

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 nurses. 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. DNA is Continuing Nursing Education programme.

Objectives

The broad objectives of this programme are to:

- strengthen the knowledge of administrative concepts and their application in improving nursing services; develop an understanding of recent trends in health care system and nursing;
- participate co-operatively with an individual and groups for improvements of nursing service; and
- develop skills in maintaining administrative competence with 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

Minimum 1 Year
Student will get 3 years to complete the programme.

Medium of Instruction

English

Programme Fee

Rs. 9000/- Payable through Demand Draft (Subject to any change) January Session

Programme Structure

Name of the programme and Code	Course title /	Course Code	Credit		Year of Launching / last revision	No. of PSC in 2015	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	14	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. Please see the advertisement in newspaper and IGNOU website home page for information. Download the prospectus or purchase from Regional Centre or IGNOU HQ. Fill the application form and submit as per instructions given in prospectus.

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. PSC will send information to all the students regarding theory and practical contact sessions. Assignments will be submitted at PSC and evaluated by Academic Counsellor. PIC will send marks to Regional Centre. Practical Examination will also be conducted by PSC. PIC will inform the Regional Centre internal and external examiner names and letter will be issued by RD, Regional Centre.

Study Material

Students will download the material from egyptankosh or read at IGNOU e Content.

<http://egyankosh.ac.in/> - Click Indira Gandhi National Open University – Click School of Health Sciences – Click Level – Click Diploma Programmes – Click Current – Click Diploma in Nursing Administration – Click Blocks and Programme Guide

Download IGNOU E Content App from Play Store on Mobile – Click Diploma – Click Diploma in Nursing Administration – Click Specific Block

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 TEE 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

Practical 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

Download the assignment from IGNOU website, downloads or Assignments section. Download assignment for respective year of admission. 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

Guidelines for Theory Term End Examination

Theory Examination (TEE) will be conducted by the university as per date sheet by SED, IGNOU. Study Centre will be allotted by SED. Hall ticket will be uploaded please download it. TEE will carry 50 per cent weightage. Student need to score 50 percent marks separately in the TEE to be declared successful.

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

Practical Examination date will be finalized by PIC at PSC. Students will be informed in advance. 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.

Norms for PSC / Programme In-Charge / Academic Counsellor / Examiner

Programme Study Centre

PSC can be establish in Hospital with 100 and 200 beds and above or College of School of Nursing / National or State H&FW Training Institutions

Programme In-Charge

- M.Sc. Nursing teaching faculty or
- CNO or NS or DNS or ANS with M.Sc. Nursing or PGD in Health and Hospital Administration with 5 year of administrative/teaching experience.
- Doctors with MBBS or MD with PG in Hospital and Health Management with 5 year of administrative/teaching experience.
- PIC to be nominated by Head of the Institution.

Academic Counsellor

- M.Sc. Nursing teaching faculty or
- CNO or NS or DNS or ANS with M.Sc. Nursing or PGD in Health and Hospital Administration with 5 year of administrative/teaching experience.
- Doctors with MBBS or MD with PG in Hospital and Health Management with 5 year of administrative/teaching experience.

Examiner

- M.Sc. Nursing teaching faculty or
- CNO or NS or DNS or ANS with M.Sc. Nursing or PGD in Health and Hospital Administration with 5 year of administrative/teaching experience.
- Doctors with MBBS or MD with PG in Hospital and Health Management with 5 year of administrative/teaching experience.

List of Programme Study Centres Appendix - 1

S.NO	RC CODE	RCNAME	SCCODE	PLACE OF SC	NAME & ADRESS
1	09	AHMEDABAD	09147	AHMEDABAD	Dr. SANJAY KUMAR PROG. I/C IGNOU PROG. STUDY CENTRE GOVT. SPINE ISTITUTE CIVIL HOSPITAL CAMPUS, AHMEDABAD-380016, GUJRAT
2	15	BHOPAL	1573	INDORE	SMT. USHA UKANDE PROG. I/C IGNOU PROG. STUDY CENTRE CHOITRAM COLLEGE OF NURSING MANIK BAGH ROAD DT. INDORE MADHYA PRADESH 452014 0731-5510533
3	21	BHUBANESHWAR	21131	RASULGARH	MS PARIMALA S PROG I/C IGNOU PROG STUDY CENTRE HI TECH MEDICAL COLLEGE & HOSPITAL, PANDARA PO RASULGARH BHUBANESWAR ORISSA 751010 0674-2371409
4	14	COCHIN	1460	CHERTHALA	MS.MAREEN ASHA M S PROG. I/C IGNOU PROG. STUDY CENTRE KVM COLLEGE OF NURSING P.B. NO.13, CHERTHALA DISTT. ALAPPUZA KERALA 688524 0478-2822478, 3951404, 2812228
5	07	DELHI 1	07184	NEW DELHI	JANIA HAMDARD NEW DELHI
6	01	HYDERABAD	0190	HYDERABAD	MRS R PADMAVATHI PROG I/C IGNOU PROG STUDY CENTRE KAMINENI COLLEGE OF NURSING KAMINENI HOSPITAL L B NAGAR HYDERABAD ANDHRA PRADESH 560068 040-39879999
7	23	JAIPUR	2316	JAIPUR	MS.SUSHMA RANI CHUGH PROG. I/C

					IGNOU PROG. STUDY CENTRE GOVERNMENT COLLEGE OF NURSING J.L.N. MARG JAIPUR RAJASTHAN 302004, 0141-568587
8	12	JAMMU	1273	JAMMU	MRS VIJYANTI DUBEY PROG I/C IGNOU PROG STUDY CENTRE MADR-E- MEHARBAN INST OF HELATH SCIENCES 9 TRANSPROT NAGAR NARWAL JAMMU J & K 0191-2470471
9	88	JODHPUR	88016	JODHPUR	JODHPUR
10	49	MUMBAI	1652	NAVI MUMBAI	MS PATIL SUPARNA SUNIL PROG. I/C IGNOU PROG. STUDY CENTRE TERNA NURSING COLLEGE TERNA HOSP.& RES.CNTR, 5 TH FLR SECT-22, PLOT 12, PH-II, NERUL NAVI MUMBAI MAHARASHTRA 400706 022-27718747
11	36	NAGPUR	36016	NAGPUR	MR SEMBIAN N PROG I/C IGNOU PROG STUDY CENTE SURETECH COLLEGE OF NURSING ASHOKVAN 120/2 K MOUZA JAMTHA PO WARDHA ROAD NAGPUR MAHARASHTRA 441108 07103-645140
12	05	PATNA	05170P	PATNA	ALLMS COLLEGE OF NURSING PHULWARISHARIF, PATNA BIHAR- 801507
13	32	RANCHI	3646	RANCHI	MRS JYOTI GLORIA MUNDU PRGO I/C IGNOU PROG STUDY CENTRE SAC HOSPITAL MANAGEMENT & CONSULTANCY SERVICES P LTD FLORENCE SCHOOL OF NURSING IRBA RANCHI JHARKHAND 0651-2275069
14	18	SHILLONG	1851	SHILLONG	MS. CECILIA THANGKHIEW PROG. I/C IGNOU PROG. STUDY CENTRE NAZARETH HOSPITAL LAITUMKHRAH SHILLONG MEGHALAYA 793003 0364-2224052, 2224365
15	30	SRINAGAR	1262	SOURA (SRINAGAR)	MRS.HASSINA WANI PROG. I/C IGNOU PROG. STUDY CENTRE SHER-I-KASHMIR INST.OF MED.SC. DEPT. OF NURSING EDUCATION SOURA

					SRINAGAR J & K 190011 0194-2403306
16	33	VIJAYAWA DA	33007	GUNTUR	MS S JASMIN DEBORA PROG I/C IGNOU PROG STUDY CENTRE NRI COLLEGE OF NURSING NRI ACADEMY OF SCIENCES CHINAKAKANI MANGALAGIRI MANDAL GUNTUR DISTT ANDHRA PRADESH 522503 08645-236777,2 37401-03
17		RANCHI		RANCHI	PANCHWATI SOUTH RAILWAY COLONY CHUTIA, RANCHI Phone No. 0651-2461794

Programme Coordinators Ms Laxmi and Ms. Neerja Sood

Programme E Mail dna@ignou.ac.in