

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.

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 and Maximum 3 Years

Medium of Instruction

English

Programme Fee

Rs. 9000/- 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 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 | | | | | 48 hrs / 6 days | 45 hrs |
| | Practical Aspects of Nursing Administration-II | BNSL-012 | | | | | | 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.

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.

Study Material

Students will receive all the print materials in the beginning of the session. It is usually given to student at Regional Centre.

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 | 120 |
| BNS 012 | Management of Education Institute, Hospital and Community | 4 | 12 | 120 |
| BNS 013 | Group Dynamics | 4 | 12 | 120 |
| BNS 014 | Resource Management | 4 | 12 | 120 |
| | Total | 16 | 48 / 6 days | 480 |

| 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

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 | 30 | 70 | 100 |
| BNS-013 | Management of Educational 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.

List of Programme Study Centres Appendix - 1

| S.NO | RC CODE | RC NAME | NAME & ADRESS |
|------|---------|-------------|--|
| 1 | 15 | Bhopal | Choitram College of Nursing Manik Bagh Road Dt. Indore Madhya Pradesh 452014 0731-5510533 |
| 2 | 21 | Bhubaneswar | Hi Tech Medical College & Hospital, Pandara PO Rasulgarh Bhubaneswar Orissa 751010 0674-2371409 |
| 3 | 14 | Cochin | KVM College Of Nursing P.B. No.13, Cherthala Distt. Alappuza Kerala 688524 0478-2822478, 3951404, 2812228 |
| 4 | 01 | Hyderabad | Kamineni College Of Nursing Kamineni Hospital L B Nagar,Hyderabad Andhra Pradesh 560068 040-39879999 |
| 5 | 23 | Jaipur | Governemnt College Of Nursing J.L.N. Marg Jaipur Rajasthan 302004 0141-568587 |
| 6 | 12 | Jammu | Inst OF Helath Sciences |

| | | | |
|----|----|------------|--|
| | | | 9 Transprot Nagar Narwal Jammu J & K 0191-2470471 |
| 7 | 49 | Mumbai | Terna Nursing College Terna Hosp.& Res.Cntr, 5th Flr Sect-22, Plot 12, Ph-Ii, Nerul Navi Mumbai, Maharashtra 400706, 022-27718747 |
| 8 | 36 | Nagpur | Suretech College Of Nursing Ashokvan 120/2 K Mouza Jamtha Po Wardha Road Nagpur, Maharashtra 441108 07103-645140 |
| 9 | 32 | Ranchi | SAC Hospital Management & Consultancy Services P Ltd Florence School Of Nursing Irba Ranchi Jharkhand 0651-2275069 |
| 10 | 18 | Shillong | Nazareth Hospital Laitumkhras Shillong, Meghalaya 793003 0364-2224052, 2224365 |
| 11 | 30 | Srinagar | Sher-I-Kashmir Inst.Of Med.Sc. Dept. Of Nursing Education Soura, Srinagar J & K 190011 0194-2403306 |
| 12 | 33 | Vijayawada | NRI College Of Nursing Chinakakani Mangalagiri Mandal Guntur Distt, Andhra Pradesh 522503, 08645-236777,2 37401-03 |
| 13 | 32 | Ranchi | Tribal College of Nursing Sidrol, Namkum, Ranchi- 834010 Jharkhand |
| 14 | 16 | Pune | Aditya Birla Memorial Hospital Pune, Ph. 9011081036 |
| 15 | 19 | Mizoram | College of Nursing Regional Institute of Paramedical and Nursing (RIPAN), Aizwal Mizoram- 796017 |
| 16 | 13 | Baglore | Diana College of Nursing No. 68, Chokhana Hall, |

| | | | |
|----|----|--------|--|
| | | | Hedge Nagar Main Raod, Jakkar Post yelahanka Hobh Banglore, North, Banglore- 560064 |
| 17 | 22 | Khanna | College o Nusing Adesh Institute of Medical Sciences Kotkapura Road Muktsar- 152026 |

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

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. 9000/- (Subject to change). To be deposited after the confirmation of the admission by respective Regional Center

5. What is the duration of the programme?

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 is available at IGNOU HQ, Regional Centres, IGNOU Website

10. When to submit the admission form?

As per the date given by the Student Registration Division in the prospectus

11. Where to submit the admission form?

Regional Centre where PSC is available as per the list

12. Where are the study centers in India?

Srinagar, Jammu, Khanna, Jaipur, Bhopal, Mumbai, Nagpur, Pune, Ahamedabad, Ranchi, Bhuwadeshwar, Vijaywada, Hyderabad, Bangalore, Cochin, Shilong, Aizwal

13. Who will provide study material?

Regional Centre

14. When study material will be provided?

At the time of admission

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?

Theory – Four; Practical – One

17. How many days for contact sessions?

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

18. When the contact session held?

As per the schedule made by the Programme In-charge and Academic Counsellor of the Programme Study Centre

19. Where are the contact sessions held?

At Programme Study Centre

20. Is it compulsory to attend contact sessions?

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

21. Where to get assignment?

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

22. Number of Assignments to be submitted?

Total 8 assignments (2 for each course)

23. Where to submit the assignment?

At Programme Study Centre to PIC

24. When to submit assignment?

Before or on the date mentioned on the assignment

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

Next session assignment to be submitted

26. Is it compulsory to submit assignment before TEE?

Yes

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

At Programme Study Centre to PIC

28. When to submit the practical file?

Date given by the PIC or Academic Counsellor

29. Where to get Term End Examination form?

Regional Centre or Website

30. Where to submit TEE form?

Respective Regional Centre

31. What is the TEE fee?

As per IGNOU norms

32. When to submit the TEE form?

As per the date mentioned by Student Evaluation Division, confirm date at IGNOU website or from Regional Centre. It should be signed by PIC for submission of assignment

33. When is TEE held?

In December

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

Next June or December as maximum period is 3 years

35. When will I get hall ticket for TEE?

At least one week before term end examination

36. Where to get hall ticket for TEE?

By post or download from the IGNOU website

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

Yes

38. What is the medium of TEE?

English

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

Yes

40. When practical final examination is held?

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

41. Where practical examination is held?

At Programme Study Centre / Decided by PIC

42. Is there fee for practical examination?

No separate fee to be paid

43. How to get my complete grade card?

At IGNOU website; Student Evaluation Division will issue

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

Student Evaluation Division when marks are sent by Programme In-Charge and Regional Centre

45. How to get Diploma after completing the programme?

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

Programme Coordinators Ms Laxmi and Ms. Neerja Sood

Programme E Mail dna@ignou.ac.in