

II Year B.Sc. Nursing (PC) Degree Examination – SEPT 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) Describe the process of recruitment and selection of nursing staff.
b) Prepare an orientation program for newly recruited nursing staff. (5+5)
2. a) Define management.
b) Explain the principles of good ward management. (2+8)
3. a) Define quality nursing.
b) Explain the role of a nurse administrator in ensuring high quality care in a hospital. (2+8)

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

4. Explain the legal responsibilities of a nurse in maintaining patient records.
5. Differentiate between team nursing and primary nursing.
6. Describe the principles of material management.
7. Summarize the job description of a head nurse.
8. Explain the techniques of supervision.
9. Describe the types of leadership styles.
10. Enumerate the responsibilities of a nurse in prevention of infection.
11. Explain the role of a head nurse in delegation of duties in ward.
12. Describe the importance of personnel policies in an organization.

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

13. State four importance of good human relation.
14. List four types of budget.
15. Define skill training.
16. State the staffing norm for an ICU.
17. List four staff welfare programs.
18. State the meaning of time plan.
19. Define administration.
20. List two methods of quality control.
21. Identify four problems in maintaining equipment and supplies.
22. State any four factors to be kept in mind while preparing rotation plan.
