

Second Post Basic B.Sc Nursing Degree Examinations-October 2012

INTRODUCTION TO NURSING ADMINISTRATION

Time: 3 Hrs

Total Marks: 75

- **Answer all questions**

Essays: (2x10=20)

1. Define budgeting. Explain the role of a nurse manager in budget plan and the steps to be followed in preparing budget. (2+4+4=10)
2. Define staff development program. Discuss a three days orientation program plan for a new staff nurse inducted in ICU. (3+7=10)

Short notes : (5x5=25)

3. Progressive patient care
4. Group dynamics
5. Organization behavior
6. Nursing unit and its philosophy
7. Barriers of communication

Differentiate between: (4X3=12)

8. Centralization and Decentralization
9. Span of control and Quality control
10. Job analysis and Job orientation
11. Autocratic and Democratic styles of leadership

Answer briefly: (4X2=8)

12. Elements of administration
13. Principles of personnel management
14. Methods of evaluation
15. Methods of disciplinary action

Define the following: (5X2=10)

16. Decision making
17. Quality assurance
18. Grape vine communication
19. Organization chart
20. Anecdotal record