

[LE 835]

FEBRUARY 2014

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 : 75 marks****I. Elaborate on:****(2X15=30)**

1. a) Define material management.
b) What are the objectives of material management?
c) List down the responsibilities of nursing personnel in material management.
2. a) Define leadership.
b) Explain the basic types of leadership.
c) List down the qualities of a good leader.

II. Write Notes on:**(5X5=25)**

1. Public relations.
2. Nursing audit.
3. Problem solving process.
4. Inventory.
5. Communication.

III. Short Answer Questions :**(10X2=20)**

1. List down four functions of hospital.
2. Mention four importance of maintaining records and reports.
3. Write the different types of patient assignment in nursing.
4. List down four factors affecting quality of nursing care.
5. Mention four principles of supervision.
6. Write four principles of budgeting.
7. List down four elements of planning a patient care unit.
8. Write four principles of management.
9. List down four factors affecting in-service education.
10. List down four sources of staff recruitment.
