

QP CODE: 205011

Reg. No:.....

Second Year Post Basic B.Sc Nursing Degree Examinations - September 2014

INTRODUCTION TO NURSING ADMINISTRATION

Time: 3 Hours

Total Marks: 75

- **Answer all questions**

Essays : (2x10=20)

1. Define group dynamics. Explain the phases of group dynamics. (3+7=10)

2. Define budgeting. Describe the role of a nurse administrator in budgeting (3+7=10)

Short notes : (5x5=25)

3. Functions of hospital
4. Personal policies
5. Objectives of skill training programme
6. Principles of administration
7. Quality control

Differentiate between: (4x3=12)

8. Administration and Management
9. Recruitment and Selection of staff
10. Records and Reports
11. Centralization and Decentralization

Answer briefly: (4x2=8)

12. Problems of performance appraisal
13. Uses of job description
14. Classification of hospitals
15. Advantages of nursing audit

Define the following: (5x2=10)

16. Leadership
17. Inventory
18. Job evaluation
19. Quality assurance
20. Planning
