

Seat No.

SECOND YEAR POST BASIC B. SC. (NURSING) EXAMINATION

13 FEB 2021

INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Time: 3 Hours]

[Total Marks: 75

- Instructions:** i) Write each section in separate answer book.
ii) Figures to the right indicate full marks
iii) Draw diagrams wherever necessary
iv) Mention clinical implications wherever necessary.

SECTION- A

[Total Marks: 38]

Q-1 What is administration? Describe principles of administration in detail. 2+8=10

OR

What is organizing? Describe the role of nursing administrator in organizing an intensive care unit in the hospital. 2+8=10

Q-2 Write short note on following (Any-4) 4×5= 20

- a) Principles of budgeting
- b) Nursing audit
- c) Group dynamics
- d) Leadership & its style
- e) Job description for staff nurse

Q-3 Answer in brief 4 × 2 = 8

- a) Define skill training.
- b) Write four policies of hospital.
- c) What is therapeutic environment?
- d) Define organizational behaviour.

[PTO]

SECTION– B

[Total Marks: 37]

- Q-4** What is management? Describe the responsibilities of head nurse in ward management. 2+8=10

OR

What do you mean by planning? Write down elements of planning in detail. 2+8=10

- Q-5 Write short note on following (Any- 4)** 4 × 5=20

- a) Elements of material management
- b) Problem solving process
- c) Personnel policy
- d) Management by objectives (MBO)
- e) Supervision

- Q-6 Answer in brief**

A) Describe in brief

2×2=4

- 1. Define fiscal management.
- 2. List down the functions of health team.
- 3. Job Analysis.

B) Fill in the blanks

3×1=3

- 1) _____ is a process whereby any agency recognizes an educational institute as having met certain predetermined standards.
- 2) A _____ is described as a criterion used by general agreement as acceptable level of practice.
- 3) _____ is the negotiation between the employer & employee to have smooth functioning of an organization.