

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

BF/2019/08

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 O.P. Code in the space provided on the Title Page of the Answer Book.*

1. (i) (a) Explain the significance of learning nursing administration. [2]
(b) List the elements of administration. [3]
(c) Describe any two elements of administration with suitable example. [5+5=10]
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- (ii) (a) Explain the meaning of term administration. [2]
(b) List die Fayol's principles of administration. [4]
(c) Describe three principles of administration with examples. [3+3+3=9]
2. (a) Explain the meaning of nursing audit. [2]
(b) Describe the advantages and disadvantages of nursing audit. [4=4=8]
(c) Discuss the role of nurse administrator in nursing audit. [5]
3. (a) Explain the meaning of Performance Appraisal. [2]
(b) List the principles of performance appraisal. [4]
(c) Critically analyse the methods of performance appraisal in the hospital and support with your comments. [4]
4. (a) Explain the meaning of leadership. [2]
(b) Describe the qualities of an effective nursing leader. [4]
(c) Explain the democratic style of leadership, give examples. [4]
5. **Write Short Notes on any FIVE of the followings:** [5x5=25]
(a) Role of a Nurse Administrator in Admission and Discharge of Medico-Legal Cases.
(b) Role of a Nurse Administrator in Financial Management.
(c) Role of a Nurse Administrator in maintaining Records and Reports
(d) Purpose and Content of Orientation Programme for New Nurses
(e) Role of a Nurse Administrator in Recruitment and Selection of Nurses in Hospital
(f) Therapeutic Environment and its Advantages
(g) Role of a Nurse Administrator in Office Management
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