

II Year B.Sc. Nursing (PC) Degree Examination – May 2016

**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. a) Define hospital.  
b) Explain the classification and functions of hospital. (2+8)
2. a) Define supervision.  
b) Describe the principles and techniques of supervision. (2+8)
3. a) Define staffing.  
b) Explain the procedure of recruitment, selection and appointment of staff. (2+8)

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

4. Describe the principles of material management.
5. Explain staff development program.
6. Explain nursing audit.
7. Explain the principles of budgeting.
8. Explain any two patient assignment methods.
9. Enumerate the legal responsibility of a nurse.
10. Explain the methods used to maintain quality in a hospital.
11. Describe the management of disciplinary problems.
12. Explain the importance of public relations in hospital.

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

13. Mention any four principles of administration.
14. Define VED analysis.
15. Define problem-solving process.
16. Mention the types of leadership styles.
17. Define job analysis.
18. State the importance of rotation plan.
19. List the records used in a ward.
20. State the staffing norms of ICU.
21. Define promotion.
22. Define cost effectiveness.

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