

[Total No. of Pages : 2

61415

Second P.B.B.Sc. Nursing Examination, Summer (Phase - II) 2019  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Total Duration : 3 Hours

Total Marks : 75

- 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 answer book for all sections.

**SECTION - A (40 Marks)**

1. Short answer question (**any five** out of six) : [5 × 5 = 25]
  - a) Techniques of inventory control methods.
  - b) Performance appraisal.
  - c) Factors affecting quality of nursing care.
  - d) Nursing audit.
  - e) Span of control.
  - f) Job description of staff nurse in acute surgical ward.
  
2. Long answer question (**any one** out of two): [1 × 15 = 15]
  - a) Define administration, and discuss fourteen principles of Fayol with examples.
  - b) Discuss ethical and legal aspects of hospital administration and responsibility of hospital administrator to promote optimal staff development.

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**SECTION - B (35 Marks)**

[4 × 5 = 20]

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

- a) Types of budgeting.
- b) Purpose of supervision in Nursing.
- c) Collective bargaining.
- d) Counselling and guidance.
- e) Progressive patient care.

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

[1 × 15 = 15]

- a) Discuss types of communication and describe four techniques of supervision followed by the nurse supervisor with suitable examples.
- b) What hospital hazards you will anticipate in superspeciality hospital. How would you ensure patients and other staff's safety in ICU and psychiatric unit of the hospital.

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Second P.B.B.Sc. Nursing Examination, Summer 2018  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Total Duration : Section A + B = 3 Hours

Total Marks : 75

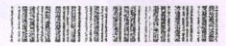
SECTION – A and SECTION – B

- Instructions :**
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  - 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) : (4×5=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) : (1×15=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.
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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.
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  - 3) **All** questions are **compulsory.**
  - 4) The number to the **right** indicates **full** marks.
  - 5) Draw diagrams **wherever** necessary.
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  - 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.

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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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Samelita

**Second P.B.B.Sc. Nursing Examination, Summer 2016**  
**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) Importance of group dynamics in team building.
- b) Staff development programme.
- c) Type of budgets.
- d) Collective bargaining.
- e) Quality assurance in patient care.
- f) Staff selection process.

2. Long answer question (**any one** out of two) :**(1×15=15)**

- a) Define leadership. Write qualities of an effective leader. Discuss various styles of leadership.
- b) What is inventory control ? Describe equipment procurement. Discuss condemnation and disposal procedure.

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SECTION – B (35 Marks)

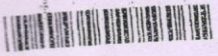
3. Short answer question (any four out of five) : (4×5=20)

- a) Nursing audit.
- b) Functions of hospital.
- c) Principles of management by Fayol.
- d) Significance of patient classification system.
- e) Legal aspects of medical records.

4. Long answer question (any one out of two) : (1×15=15)

- a) Define job description. What are the advantages and disadvantages of job description ? Discuss qualities to be assessed in performance appraisal.
- b) Define communication. Discuss barriers in communication. Discuss role of nurse administrator in promoting effective communication.





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Second P.B.B.Sc. Nursing Examination, Summer 2015  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Total Duration : Section A + B = 3 Hours

Total Marks : 75

SECTION - A & SECTION - B

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  - 7) Use a common answer book for **all** Section.

SECTION - A (40 Marks)

(5×5=25)

1. Short answer question (**any five** out of six) :
  - a) Hospital health team.
  - b) Concept of Cost Effectiveness.
  - c) Factors affecting quality of nursing care.
  - d) Methods of Nursing Audit.
  - e) Philosophy of Staffing.
  - f) Role of Human Resource Development department in hospitals.

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2. Long answer question (**any one** out of two) : (1×15=15)

- a) Explain in details the definition, nature, need, philosophy and objectives of supervision.
- b) Explain Personnel management under the following headings. Significance of staff recruitment and selection process, appointment, promotions, transfers, remunerations, retaining and terminating.

**SECTION – B (35 Marks)**

3. Short answer question (**any four** out of five) : (4×5=20)

- a) Role of a nurse in 'material management' in hospital.
- b) Explain 'Zero' Budget.
- c) Transformational leadership.
- d) Maintenance of a good organizational culture.
- e) Strategies for enhancement of performance.

4. Long answer question (**any one** out of two) : (1×15=15)

- a) Explain administration under the following heads- Significance, Elements and Principles.
  - b) Explain in details - Collective Bargaining, Conflicts and its solutions.
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