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**Second P.B.B.Sc. Nursing Examination, Summer 2017**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B = 3 Hours

Total Marks : 75

**SECTION – A & SECTION – B**

- Instructions :**
- 1) Use **blue/black** ball point pen only.
  - 2) **Do not** write anything on the **blank portion of the question paper.** If written anything, such type of act will be considered as an attempt to resort to unfair means.
  - 3) **All questions are compulsory.**
  - 4) The number to the **right** indicates **full marks.**
  - 5) Draw diagrams **wherever necessary.**
  - 6) Distribution of syllabus in Question Paper is only meant to cover entire syllabus within the stipulated frame. The Question paper pattern is a mere guideline. Questions can be asked from any paper's syllabus into any question paper. Students cannot claim that the Question is out of syllabus. As it is only for the placement sake, the distribution has been done.
  - 7) **Use a common answerbook for all Sections.**

**SECTION – A (40 Marks)**

1. Short answer question (any five out of six) : (5×5=25)
  - a) Role of Nursing personnel in Material management.
  - b) Responsibilities of ward sister.
  - c) Factors affecting the quality of nursing care.
  - d) Methods of patient assignment.
  - e) Meaning, procedure and requirement of Financial Audits.
  - f) Importance and need for Public relation in Hospitals.
  
2. Long answer question (any one out of two) : (1×15=15)
  - a) Write objectives of supervision, explain types of supervision, discuss the techniques of supervision.
  - b) Write functions of hospital and explain classification of Hospitals.

P.T.O.



## SECTION – B (35 Marks)

3. Short answer question (any four out of five) :

(4×5=20)

- a) Role of health team in Discharge Planning.
- b) Management of staffing the patient unit.
- c) Patient Classification System.
- d) Staff welfare activities.
- e) Nursing audit as method of quality patient care.

4. Long answer question (any one out of two) :

(1×15=15)

- a) Write functions of leader and discuss trait theory of leadership.
- b) Discuss conflict, sources and management of conflict.



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Total Marks : 75

**SECTION – A & SECTION – B**

- Instructions :**
- 1) Use **blue/black** ball point pen only.
  - 2) **Do not** write anything on the **blank portion of the question paper**. If written anything, such type of act will be considered as an attempt to resort to unfair means.
  - 3) **All questions are compulsory.**
  - 4) The number to the **right** indicates **full marks**.
  - 5) Draw diagrams **wherever necessary**.
  - 6) Distribution of syllabus in Question Paper is only meant to cover entire syllabus within the stipulated frame. The Question paper pattern is a mere guideline. Questions can be asked from any paper's syllabus into any question paper. Students cannot claim that the Question is out of syllabus. As it is only for the placement sake, the distribution has been done.
  - 7) **Use a common answerbook for all Sections.**

**SECTION – A (40 Marks)**

1. Short answer question (**any five** out of six) : (5×5=25)
  - a) Behavioral theories of Leadership. ✓
  - b) Principles of Administration. ✓
  - c) Inventory. ✓
  - d) Assertiveness.
  - e) Problem solving process. ✓
  - f) Staff welfare activities. ✓
  
2. Long answer question (**any one** out of two) : (1×15=15)
  - a) Discuss the importance of Planning.  
List the factors to be considered while Planning a duty rotation.  
Plan a duty rotation of 5 staff nurses with night shift of 3 days for one month.
  - b) Explain orientation program for newly appointed staff nurse.  
How will you develop public speaking skills in your staff ?  
Explain performance evaluation of nursing staff.

P.T.O.



SECTION – B (35 Marks)

3. Short answer question (any four out of five) :

(4×5=20)

- Collective bargaining.
- Staffing norms for hospitals.
- Personal policies.
- Legal responsibilities in maintenance of patient records.
- Cost effectiveness.

4. Long answer question (any one out of two) :

(1×15=15)

a) Discuss elements of Administration.

List principles of Administration with examples.

Write responsibilities of ward sister in ward management.

b) Discuss care of equipment.

Discuss stock record keeping.

Explain the problem solving process in administration.



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Total Marks : 75

**SECTION – A and SECTION – B**

- Instructions :**
- 1) Use **blue/black** ball point pen only.
  - 2) **Do not** write anything on the **blank portion of the question paper**. If written anything, such type of act will be considered as an attempt to resort to unfair means.
  - 3) **All questions are compulsory.**
  - 4) The number to the **right** indicates **full marks**.
  - 5) Draw diagrams **wherever necessary**.
  - 6) Distribution of syllabus in Question Paper is only meant to cover entire syllabus within the stipulated frame. The Question Paper pattern is a mere guideline. Questions can be asked from any paper's syllabus into any question paper. Students cannot claim that the Question is out of syllabus. As it is only for the placement sake, the distribution has been done.
  - 7) **Use a common answerbook for all Sections.**

**SECTION – A (40 Marks)**

1. Short answer question (any five out of six) : (5×5=25)
  - a) Principles of Administration.
  - b) Styles of Leadership.
  - c) Factor Affecting the Quality Nursing Care.
  - d) Principles of budgeting.
  - e) Staffing Modules.
  - f) Principles of store keeping.
  
2. Long answer question (any one out of two) : (1×15=15)
  - a) Discuss significance of Personnel management, Staff recruitment, Selection process Appointment, Promotion, Transfer, Remuneration, Retaining and Terminating.
  - b) Explain ethical and legal aspect of Hospital administration, Policies of Hospital, Different department with special emphasis to the department of nursing office management.

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SECTION - B (35 Marks)



3. Short answer question (any four out of five) :

(4x5=20)

- a) Concept of Cost effectiveness.
- b) Hospital information system.
- c) Classification of Hospital Health Team.
- d) Principles of Staffing.
- e) Techniques of Supervision.

4. Long answer question (any one out of two) :

(1x15=15)

- a) Explain Material Management -Concept, Need and Role of Nursing personnel in Material Management.
- b) Explain organizational behavior- group dynamic, morale building and organizational communication.