

Sub – NURSING ADMINISTRATION

Date: -20/01/2017

Time: - 10:00 to 12:00 pm.

Marks-50



### Section –A

(30 marks)

Q.1 Short Answer question (any Three)

- 1) Recording & Reporting
- 2) Factors affecting quality of nursing care
- 3) Philosophy of staffing.
- 4) Functions of hospital.

(3X5=15)

Q.2. Long answer question (Any one)

- a) Define performance appraisal. Discuss the responsibilities of hospital Administrator to promote optimal staff development. Write in details about The tools of performance appraisal.
- b) Explain in details. Collective bargaining, Conflicts and its solutions.

(1x15=15)

### Section –B

(20 marks)

Q.3 Short answer question (any two)

- 1) Methods of Nursing Audit.
- 2) Explain 'Zero' Budget.
- 3) Nursing Rounds.

(2x5=10)

Q.4. Long answer question (Any one)

- 1) What is organization? Explain the principles of organization. Prepare the organization chart of state government public hospital of medical college.
- 2) Explain Administration under the following heads significance, elements & Principles of Administration

(1x10=10)

-----All the Best-----

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Dr. J.J. Magdum Institute of Nursing Education ,Jaysingpur  
IInd year P.B. BSc. Nursing  
Preliminary Exam – 2016 - 17

Sub - INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Date: - 06 /04 /2017

Time:- 10:00 to 1:00 pm.

Marks-75

- Instructions:** - 1) Use blue/black ball point pen only.  
2) All Questions are Compulsory.  
3) The number to the right indicates full marks.  
4) Draw diagrams wherever necessary.  
5) Use a common answer book for all sections.

**SECTION-A**

**(40 Marks)**

**Q.No.1) Short answer question (any Five out of Six)**

**(5x5=25)**

- 1) Concept of cost Effectiveness.
- 2) Philosophy of staffing.
- 3) Groups Dynamics.
- 4) Principles of material management.
- 5) Nursing Rounds.
- 6) Inventory control.

**Q.No.2) Long Answer question (any one out of two)**

**(1x15=15)**

- a) Explain in details – Collective Bargaining , Conflicts and its solutions.
- b) Explain the role and responsibilities of operation theater nurse in infection control management.

**SECTION-B**

**(35 Marks)**

**Q.No.3) Short answer question (any four out of five)**

**(4x5=20)**

- a) Steps in decision making.
- b) Nursing Audit .
- c) Performance appraisal.
- d) List the objectives of supervisions.
- e) Maintenance of a good organizational culture.

**Q.No.2) Long Answer question (any one out of two)**

**(1x15=15)**

- a) Explain in details the definition, nature, need, philosophy and objectives of supervision.
- b) i) Define administration management.  
ii) Describe the philosophy of administration  
iii) Enumerate the principles of administration



**Dr. J.J. Magdum Institute of Nursing Education, Jaysingpur**  
**IInd year P.B. BSc. Nursing**  
**Mid-Term Exam – 2018**



**Sub – NURSING ADMINISTRATION**

**Date: -13/01/2018**

**Time: - 10:00 to 12:00 am.**

**Marks-50**

**Section –A**

**(30 marks)**

**Q.1 Short Answer question (any Three)**

**(3X5=15)**

- 1) Elements of Administration.
- 2) Write about Selection.
- 3) Job Description.
- 4) Promotion & Transfer.

**Q.2. Long answer question (Any one)**

**(1x15=15)**

- a) Define management & administration. Describe principles of management. Describe philosophy of Administration.
- b) Define staffing. Describe the need for staffing explain the components of staffing process.

**Section –B**

**(20 marks)**

**Q.3 Short answer question (any two)**

**(2x5=10)**

- 1) Personal policies.
- 2) Functions human resource management.
- 3) Functions of personnel manage.
- 4) Write the factors affecting staffing in a hospital.

**Q.4. Long answer question (Any one)**

**(1x10=10)**

- 1) Define nursing. Describe nursing as a profession. Explain the role of professional nurse.
- 2) Define Recruitment. Describe the process of recruitment. Explain the sources of recruitment

-----All the Best-----

Dr. J.J. Magdum Institute of Nursing Education, Jaysingpur  
2<sup>nd</sup> Year P.B. BSc. Nursing  
Preliminary Exam – 2017-18

Sub - INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Marks-75

Date: /04/2018

Time: - 10 am to 01 PM

- Instructions: -
- 1) Use blue/black ball point pen only.
  - 2) Do not write anything on the blank portion of the Question paper  
(Such type of act will be considered as malpractice)
  - 3) All Questions are Compulsory.
  - 4) The number to the right indicates full marks.
  - 5) Draw diagrams wherever necessary.



SECTION-A (40 Marks)

Q.No.1) Short answer question (any Five out of Six)

(5x5=25)

- a) Collective bargaining
- b) Types of Hospital
- c) Staff development
- d) Nursing audit
- e) Recruitment process
- f) Principles of management

Q.No.2) Long answer question (any one out of two)

(1x15=15)

- a) Define Motivation, Discuss the methods of motivating the employees in an organization
- b) Define Supervision and discuss its types in detail

SECTION-B (35 Marks)

Q.No.3) Short answer question (any Four out of Five)

(4x5=20)

- a) Behavioural theories of Leadership
- b) Material management and role of Nurse
- c) Job description
- d) Importance of co-ordination in health care organization
- e) Nursing rounds

Q.No.4) Long answer question (any one out of two)

(1x15=15)

- a) Write about principles of budgeting and plan a budget outline for college of nursing
- b) Discuss about the various nursing records essential in Hospital.

\*\*\*\*\* ALL THE BEST\*\*\*\*\*



SECTION -A

(30 Marks)

Q.1 Short answer question (Any Three)

1. Recording and Reporting
2. Classification of Hospital
3. Group Dynamics
4. Nursing Audit



(15 Marks)

Q.2 Long answer question (Any one)

(15 Marks)

1. Define administration. Explain elements and principles of administration
2. Define hospital and classification of hospital

SECTION -B

(20 Marks)

Q.3 Short answer question (Any Two)

(10 Marks)

1. Factors affecting quality of nursing care
2. Nursing round
3. Concept of cost effectiveness

Q.4 Long answer question(Any One)

(10 Marks)

1. Define performance appraisal write purposes characteristics and principles of performance appraisal
2. Explain in details the definition,nature,need, philosophy and objectives of supervision