

[KY 835]**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**Maximum : 75 marks**

Answer All questions.

I. Essays:**(2X15=30)**

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

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

1. Organization.
2. Functions of Leadership.
3. Importance of records and reports.
4. Job analysis.
5. Purposes of budget in a hospital.

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

1. Write any four factors affecting quality of nursing care.
2. Mention four needs for public relation.
3. Define personal management.
4. Write any two advantages of organizational chart.
5. Types of tool of performance appraisal.
6. Two difference between administration and management.
7. Write any four responsibilities of a nursing supervisor.
8. What is motivation?
9. Write any two methods of nursing audit.
10. Write any two elements of Delegation.
