



**PBE-02011148**

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

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

**September - 2020**

**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) Quality Nursing care.
- b) In Service Education.
- c) Patient Assignment.
- d) Responsibilities of nursing superintendent in relation to staff development.
- e) Skill training in COVID-19 care.

**3 VERY SHORT ESSAY : (ANY FOUR) 4×2=8**

- a) Write any two principles of budgeting.
- b) What is Nursing Audit?
- c) Importance of records and reports
- d) Group Dynamics.
- 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) Organization charts
  - b) Informed consent
  - c) Leadership styles
  - d) Job analysis
- 3** VERY SHORT ESSAY : (COMPULSORY) **6×2=12**
- a) Duty roster
  - 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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