



**HBA-02011148**

Seat No. \_\_\_\_\_

**Second Year Post Basic B. Sc. (Nursing) Examination**

**August – 2017**

**Introduction to Nursing Administration**

Time : 3 Hours]

[Total Marks : 75

**SECTION - I (38 Marks)**

- 1 Long essay : (any one) 1×15=15**
- (a) Define nursing service administration. List the objectives and principles of nursing administration. Define management. Explain the principles of good ward management.
  - (b) Define supervision. Explain the nature, scope and objectives of supervision.
- 2 Short essay : (any three) 3×5=15**
- (a) Organization of nursing unit
  - (b) In service education
  - (c) Patient assignment
  - (d) Responsibilities of nursing superintendent in relation to staff development
  - (e) Evaluation of patient care.
- 3 Very short essay : (any four) 4×2=8**
- (a) Write any two principles of budgeting.
  - (b) What is nursing audit ?
  - (c) Define supervision.
  - (d) Write any two methods of patient assignment.
  - (e) List down four principles of delegation.

**SECTION - II (37 Marks)**

- 1** Long essay : (any one) **1×10=10**
- (a) Define and describe problem solving process.
  - (b) Define staffing. Discuss about the steps in selection and appointment process.
- 2** Short essay : (any three) **3×5=15**
- (a) Budgeting
  - (b) Staff developmental program
  - (c) Leadership styles
  - (d) Job analysis.
- 3** Very short essay : (compulsory) **6×2=12**
- (a) Define skill training.
  - (b) Four methods of conflict resolution.
  - (c) Four characteristics of planning.
  - (d) Four tools for performance appraisal.
  - (e) Elements of communication.
  - (f) Define motivation.
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