

**[LC 835]****FEBRUARY 2013****Sub. Code: 4895****POST BASIC BACHELOR OF SCIENCE IN NURSING****DEGREE EXAMINATION****Second Year – Non – Semester****Paper V – INTRODUCTION TO NURSING ADMINISTRATION*****Q.P. Code : 684895*****Time : Three hours  
(180 Min)****Maximum : 100 marks****I. Elaborate on:****(2x20=40)**

1. a) Define staffing

Discuss about the steps in selection and appointment process

2. Describe communication and its purpose. Explain the Organization communication in hospital information system

**II. Write Notes on:****(8x5=40)**

1. Function of leadership
2. Performance
3. Principles of supervision
4. Role of nursing personnel in planning and organizing a nursing unit
5. Budgeting
6. Staff developmental program
7. Leadership styles
8. Job analysis

**III. Short Answer on:****(10x2=20)**

1. Define organization aims
2. Policies of hospital
3. Role of nursing personnel in material managements
4. List down the types of budgeting
5. Leadership development
6. Write any four legal responsibilities of nursing administration
7. Define job analysis
8. What is therapeutic environment
9. Write any 3 methods of evaluation techniques
10. List down the methods of reporting

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