse administrator.
 - b) List the principles of effective management of performance appraisal. **(5+5=10)**

7. Describe the various staff development activities which can be organized by a nurse administrator.. **(10)**

8. Critically analyze the career planning and scope of nurses to practice in hospitals and community in your state.. **(10)**

Part C

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

(1x10=10)

- a) Nursing practice manual
- b) Patient method of assignment
- c) Staffing
- d) Work schedule
- e) Clinical Nurse Specialist
- f) Recruitment
- g) Appraiser
- h) Critical incidence method
- i) Motivation to learn
- j) Nurse Anesthetist

**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/1/2016
Maximum Marks – 100
Last date of Submission: July 31, 2016**

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) Collect any School of Nursing documents and explain the philosophy and objectives of that teaching institution.
b) Describe the organization structure of above School of Nursing and job responsibilities of teaching faculty.

(4+3+4+4=15)

2. a) Explain the meaning of stress and stressor.
b) List various types of stressors, give examples.
c) Describe the stress cycle and emphasize on how body cope with stress.

(2+3+5+5=15)

Part B

3. a) List the purposes of orientation programme for new nursing students.
b) Critically analyze the content of orientation programme of any School of Nursing.
4. a) List the golden rules for maintaining physical and mental health of students in nursing institution.
b) Describe the health assessment programme components and health care facilities available in any School or College of Nursing..

(3+7=10)

(2+2+3+3=10)

5. a) Explain the need for faculty administration.
b) Critically analyze the concept supervision and counselling of faculty in nursing teaching institution.

(3+7=10)

6. a) Describe the need for supervision by nurse administrator.
b) Explain the concept effective supervision and quality of supervision.

(4+6=10)

7. a) List the principles of guidance and counselling.
b) Describe the types of guidance provided to nursing students, support answer with examples.

(3+7=10)

8. a) Critically analyze the duties of a nurse counsellor..
b) Discuss the common problems faced by a nurse counsellor during guidance and counselling.

(5+5=10)

Part C

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

(1x10=10)

- a) Standing Committee in School of Nursing
- b) Principles of good record
- c) Human Resource Management
- d) Placement of learning experience
- e) Teaching system
- f) Activity analysis
- g) Group conference
- h) Directive counselling
- i) Career development services
- j) Relaxation technique

**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/2/2016
Maximum Marks – 100
Last date of Submission: August 31, 2016**

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 importance of evaluation of nursing care.
b) Describe the various techniques used by nurse administrator for evaluation of nursing care in hospital and community.
c) Critically analyze any one technique used for evaluation in your organization by nurse administrator. **(3+9+3=15)**

2. a) Describe the primary health care at village level in one village of your state emphasizing on sub-centre and primary health centre level.
b) Describe the district level primary health care in your state. **(8+7=15)**

Part B

3. a) List the factors influencing quality assurance.
b) Enlist the principles nurse administrator will keep in mind for quality assurance.
c) Critically analyze the impact of quality assurance on patient care, support with example. **(2+3+5=10)**

4. a) Describe the classification of nursing standards with examples.
b) List the common legal claims for failure of standard of care.
c) Comment on need for nursing standards in your state or country. **(3+4+3=10)**

5. Explain the Nursing Process with example (select one research problem and explain all steps). **(10)**

6. a) Explain the principles of community health nursing, support with examples.
b) Describe the basic skills required by community health nurse to practice **(5+5=10)**

7. Describe the role of District Public Health Nurse in your or any state, support with her job responsibilities. **(10)**

8. Explain the steps of evaluation with example of evaluating any programme. **(10)**

Part C

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

(1x10=10)

- a) Code of conduct
- b) Legislation
- c) Nursing audit
- d) Standard of nursing care
- e) Freedom from harm
- f) Community health nursing practice
- g) Bhore Committee
- h) Traditional Birth Attendant
- i) Occupational Health Nurse
- j) Tools of evaluation