

# B.Sc.(N) [Post Basic (2<sup>nd</sup> Year)]

BF/2015/02

## Introduction to Nursing Administration

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

Time : 3 Hours

Max Marks : 75

Note : Attempt all questions.

1. (i) (a) Define Leadership. [2]  
(b) What are the types of Leadership ? [5]  
(c) Describe the qualities of a nurse leader. [8]

**OR**

- (ii) (a) What is budgeting ? [4]  
(b) What are the principles of budgeting ? [4]  
(c) What is the role of a nurse in preparing a budget ? [7]
2. (a) What do you understand by “material management by a nurse” ? [5]  
(b) Write down the principles of material management. [5]  
(c) Describe the role of a nurse in material management. [5]
3. (a) Describe the methods of reporting. [3]  
(b) How is the nurse responsible for maintaining records and reports ? Discuss. [7]
4. (a) Define supervision. [2]  
(b) What are the principles of supervision ? [4]  
(c) List down some of the tools and techniques of supervision. [4]
5. Write Short Notes on any **FIVE** of the followings : [5x5=25]  
(a) Job Analysis.  
(b) Nursing Audit.  
(c) Hospital policies and the nurse.  
(d) Group dynamics.  
(e) Standard nursing care.  
(f) Skill training in nursing.  
(g) Principles of administration.
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