

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

BF/2012/08

Introduction to Nursing Administration

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

M.M. : 75

Time : 3 Hours.

Note: Attempt all questions.

1. (a) Differentiate between Job description and Job analysis. [1½+1½]
(b) Discuss the factors which affect on good ward management. [12]

OR

1. (a) Define quality nursing care. [3]
(b) Describe nursing audit as a tool of quality assurance in detail. [12]

2. (a) Explain the concept of leadership. [5]
(b) Discuss the qualities which can make a nursing person as an effective leader. [10]

3. (a) Discuss the role of a nurse as a Public Relation Officer. [5]
(b) Explain the significance of human relation in nursing. [5]

4. (a) Define Personnel Policies. [2]
(b) Discuss about performance appraisal and its uses. [8]

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

- (a) Staff recruitment and selection.
 - (b) Supervision in nursing.
 - (c) Problem solving.
 - (d) Group Dynamics.
 - (e) Material Management.
 - (f) Staffing norms.
 - (g) Democratic Vs. Bureaucratic leadership.
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