

Diploma in Nursing Administration (DNA)

Programme Introduction

Diploma in Nursing Administration is a one-year Continuing Education programme of 28 credits (Theory 16 credits, Practical 12 credits) for in-service GNM / B.SC nurses, RNRM. This programme has been developed for nurses working in hospitals or community or educational institutions. This programme will help to upgrade the administrative knowledge and skills of the in-service nurses to enhance their administrative competence. Programme is approved by IGNOU Statuary Bodies and UGC.

Note It is approved by Indian Nursing Council as Continuing Nursing Education (CNE).

Objectives

The broad objectives of this programme are to:

- strengthen the knowledge of administrative concepts and principles, their application in improving nursing services and education;
- develop an overview of recent trends in general management, health and nursing administration;
- participate as team member for planning and decision making for quality cost effective nursing services/education; and
- develop skills in enhancing administrative competencies and effective supervision to provide quality nursing care.

Eligibility

Nurses with B.Sc or Post Basic Degree or GNM Diploma and Registered as RNRM with 2 years of working experience.

(for male nurses or nurses who have not done midwifery in the GNM programme should have a certificate in any of the nursing course of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery).

Duration of Programme

One Year

Student can complete in Minimum 1 Year and Maximum 3 Years

Medium of Instruction

English

Programme Fee

Rs. 9,600/- Payable through Demand Draft (Subject to any change)

Programme Structure

Name of the programme and Code	Course title /	Course Code	Credit		Year of Launching / last revision	No. of PSC in 2018	Theory Contact Hrs / Days	Practical Contact Hrs / Days
			Theory	Practical				
Diploma in Nursing Administration (DNA)	Principles and Practices of Nursing Administration	BNS-011	4	-	2006	19	12 hrs	
	Management of Educational Institute, Hospital and Community	BNS-012	4	-			12 hrs	
	Group Dynamics	BNS-013	4	-			12 hrs	
	Resource Management	BNS-014	4	-			12 hrs	
	Practical Practical Aspects of Nursing Administration-I	BNSL-011			6		48 hrs / 6 days	45 hrs
	Practical Aspects of Nursing Administration-II	BNSL-012			6			45 hrs
								90 Hrs / 11.5 days

Programme Design

BNS – 011 : Principles and Practices of Nursing Administration

Block - 1 : Concept, Philosophy, Purpose and Scope of Nursing and Public Administration

Block - 2 : Administration of Health Services in India

Block - 3 : Nursing Service in Hospital

Block - 4 : Performance Appraisal, Staff Development and Career Opportunities

BNS – 012 Management of Educational Institute, Hospital and Community

Block - 1 : Administration of Educational Institute

Block - 2 : Supervision , Guidance and Counselling

Block - 3 : Quality Patient Care and Quality Assurance

Block - 4 : Community Health Nursing Services Administration

BNS – 013 Group Dynamics

Block - 1 : Group Dynamics in Nursing

Block - 2 : Leadership

Block - 3 : Communication

Block - 4 : Legal and Ethical Issues in Nursing Administration

BNS – 014 Resource Management

Block - 1 : Personnel Management

Block - 2 : Material Management

Block - 3 : Hospital Information System

Block - 4 : Office Management

Practical Manual – I, BNSL – 011 Practical Aspects of Nursing Administration -I

Practical 1 : Function of Organization

Practical 2 : Job Description

Practical 3 : Calculation of Staff Norms and Preparation of Duty Roster

Practical 4 : Recruitment, Selection and Promotion

Practical 5 : Staff Development

Practical 6 : Identification of Work Control Method

Practical 7: Analyzed Personal and a Professional Problems of Staff Nurses and Identifying Counselling Needs.

Practical Manual – II, BNSL – 012 Practical Aspects of Nursing Administration -II

Practical 1 : Public Speaking

Practical 2 : Job Description

Practical 3 : Standard Setting of Quality Nursing Care

Practical 4 : Sample Activity Analysis

Practical 5 : Analysis of Records and Reports

Practical 6 : Performance Appraisal

Practical 7 : Administration of Nursing Educational Institute

Practical 8: Evaluation of Nursing Care.

Admission Process

Admission is as per details in the common prospectus, Apply through online portal. Please see the advertisement in newspaper and IGNOU website home page for information www.ignou.ac.in.

Norms for programme study centre

District and Tertiary Hospital or College of Nursing or School of Nursing

Implementation of the Programme

Programme Study Centre (PSC)

Programme Study Centers will be College or School of Nursing or Hospital. List is attached for the reference at Appendix 1. Note: Check the availability of seat and status of study centre before applying with regional centre.

Study Material

Material soft copy can be downloaded from e-gyankosh at www.ignou.ac.in

Download IGNOU E Content app from Play store and read the material.

Induction Meeting for Students

The induction meeting will be held in the beginning of the session. Students will receive information regarding this from Regional Centre or PIC.

Guidelines for Theory and Practical Sessions, Attendance and Sample Rotation Plan

Theory and Practical sessions are conducted as given below:

Theory Course Code	Title	Credits	Counselling Sessions (hours)	Self Study Hours
BNS 011	Principles and Practices of Nursing Administration	4	12	108
BNS 012	Management of Education Institute, Hospital and Community	4	12	108
BNS 013	Group Dynamics	4	12	108
BNS 014	Resource Management	4	12	108
	Total	16	48 / 6 days	432

Course Code	Title	Credits	Counselling Sessions (hours)	Self Study Hours
BNSL 011	Practical Aspects of Nursing Administration – I	6	45	135
BNSL 012	Practical Aspects of Nursing Administration – II	6	45	135
	Total	12	90 / 12 days	270

Attendance

For successful completion of programme, a student is required to have minimum of 75% attendance in the counselling sessions, in each course to be eligible to appear in the examination. 90% attendance for practical work in each course is compulsory for becoming eligible to appear in the practical examinations.

Assignment and Self and Supervised Activities Submission, Evaluation and Marks Submission

Hand written assignments are submitted to PIC online or offline as per policy. The submission dates are mentioned in the assignment. Student should submit assignments before taking the term-end theory examination. The counsellors programme study centre will evaluate them and return to the students for feedback.

If student is not able to submit all the assignments within the one-year time frame of admission, then student will submit fresh assignments.

Student will submit the Self Activities file to the Academic Counsellor for evaluation and Supervised Activities will be evaluated by the Academic Counsellor during supervised practical contact session.

Evaluation Methodology

Scheme of Examination Theory

Course Code	Course Title	Assignments Marks	TEE Marks	Total
BNS-011	Principles and Practices of Nursing	30	70	100
BNS-012	Administration Management of Educational	30	70	100
BNS-013	Institute,	30	70	100
BNS-014	Hospital and Community Group Dynamics Resource Management	30	70	100

Scheme of Examination Practical

Course Code	Course Title	Assignments Marks	TEE Marks	Total
BNSL-011	Practical Aspects of Nursing Administration-I	25	25	50
BNSL-012	Practical Aspects of Nursing Administration-II			

Guidelines for Practical Term End Examination

Final Practical Examination will carry 50 per cent weightage which will be conducted by internal and external examiner in the subject. Student need to score 50 percent marks separately in the final practical examination to be declared successful. There will be One internal and one external examiner for each course.

FREQUENTLY ASKED QUESTIONS

1. How would this programme benefit?

This programme has been developed for nurses working in hospital, or community or in any health institutions. This programme will help them to learn new concepts of administration and upgrade their administrative knowledge and skills. It may be treated as Continuing Education Programme.

2. Who is the target group for this programme?

In – service nurses working in hospital, Public Health Institutions /Organizations, College / School of Nursing etc.

3. What is the eligibility for this programme?

General Nursing and Midwifery (GNM), RNRM with 2 years experience in the profession and B.Sc. Nursing. (For male nurses or nurses who have not done midwifery in the GNM Programme should have a certificate in any of the nursing course of 6-9 months duration prescribe by the Indian Nursing Council in lieu of midwifery.

4. What is the fee for the programme?

Rs. 9,600/- (Subject to change). To be deposited after the confirmation of the admission by respective Regional Centre

5. What is the duration of the programme?

One Year

Student can complete in Minimum 1 Year; Maximum 3 Years

6. Is there any age limit for admission?

No age limit

7. What is the medium of teaching of programme?

English

8. When the session starts?

January

9. Where is the common prospectus and admission form available?

Common Prospectus can be downloaded for details. Online Application to be filled.

10. When to submit the admission form?

As per the date given by the Student Registration Division. Online form to be filled.

11. Where to submit the admission form?

Online

12. Where are the study centers in India?

Please check before applying for admission with regional centre.

13. Who will provide study material?

Soft copies can be downloaded from www.ignou.ac.in from e gyan kosh or E content App of IGNOU

14. How many credits are there for the programme?

28 Credits – 16 Theory and 12 Practical (1 credit =30 hours)

15. How many courses are there in this programme?

Theory – Four; Practical – One

16. How many days for contact sessions?

48 hours or 06 days theory and 90 hours or 12 days practical compulsory

17. When the contact session held?

As per the schedule made by the Programme In-charge and Academic Counsellor of the Nodal Centre or Course Coordinators. Online Theory Counselling sessions. Offline Practical Counselling Sessions at Nodal Centres.

18. Where is the contact sessions held?

Online Theory and Offline Practical.

19. Is it compulsory to attend contact sessions?

75% Attendance is compulsory for theory and 90% for practical contact sessions

20. Where to get assignment?

Download from IGNOU Website under Student Support --- Student Zone-----Assignment

21. Number of Assignments to be submitted?

Total 8 assignments (2 for each course)

22. Where to submit the assignment?

At Programme Study Centre to PIC or Online as per policy.

23. When to submit assignment?

Before or on the date mentioned on the assignment 4 assignments of specific year.

24. In case not able to submit assignment of current session then which session assignment to submit?

Next session assignment to be submitted

25. Is it compulsory to submit assignment before TEE?

Yes

26. Where to submit the self and supervised practical file?

At Programme Study Centre to PIC

27. When to submit the practical file?

Date given by the PIC or Academic Counsellor

28. Where to get Term End Examination form?

Online Website of University www.ignou.ac.in

29. Where to submit TEE form?

Online

30. What is the TEE fee?

As per IGNOU norms

31. When to submit the TEE form?

As per the date mentioned by Student Evaluation Division, confirm date at IGNOU website.

32. When is TEE held?

In December as per university date sheet

33. When to appear again if not able to appear or pass current TEE?

Next June or December as maximum period is 3 years

34. When will get hall ticket for TEE?

At least one week before term end examination

35. Where to get hall ticket for TEE?

Download from the IGNOU website

36. Is it compulsory to carry identification card during TEE?

Yes

37. What is the medium of TEE?

English

38. Is it compulsory to pay examination fee again if have to reappear?

Yes

39. When practical final examination is held?

After completing theory and practical contact sessions mostly before theory examination. As per the date fixed by PIC & Academic Counsellor of Programme Study Centre

40. Where practical examination is held?

At Programme Study Centre / Decided by PIC

41. Is there fee for practical examination?

No separate fee to be paid

42. How to get my complete grade card?

At IGNOU website; Student Evaluation Division will issue

43. Who will complete my grade card if not completed?

Student Evaluation Division

44. How to get Diploma after completing the programme?

Student Evaluation Division will issue after paying the fee as per university norms

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