

QP CODE: 205011

Reg. No:.....

Second Year Post Basic B.Sc Nursing Degree Examinations - October 2015

INTRODUCTION TO NURSING ADMINISTRATION

Time: 3 Hours

Total Marks: 75

- **Answer all questions**

Essays : (2x10=20)

1. Define staffing. Describe the recruitment and selection process of staff nurses. (1+4+5=10)

2. Define leadership. Explain the different styles of leadership used by nurse managers. (2+8=10)

Short notes : (5x5=25)

3. Functions of hospital
4. Methods of patient assignment
5. Role of nursing personnel in material management
6. Principles of budgeting
7. Elements of communication

Differentiate between: (4x3=12)

8. Line and Staff relationship
9. Records and Reports
10. Minor and Major disciplinary problems
11. Direct and Indirect methods of supervision

Answer briefly: (4x2=8)

12. Qualities of a supervisor
13. Types of evaluation
14. Stages of group dynamics
15. Features of policies

Define the following: (5x2=10)

16. Human Relations
17. Planning
18. Job analysis
19. Public relations
20. Problem solving
