

[LM 835]

FEBRUARY 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 organization.
b) State the steps involved in organizing an organization.
c) Explain about good organizational planning for hospital nursing service.
2. a) Define records and reports.
b) List the importance of records in hospital or health centers.
c) Briefly explain about the nurses responsibilities for record keeping and reporting.

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

1. Uses of communication in administration.
2. Standard formula for calculating nursing care hours per patient/day.
3. Consumer Protection Act.
4. Responsibilities of a head nurse.
5. Factors influencing staffing requirement in nursing service unit.

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

1. List down the advantages of decision making.
2. Write any four methods of non-verbal communication.
3. Write about nurse – client relationship.
4. Write any four types of budget.
5. List down the sources of funds for health service.
6. What are the records maintained in community health care settings?
7. What is cost analysis?
8. Define motivation.
9. Enumerate four methods or techniques of supervision.
10. Define management by objectives.
