DIPLOMA IN NURSING ADMINISTRATION

(DNA) PROGRAMME

SOHS

BROCHURE

**2024
SCHOOL OF HEALTH SCIENCES
INDIRA GANDHI NATIONAL OPEN
UNIVERSITY
MAIDAN GARHI, NEW DELH-I110068**

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 programme i.e. 55 CNE hours.

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).

Merit will be prepared by the Regional Centre for the admission.

Duration of Programme

One Year
Student can complete in Minimum 1 Year and Maximum 3 Years

Medium of Instruction

English

Programme Fee

Rs. 10,800/- Payable through Demand Draft (Subject to any change)
after final merit

Programme Structure

Name of the programme and Code	Course title /	Course Code	Credit		Year of Launching / last revision	No. of PSC	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 Under Revision	15	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	
							Total 48 hrs / 6 days	
	Practical Practical Aspects of Nursing Administration-I	BNSL-011		6				30 hrs
	Practical Aspects of Nursing Administration-II	BNSL-012		6				60 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 Carrier 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 NursingBlock -
2 : Leadership
Block - 3 : Communication
Block - 4 : Legal and Ethical Issues in Nursing Administration
BNS – 014 Resource Management
Block - 1 : Personnel ManagementBlock-
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 RosterPractical 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 andIdentifying 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, online Admission Portal for Fixed Learner Intake Programmes: https://ignouflip.samarth.edu.in/. Please see the advertisement in newspaper and IGNOU website home page for information www.ignou.ac.in.

Implementation of the Programme

Programme Study Centre (PSC)

Programme Study Centers will be College or School of Nursing or Hospital. Portal for Fixed Learner Intake Programmes: https://ignouflip.samarth.edu.in/. Theory will be online by Nodal Centre or Course Coordinator. Practicals will be conducted in selected Nodal Centres.

Study Material

Students will receive all the print materials in the beginning of the session. It is usually given to student send by post. Material soft copy can be downloaded from e-gyankosh at www.ignou.ac.in. From play store download IGNOU e content app for material.

Register as a students and open it with your password and download the material. Students can also watch uploaded videos at YouTube.

Induction Meeting for Students

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

Students are given orientation about the IGNOU, details of programme and activities related to contact sessions, assignments and Term End Examination etc.

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	30	150
BNSL 012	Practical Aspects of Nursing Administration – II	6	60	120
	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. The submission dates are mentioned in the assignment. Student should submit online or offline 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 Administration	30	70	100
BNS-012	Management of Educational Institute, Hospital and Community	30	70	100
BNS-013	Group Dynamics	30	70	100
BNS-014	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 Theory Term End Examination

Fee to be paid for 4 courses as per unity norms. Final Theory Examination will carry 70 per cent weightage in each course . Student need to score 50 percent marks separately in each of the 4 courses in the examination to be declared successful.

Guidelines for Practical Term End Examination

Fee to be paid for 2 courses as per unity norms. 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 DNA Programme

1. How programme can benefit?

   Learners will be able to review the basic concepts and principles related to administration/management; they can apply these in nursing service department of hospital, community and education institution. Nurse administrator at middle and top level needs to be a role model and leader to plan, organise, direct and control nursing services. They are responsible to supervise, monitor and evaluate nursing care to patients and quality education to future nurses. In today challenging world nursing administration programme will help a nurse to be an effective leader.

   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. Programme is approved by IGNOU Statuary Bodies and UGC and INC as CNE

   Note It is not recognized or approved by Indian Nursing Council

2. Who is the target group for this programme?

   Nurses with M.sc or B.Sc or Post Basic Degree or GNM

3. What is the eligibility for this programme?

   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).

4. What is the fee for the programme?

   Rs. 10,800/- Payable through Demand Draft (Subject to any change)

5. What is the duration of the programme?

   One Year
   Student can complete in Minimum 1 Year and 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 admission form available?

   Admission Portal for Fixed Learner Intake Programmes: https://ignouflip.samarth.edu.in/

10. When to submit the admission form?

    Online at above portal

11. Where to submit the admission form?

    Online as per instructions

12. Where are the study centers in India?

    Portal check when applying online

13. Who will give study material?

    MPDD IGNOU or download
    from egyan kosh

14. When study material will be provided?

    At the time of admission or by post

15. How many credits are there for the programme?

    28 Credits – 16 Theory and 12 Practical

16. How many courses are there in this programme?

    6 courses - Theory – 4; Practical - 2

17. How many hours for contact sessions?

    48 hours for theory and 90 hours for practical

18. When the contact session held?

    As per the schedule for theory contact sessions will be by online by Nodal Centre or Course Corodinator. Practical contact sessions in selected nodal centres. Students will be given the option after the admission.

19. Where is the theory contact sessions held?

    Online

20. Is it compulsory to attend contact sessions?

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

21. From where to get assignment?

    Download from www.ignou.ac.in to go student support or download click assignment and then click DNA and download the assignment.
    https://webservices.ignou.ac.in/assignments/Diploma/Diploma.htm

22. Where to submit the assignment?

    At Programme Study Centre or
    Online

23. When to submit assignment?

    Before or on the date mentioned on the assignment

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 activities and supervised practical files?

    At Nodal Centre opted by the students.

27. When to submit the practical files?

    Date given by the Academic Counsellor and before final practical examination

28. Where to get and submit Term End Examination form?

    Online

29. What is the TEE fee?

    As per IGNOU norms for 4 theory and 2 practical courses.

30. When to submit the TEE form?

    As per the date mentioned by Student Evaluation Division

31. When is TEE held?

    In June for January session; in December for July session as per date sheet by university

32. When will I get hall ticket for TEE

    At least one week before term end examination by Student Evaluation Division
33. Where to get hall ticket for TEE?

    By post or download from the IGNOU website
34. Is it compulsory to carry identification card during TEE?

    Yes
35. What is the medium of TEE?

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

    June or December (Next year of admission)
37. Is it compulsory to pay examination fee again if have to reappear?

    Yes
38. When practical final examination is held?

    After completing theory and practical contact sessions. Before theory term end examination, as per the date fixed by PIC & Academic Counsellor of Programme Study Centre
39. Where practical examination is held?

    Hospital or Programme Study Centre or Community
40. Is there fee for practical examination?

    Fee as per university policy
41. How to get my complete grade card?

    At IGNOU website; Student Evaluation Division will issue
42. Who will complete my grade card if not completed?

    Student Evaluation Division when marks are sent by Programme In-Charge and Regional Centre
43. How to get certificate after completing the programme?

    Student Evaluation Division will issue

Programme Coordinators Name and E Mail Address

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