

[LN 835]

AUGUST 2018

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****I. Elaborate on:****(2 x 15 = 30)**

1. a) Define supervision.
b) Explain in detail about the steps of supervision.
2. a) Define budget.
b) Discuss the types of budget and Nurses responsibilities in budgeting.

II. Write notes on:**(5 x 5 = 25)**

1. Methods of patient assignment.
2. Maintenance of physical environment in nursing unit.
3. Legal aspects in nursing.
4. Staff development program.
5. Inventory.

III. Short answers on:**(10 x 2 = 20)**

1. Sources of staff recruitment.
2. Mention four functions of hospitals.
3. Define nursing audit.
4. Mention four principles of planning.
5. Enlist the elements of material management.
6. List out the Principles of recording.
7. Define job description.
8. Define performance appraisal.
9. Concept of management.
10. Mention the Qualities of a leader.
