

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

2 x 10 = 20 Marks

LONG ESSAYS (Answer any Two)

1. a. Define staffing.
b. Mention the steps in recruitment of staff.
c. Explain job description. (2+4+4)
2. a. What is nursing audit?
b. List the types and purposes.
c. Explain the nursing audit cycle. (2+4+4)
3. a. Define Supervision.
b. List the objectives of supervision.
c. Explain the techniques of supervision. (2+3+5)

7 x 5 = 35 Marks

SHORT ESSAYS (Answer any Seven)

4. Explain elements of Administration.
5. List the functions and policies of a hospital.
6. Explain the concept of cost effectiveness.
7. Describe the legal responsibilities of a nurse in the hospital.
8. Explain the methods of performance appraisal.
9. Explain evaluation in nursing service.
10. Describe leadership styles.
11. Role of a nurse in Material Management.
12. List the records and reports maintained in nursing unit in a hospital.

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SHORT ANSWERS

10 x 2 = 20 Marks

13. List the functions of Public relation officer.
14. Define budget and list any two purposes.
15. Hospital information systems
16. What is inventory?
17. Skill training
18. List staff welfare programmes.
19. Safety measures in the hospital
20. Types of patient assignment
21. Define hospital.
22. List the members of Health team.
