Diploma in Nursing Administration (DNA)

Assignments
TMA 1 and TMA 2
BNS 011, 012, 013, 014
2024

School of Health Sciences
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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 Course code and last date of submission are mentioned below:

Last Date of Submission	Course Code	Blocks Involved	Assignment Code
31 August, 2024	BNS-011	1, 2	BNS-011/TMA-1
	BNS-012	1, 2	BNS-012/TMA-1
	BNS-013	1, 2	BNS-013/TMA-1
	BNS-014	1, 2	BNS-014/TMA-1
30 September, 2024	BNS-011	3, 4	BNS-011/TMA-2
	BNS-012	3, 4	BNS-012/TMA-2
	BNS-013	3, 4	BNS-013/TMA-2
	BNS-014	3, 4	BNS-014/TMA-2

Please take not 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.
- Write answer in own words.
- Number the pages 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.
- Leave space between 2 answers.
- In case assignments are submitted online scan the assignments carefully and make a pdf then share.
- In assignments are submitted hard copy carefully tie all pages and put in a floder.

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 copy the answer from print material otherwise assignment will be returned.

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

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a) Draw organization structure of your hospital and highlight nursing department. In case College or School of Nursing is there draw its organization chart also.
   b) Explain vertical, horizontal and diagonal channels of communication in hospital and within nursing department and teaching institution. **(10+10=20)**

2. a) Describe the steps of recruitment of nurses in your hospital, mention if any committees are constituted and role of nursing superintendent.
   b) Collect copy of advertisement from hospital for the recruitment of nursing officers, paste in file and critically analyse strong and weak points; give your suggestions to improve the advertisement.
   (10+10=20)

3. a) Narrate the situation where a nurse superintendent or DNS of your hospital have shown leadership qualities and courage to take decisions.
   b) List the qualities of your nurse administrator. **(5+5=10)**

4. Describe the following related to your hospital:
   a) Type of hospital
   b) Number of beds
   c) Various departments and services provided
   d) Challenges faced by nurses in the hospital.
   (1+1+8+10=20)

5. a) Draw organization structure of your State Health Directorate.
   b) Critically analyse the role for nursing directorate at state level as recommended by Government of India. **(5+5=10)**

6. a) Analyze the method of patient care in the ward keeping in mind availability of equipment, supplies, manpower etc.
   b) Describe the actual job carried out by the nursing officer in the ward and compare with job responsibilities given by hospital. **(10+10=20)**

PRINCIPLES AND PRACTICES OF NURSING ADMINISTRATION (BNS 011)
ASSIGNMENT – TMA 2 Block- 3, 4

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a) Describe the factors which should be taken into consideration by the nurse manager while planning and organizing patient care services in the ward.
   b) Describe the job responsibilities of Senior Nursing Officer (Ward Sister) compare with actual work done by her in the ward and give comments.
   (10+10=20)

2. a) Explain the need for ward rounds in all the shifts.
   b) List the various records and reports maintained by nursing staff in the ward, support with some samples from your hospital.
   c) Attach sample of morning, evening and night report written by nurses while handing over.
   (5+10+5=20)

3. a) List the principles which are kept in mind while making a duty roster for nurses in ward.
   b) Make a duty roster for 7 nurses working in 3 shifts in medical ward or in ICU for one month.
   c) Analyse the need for relievers (nursing officers). **(5+10+5=20)**

4. a) Describe the concept of nurse specialist.
   b) Analyse the need of nurse specialist in Indian hospitals. **(5+5=10)**

5) a) Collect the performance appraisal form filled by nursing officer in your hospital, fill it for one of your junior nurse and attach in your file.
   b) Analyse the points given in performance appraisal form and give your suggestions to improve it by adding or deleting points. **(10+10=20)**

6) a) List the various nursing programmes in India.
   b) Critically analyze the career opportunities available for nurses in government and private sector. **(5+5=10)**

MANAGEMENT OF EDUCATIONAL INSTITUTE, HOSPITAL AND COMMUNITY
(BNS 012)
ASSIGNMENT – TMA 1 Block- 1, 2

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a) Review the norms for College or School of Nursing by Indian Nursing Council (INC) and make a summary.
    b) Compare the actual situation against the norms by INC and give your comments.

    (10+10=20)

2. a) Draw master rotation plan and internal rotation plan for students for any year of students in college of nursing.
    b) Critically analyse the posting of students for learning experience in various departments/units of hospital and community.

    (10+5=15)

3. a) Describe the various tools and techniques used for supervision by a nurse manager.
    b) Select any one nursing procedure and prepare a supervision checklist.
    (10+5=15)

4. a) Describe the 2 situations from hospital which create stress among nurses.
    b) Critically analyse the strategies adopted by nurse manager to reduce stress.

    (10+10=20)

5. a) Explain the concept of guidance and counselling for nurses in hospital.
    b) Describe the areas or issues for which guidance and counselling sessions can be organized by nurse manager in hospital.   **(5+10=15)**

6. a) Critically analyze the factors influencing curriculum development.
    b) Describe the steps of curriculum construction.   **(5+10=15)**

MANAGEMENT OF EDUCATIONAL INSTITUTE, HOSPITAL AND COMMUNITY (BNS 012)
ASSIGNMENT – TMA 2 Block- 3, 4

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a) Explain the concept of nursing audit.
    b) List the advantages and disadvantages of nursing audit.
    c) Explain the procedure of nursing audit in any hospital.
                                                                              (5+5+5=15)

2. a) Explain the importance of nursing research in providing evidence based care.
    b) Describe Quantitative and Qualitative Research with examples. **(5+5+5=15)**

3. a) Critically analyze ethical considerations in nursing research..
   b) Describe the steps of nursing research process (select one problem statement and explain process).   **(5+10=15)**

4. a) Describe the steps of evaluation followed by a Community Health Nurse to evaluate services.
    b) Describe various tools and techniques used for evaluation.   **(10+5=15)**

5. Review the National Health Policy 2017 and give your comments. (https://main.mohfw.gov.in/sites/default/files/9147562941489753121.pdf)   **(20)**

6. a) Describe the Ayushman Bharat Scheme – Ayushman Arogya Mandir https://ab-hwc.nhp.gov.in/
    b) Explain the Pradhan Mantri Jan Aarogya Yojana – Check website (https://nha.gov.in/PM-JAY)   **(10+10=20)**

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

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a) Explain the need of committees in the hospital.
    b)(Describe the various committees in the hospital and their role in the hospital.
    (5+10=15)

2. a) Explain the meaning of Conflict.
    b) Discuss the areas of conflict in nursing with examples.
    c) Describe the role of Nursing Superintendent in management of conflict in the hospital.   (2+5+8=15)

3. a) Explain various steps a Nurse Administrator will follow to build a team.
    b) Describe the challenges faced by a team while functioning in a hospital with examples .   (5+5=10)

4. a) Explain types of leadership with examples.
    b) Describe the various qualities of Nurse Administrator of your hospital with examples.
    (9+6=15)

5   a) Describe the characteristics of a group.
    b) Discuss the characteristics of a nursing group of which you are a part in the hospital.   (5+10=15)

6. Explain the steps of organizing any committee meeting in the nursing department or ward.
    (10)

7. Explain the differences between transactional and transformational leadership with examples.
    (10)

8   Explain the techniques a nurse administrator will use for effective leadership in nursing department support with examples.
    (10)

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

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a) Explain the meaning of Communication.
    b) Describe the principles of communication.
    c)   Explain the strategies for effective communication in the nursing department.
    (2+5+8=15)

2. a) Discuss the strategies to maintain therapeutic attitude towards the patient.
    b) Describe the various defensive techniques used by the nurse to overcome the burnout in the hospital.
    c) Discuss the ways to help the patient who is considered as difficult
    (5+5+5=15)

3. a) Explain the term Negligence.
    b) Discuss the common areas of negligence in which nurse is held responsible in the hospital.
    c) Explain the ethical principles in nursing service administration.   (2+8+5=15)

4. Explain the role of the nurse administrator in following situation:
    i) Helping the patient to adjust with illness.
    ii) Management of out patient department.
    iii) Patient undergoing the process of admission to the hospital. (5+5+5=15)

5. a) Describe different media used in the process of communication.
    b) Enlist the commandants of good communication.   (5+5=10)

6. a) Describe the concept of public relation.
    b) Discuss the role of a nurse in developing public relation in the hospital.
    (5+5=10)

7. a) Discuss the importance of communication in nursing.
    b) Describe the steps to be followed by a nurse administrator in planning of communication support with examples.   .   (5+5=10)

8. Describe the various records maintained by nursing administrator in a ward, attach copy of records if feasible.   (10)

Programme Code : DNA
Course Code : BNS 014
Assignment Code: BNS 014/ TMA-1/2024
Maximum Marks – 100
Last date of Submission: August 31, 2024

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a) Explain meaning of personnel policies.
    b) Describe characteristics of personnel management.
    c) Discuss the progress of developing nursing manpower at organizational level.   (2+4+9=15)

2. a) Explain concept of inventory control system.
    b) Describe methods of inventory control system followed in the ward by Senior Nursing Officer.   (5+10=15)

3. Explain role of nurse administrator in management of drugs in a hospital.   (10)

4. Describe the elements of material management system.   (10)

5. Discuss the important for store accounting and store verification.   (10)

6. a) Describe the importance of staff development for nursing personnel.
    b) Describe the steps for organizing staff development programme.   (5+10=15)

7. a) Explain purpose of performance appraisal.
    b) Describe methods of performance appraisal used in nursing services department of your hospital.
    c) Attach a format of Performance appraisal/ACR Form.   (5+10=15)

8. Describe role of nurse administrator to enhance effective interpersonal relationship in hospital for providing quality patient care.   (10)

Note: Support all questions with example from hospital/field and attach copy of formats if mentioned from the hospital/Institution.

1. a) Explain the meaning of office management.
    b) Describe the process of office management with examples from Nursing Service Department.
    c) Describe the skills required for a nurse manager.   (3+6+6=15)

2. a) Explain the areas in which hospital information system is used in your hospital.
    b) Describe the reason for rising hospital expenditure.
    c) Discuss how as nurse administrator can control the rising cost in the hospital.
                                                                          (9+6=15)

3. a) Describe importance of financial management in nursing.
    b) Explain the essential requisites for preparation of a budget for nursing services department.   (5+5=10)

4. a) Enlist the purposes of cost analysis.
    b) Describe the features of budget.

                                                                          (4+6=10)

5. a) Enlist the purpose of budgeting.
    b) Discuss the strategies for improving profitability of the hospital.

                                                                          (4+6=10)

6. a) Enumerate advantages of auditing in the hospital.
    b) Discuss the audit procedure followed in your organization for improving services.   (5+5=10)

7. a) Discuss the importance of using computers in the hospital.
        b) Describe an advantages to nurses by computerization of nursing services .(4+6=10)

8. a) Discuss the importance of office records.
    b)Describe the filling system followed in office.   (5+5=10)

9. a) Explain the meaning of procedures in office.
    b) Describe advantages of systems and procedures in the office.
    c) Discuss the need for office lay-out.

                                                                          (2++5+3=10)