

February 2010

[KW 835]

Sub. Code: 4895

**B.Sc (Nursing) DEGREE EXAMINATION****(For Trained Nurses)****Second Year – Non – Semester****Paper V – INTRODUCTION TO NURSING ADMINISTRATION*****Q.P. Code : 684895*****Time : Three hours****Maximum : 75 marks****Answer All questions.****I. Essays:****(2X15=30)**

1. a) Explain the principles of administration. (7)  
b) Discuss the role of nursing personnel in material management. (8)
2. a) Describe problem solving process. (8)  
b) What are the methods of reporting and maintenance of records in a hospital? (7)

**II. Write Short Notes on :****(5X 5 = 25)**

1. Quality nursing care.
2. Staff development.
3. Hospital policies.
4. Budgeting.
5. Skill training.

**III. Short Answer Questions:****(10X 2 = 20)**

1. Write any two leadership styles.
2. What is cost effectiveness?
3. List any four elements in administration.
4. What is job description?
5. List any four elements in personnel management.
6. Write any two functions of a leader.
7. Write any two safety measures the nurse should follow to prevent accidents.
8. List any four methods to evaluate patient care.
9. What is nursing audit?
10. List down four principles of delegation.

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