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**Diploma in Nursing
Administration (DNA)**

**Assignments
2021
BNS 013, 014
TMA 1 and TMA 2**

***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 July, 2020	BNS-013 BNS-014	1, 2 1, 2	BNS-013/TMA-1 BNS-014/TMA-1
31 August, 2020	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:.....	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.

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

Programme Code : DNA
Course Code : BNS 013
Assignment Code: BNS 013/ TMA-1/2021
Maximum Marks – 100
Last date of Submission: July 31, 2021

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

1. a) Define the term group and discuss the qualities of a group
b) Explain the functions of group leader and a member of the group.
c) Describe about the nurse as a member of various groups in health care delivery system. (5+8+7=20)
2. a) Explain the concept of leadership.
b) Describe the models of leadership with the help of example for each from nursing.
c) Explain how as a nurse administrator you will use various techniques for effective leadership. (3+10+7=20)
3. As a nurse administrator you are asked to make a committee on the manpower planning. Discuss the checklist which you would make to ensure the effective functioning of the committee. (10)
4. a) Define team functioning.
b) Explain the characteristics of an effective team.
c) Describe the role of a nurse administrator in team functioning. (2+3+5=10)
5. Explain the function of collective bargaining. Discuss the various procedure you as a ward administrator would follow in Grievance handling. (5+10=10)
6. a) Discuss the various sources of conflict as a nurse you have come across while working in an organization .
b) Describe the strategies you may follow in conflict resolution. Support your answers with examples from nursing situation. (5+5=10)
7. Explain the concept, purposes, steps and process of training for leadership in various settings. (10)
8. a) Discuss the need of committees in nursing education
b) Describe the various committees in nursing education and their functions (2+8=10)

GROUP DYNAMICS (BNS 013)
Assignment – 2 (Block 3 & 4) Tutor Marked

Programme Code : DNA

Course Code : BNS 013

Assignment Code: BNS 013/ TMA-2/2021

Maximum Marks – 100

Last date of Submission: August 31, 2021

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

1. a) Explain the concept of communication.
b) Describe the types of communication
c) Discuss the various steps you as a nurse administrator would keep in mind to make the communication effective to reduce the barriers in communication with your staff.
(5+5+10=20)
1. a) Discuss the concept of human relation in nursing.
b) Discuss the therapeutic attitude which a nurse should adopt towards the patient considering him/her as unique human being.
(5+10=15)
2. a) Define the term ethics. Describe the code of Ethics for nurses prescribed by ICN.
b) Discuss the meaning of ethical dilemma .Explain common ethical dilemma faced by nursing personnel while giving care to the patient.
(7+8=15)
3. a) Define the term public relation and discuss the factors related to public relation.
b) Explain your role as a nurse administrator in developing public relation for an organization
(5+5=10)
4. a) List the modes of communication. Discuss the features of each mode.
b) Explain use of internet in nursing services. Support your answer with examples.
(5+5=10)
5. Differentiate between record and reports.
Discuss the principles of recording. Explain some of the essential characteristics of good document.
(5+4+4=10)
6. Explain the legal implications in various situations faced by nurse administrators
(10)
7. a) Define records and reports. List its purposes.
b) Explain the principles of maintaining records in nursing education. (1+1+3+5=10)

RESOURCE MANAGEMENT (BNS-014)
Assignment – 1 (Block 1 & 2) Tutor Marked

Programme Code : DNA

Course Code : BNS 014

Assignment Code: BNS 014/ TMA-1/2021

Maximum Marks – 100

Last date of Submission: July 31, 2021

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

1. a) Explain the steps of formulating a policy for an organization
b) Explain the types of personnel policies in nursing. Support your answer with example for each.
c) Discuss the challenges of personnel management .
(8+8+4=20)
1. a) Discuss obsolete, surplus and scrap management.
b) Describe ABC analysis as a method of inventory control with examples from nursing.
(12+8=20)
2. Explain training needs of nursing personnel and type of nursing training programme, You would like to plan for them.
(10)
3. a) Explain the purposes of performance appraisal.
b) Discuss the method of performance appraisal used for the nursing personnel in your hospital. (5+5=10)
4. a) Explain basic elements of planning nursing manpower at your hospital.
b) Discuss the factors which determine the nursing staff development (5+5=10)
5. Describe components and tools to achieve effective interpersonal relations in nursing.
(10)
6. Describe the role and responsibilities of nurses in the following:
a) Drug management
b) Maintaining life saving drugs. (5+5=10)
7. a) Explain the Process of material management system.
b) Describe the role of nurse administrator for material management in the ward.
(5+5=10)

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

Programme Code : DNA
Course Code : BNS 014
Assignment Code: BNS 014/ TMA-2/2021
Maximum Marks – 100
Last date of Submission: August 31, 2021

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

1. a) Define budget. Discuss the purposes and advantages of budgeting.
b) Discuss the essential requisites you as a nurse administrator would keep in mind in preparation of budget in hospital/institution setting. (2+4+4+10=20)
1. a) Explain the principles of office management you would follow for your nursing department.
b) Discuss the basic qualities of a nurse manager to manage the office effectively.
c) Describe your role and responsibilities in managing the nursing service at state level. (7+8+5=20)
2. a) Explain the meaning and concept of cost benefit analysis.
b) Compare the reasons for rise in hospital expenditure given in theory with that of your work place. (4+6=10)
3. a) Define financial audit
b) Discuss the purposes of auditing
c) Describe the role of a nurse administrator in auditing (1+3+7=10)
4. a) Explain the meaning and definition of financial management.
b) Describe the importance of financial management in nursing. Support your answer with examples. (4+6=10)
5. a) Explain the meaning of computer and show diagrammatically the organization of a computer.
b) Explain the steps you will follow for creating email id , sending and replying any email (4+6=10)
6. Discuss the various approaches you as a nurse administrator would use to improve profitability in the hospital / Institution (10)
7. Explain the concept “containment of health costs and improving profitability” at health organizational level. (5+5=10)