

**QP CODE: 205011**

**Reg. No:.....**

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

**INTRODUCTION TO NURSING ADMINISTRATION**

**Time: 3 Hours**

**Total Marks: 75**

- **Answer all questions**

**Essays :** (2x10=20)

1. Define supervision. Explain the tools and techniques used in clinical supervision of staff nurses (2+4+4=10)

2. Define administration. Explain the principles of administration according to Henri Fayol. (3+7=10)

**Short notes :** (5x5=25)

3. Nursing audit

4. Factors affecting the quality of nursing care

5. Principles of material management

6. Job analysis

7. Leadership styles

**Differentiate between:** (4x3=12)

8. Policies and Procedures

9. Management and Administration

10. Public relations and Group dynamics

11. Records and Reports

**Answer briefly:** (4x2=8)

12. Principles of budgeting

13. Qualities of a leader

14. Legal responsibilities of a nurse

15. Elements of good communication

**Define the following:** (5x2=10)

16. Hospital

17. Performance appraisal

18. Health team

19. Cost effectiveness

20. Staffing norms

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