

B.Sc.(N) [Post Basic (2nd Year)]

BF/2011/07

Introduction to Nursing Administration

[New Scheme-w.e.f. 2007 admission]

M.M. : 75

Time : 3 Hours.

Note: Attempt all questions. Answer all parts of a question at one place.

1. (a) Describe in detail the aims and objectives of hospitals. [7½]
- (b) Discuss the significance of administration in nursing. [7½]

OR

1. (a) Describe the principles of Nursing Unit Management. [7½]
- (b) Discuss in detail the responsibilities of nursing personnel in medico legal cases. [7½]

2. (a) Define Supervision and enumerate its objectives. [7½]
- (b) Plan 3 days orientation program for newly joined staff. [7½]

3. (a) Discuss various methods of organising patients records. [5]
- (b) Explain barriers to effective communication. [5]

4. (a) Describe in brief the performance appraisal process. [5]
- (b) Explain how job description is developed. [5]

5. **Write Short Notes on any FIVE of the followings :** [5x5=25]

- (a) Role of a Nurse Manager in public relation.
 - (b) Staffing Norms.
 - (c) Objectives of skill training program.
 - (d) Principles of budgeting.
 - (e) Inventory Control.
 - (f) Nursing Audit.
 - (g) Methods of patients assignment.
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