



BCJ-02011148

Seat No. _____

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

January – 2016

Introduction to Nursing Service Administration

Time : 3 Hours]

[Total Marks : 75

- Instructions :** (i) All questions are compulsory.
(ii) Draw diagram if needed.
(iii) Write section I and II in separate answer book.

SECTION - I (38 Marks)

- 1** What is administration ? Describe elements of administration. Write briefly function of hospital. **2+5+8=15**

OR

Define nursing unit. List out purposes of nursing unit.
Briefly describe types of nursing unit.

- 2** Write short notes on following : (any three) **3×5=15**
(a) Personal management
(b) ABC analysis
(c) Leadership style
(d) Public relationship in organization.
- 3** Define following : (any four) **4×2=8**
(a) Group dynamics
(b) Job evaluation
(c) Budget
(d) Cost analysis
(e) Collective bargaining.

SECTION - II (37 Marks)

- 4** As a Head Nurse of ICU prepare shift duty list (weekly) **10**
of 11 staff nurses working under you.

OR

Define budget. Explain various types of budget.

- 5** Write short notes on following : (any three) **3×5=15**

- (a) Skill training
- (b) Principles of material management
- (c) Job description of assistant matron
- (d) Qualities of good supervisor.

- 6** Define following : **6×2=12**

- (a) Job analysis
 - (b) Quality control
 - (c) Democratic leadership
 - (d) Supervision
 - (e) Orientation programme
 - (f) Nursing audit.
-