



**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)  **$3 \times 5 = 15$**

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

**6** Define following :  **$6 \times 2 = 12$**

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

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