

[LD 835]

AUGUST 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 supervision
b) Describe about the factors responsible for effective supervision
c) Discuss in detail about staff development activities
2. a) Explain the types of Budgets
b) Describe the role of the Nurse Administrator in Hospital Budget planning.

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

1. Principles of administration
2. Nursing audit
3. Importance of records and reports
4. Types of leadership styles
5. Legal aspects in nursing
6. Problem solving process
7. Quality control
8. Roles and functions of administrators in communications

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

1. Define skill training
2. Four methods of conflict resolution
3. Four characteristics of planning
4. Four tools for performance appraisal
5. Elements of communication
6. Define motivation
7. Define authority
8. What is peer review?
9. Two differences between administration and management
10. Job ranking
