

II Year B.Sc. Nursing (PC) Degree Examination – Feb / Mar 2012

Time: Three Hours**Max. Marks: 75 Marks****INTRODUCTION TO NURSING ADMINISTRATION
(RS-3 & RS-4)****Q.P. CODE: 1745**

Your answers should be specific to the questions asked
Draw neat labeled diagrams wherever necessary

LONG ESSAYS (Answer any Two)**2 x 10 = 20 Marks**

1. Duties and responsibilities of nursing superintendent in managing nursing care services
2. List down the types of problems in an organization. Explain the process of problem solving
3. Explain the importance of policy manual in an organization

SHORT ESSAYS (Answer any Seven)**7 x 5 = 35 Marks**

4. Recruitment and appointment of staff for nursing institutions
5. Staff welfare
6. Supervisory functions of head nurse
7. Management techniques
8. Factors which influence quality patient care
9. Different types of leadership
10. Principles of administration
11. Public relation
12. Principles of budgeting

SHORT ANSWERS**10 x 2 = 20 Marks**

13. Policies
14. Components of in-service education
15. Qualities of nurses leader
16. List down the elements of administration
17. Records kept in a school of nursing
18. Nursing audit
19. Inventory
20. Functional method of patient assignment
21. Supplies and equipments
22. Job description
