

Time: Three Hours

Max. Marks: 75 Marks

**INTRODUCTION TO NURSING ADMINISTRATION
(RS-3 & RS-4)**

Q.P. CODE: 1745

Your answers should be specific to the questions asked
Draw neat labeled diagrams wherever necessary

LONG ESSAYS (Answer any Two)

2 x 10 = 20 Marks

1. Explain the principles of administration. How will you apply these principles in nursing service administration?
2. Explain the different types of patient assignments with its merits and demerits
3. What are principles of budgeting? Explain the role of a nurse manager in budgeting and the steps followed in budgeting?

SHORT ESSAYS (Answer any Seven)

7 x 5 = 35 Marks

4. Policies
5. Staff recruitment
6. Safety measure in hospitals
7. In-service education
8. Leadership styles and functions
9. Factors responsible for good human relations
10. Tools of supervision
11. Steps in material management
12. Nursing audit



SHORT ANSWERS

10 x 2 = 20 Marks

13. Records and reports
14. Nursing ethics
15. Skill training
16. Hospital
17. Quality control
18. Inventory
19. Communication
20. Medico legal aspects
21. Standing orders
22. Job description
