

QP Code: PBN205

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

BF/2017/02

Introduction to Nursing Administration

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

Time : 3 Hours

Max Marks : 75

- Note:* 1.) **Attempt all questions.**
2.) **NO SUPPLEMENTARY SHEET SHALL BE ALLOWED /PROVIDED.**
3.) **The Student must write Q.P. Code in the space provided on the Title Page of the Answer Book.**

1. (i) (a) Explain the term Staffing. [2]
(b) List the factors affecting the availability of nursing Staff in the Hospital. [6]
(c) Describe the steps a nurse administrator will follow for planning staffing in the hospital, support with example. [7]
- OR**
- (ii) (a) Explain the term Nursing Audit. [2]
(b) List the advantages and disadvantages of Nursing Audit. [6]
(c) Describe the role of nursing department in nursing audit and follow up action after audit. [7]
2. (a) Explain the term Problem solving. [2]
(b) List the importance of Problem solving process. [3]
(c) Explain the problem solving process with the support of example to solve any one problem in nursing department. [10]
3. (a) Explain the meaning of Personnel policies. [3]
(b) Describe the various personnel policies of your hospital, support answer with example. [7]
4. (a) Explain the elements of communication, support with diagram. [5]
(b) Discuss the role of a nurse administrator in removing the barriers of communication in nursing department. [5]
5. **Write Short Notes on any FIVE of the followings :** [5x5=25]
(a) Cost effective nursing care in hospital.
(b) Safety measures in hospital for patient safety.
(c) Job description of staff nurse.
(d) Orientation programme for nurses in hospital.
(e) Role of a nurse administrator in management of Equipment and Supplies.
(f) Principles of budgeting to be kept in mind while preparing budget.
(g) Role of a nurse administrator as a public relation officer.
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