

II Year B.Sc. Nursing (PC) Degree Examination – April 2014

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. Define leadership. Classify the leadership styles. Explain the quality of leaders.
2. Describe the tools used in performance appraisal.
3. List the steps to prepare the budget. Estimate the budget plan for 50-bedded hospital.

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

4. Policies of hospital
5. Job description
6. Personnel management
7. Orientation program
8. Records maintained in college of nursing as per INC norms
9. Principles of material management
10. Legal responsibilities of nurse
11. Organizational behavior
12. Responsibility of ward nurse

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

13. Meaning of staffing
14. Intra personal communication
15. Human relations
16. Define discipline.
17. Outpatient department
18. Negligence
19. Induction training
20. Time plan
21. Hospital information system
22. Safe keeping
