

QP CODE: 205011

Reg. No:.....

Second Post Basic B.Sc Nursing Degree Examinations - September 2013

INTRODUCTION TO NURSING ADMINISTRATION

Time: 3 Hours

Total Marks: 75

- **Answer all questions**

Essays : (2x10=20)

1. Define administration. Explain the application of principles of administration to nursing service (1+9=10)
2. Define supervision. Describe the tools and techniques of supervision. (1+4+5=10)

Short notes : (5x5=25)

3. Factors affecting quality of nursing care
4. Personnel policies
5. Nursing audit
6. Principles of material management
7. Role of nurse in maintaining records and reports

Differentiate between: (4x3=12)

8. Functional and Team method of patient assignment
9. Formative and Summative evaluation
10. In-service education and Continuing education
11. Autocratic and Democratic style of leadership

Answer briefly: (4x2=8)

12. Functions of hospital
13. Methods of recruitment
14. Four principles of performance appraisal
15. Causes of indiscipline

Define the following: (5x2=10)

16. Inventory
17. Communication
18. Problem solving
19. Job description
20. Controlling
