

QP CODE: 205011

Reg. No:.....

Second Post Basic B.Sc Nursing Degree Supplementary Examinations -
April 2014

INTRODUCTION TO NURSING ADMINISTRATION

Time: 3 Hours

Total Marks: 75

- **Answer all questions**

Essays : (2x10=20)

1. Define staff development programme. Explain the role of nurse manager in staff development programme. (3+7=10)
2. Define personnel management. Describe the functions of personnel management. (3+7=10)

Short notes : (5x5=25)

3. Techniques of supervision
4. Approaches to quality assurance
5. Job analysis
6. Care of equipments
7. Problem-solving process

Differentiate between: (4x3=12)

8. Autocratic and Democratic leadership
9. Creative supervision and Authoritarian supervision
10. Promotion and Recruitment
11. Conflict and Discipline

Answer briefly: (4x2=8)

12. Purposes of nursing audit
13. Types of budget
14. Assignment of duties
15. Principles of material management

Define the following: (5x2=10)

16. Performance appraisal
17. Reports
18. Audit
19. Span of control
20. Financial management
