

Second P.B.B.Sc. Nursing Examination, Winter 2018
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) Programme Review Evaluation Technique (PERT).
 - b) Factors Affecting Quality of Nursing care.
 - c) Leave planning while preparing duty roster.
 - d) Assertiveness and its importance in quality nursing care.
 - e) Inventory and role of a nurse.
 - f) Principles of budgeting.

2. Long answer question (**any one** out of two) : (1×15=15)
 - a) Define Ethics. Write principles of ethics. Describe decision making process in solving ethical issues associated with patient care.
 - b) Define Administration. List the objectives of nursing service department. Enumerate the principles of administration.

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SECTION - B (35 Marks)

3. Short answer question (**any four** out of five) : **(4×5=20)**
- a) Progressive patient care.
 - b) Job description of staff nurse.
 - c) Methods of reporting.
 - d) Leadership styles and its use.
 - e) Performance appraisal process.
4. Long answer question (**any one** out of two) : **(1×15=15)**
- a) Explain the changing concept of supervision. List the principles of supervision. Enumerate various tools and technique used for supervision.
 - b) Write the meaning of Group dynamics. Explain the collective bargaining process and its use in nursing practice.
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Second P.B. B.Sc. Nursing Examination, Winter 2017
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SECTION – A (40 Marks)

1. Short answer question (**any five** out of six) : (5x5)
 - 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) : (1x15)
 - 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.

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SECTION - B (35 Marks)

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

- a) Collective bargaining.
- b) Staffing norms for hospitals.
- c) Personal policies.
- d) Legal responsibilities in maintenance of patient records.
- e) Cost effectiveness.

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

(1x)

- 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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Second P.B.B.Sc. Nursing Examination, Winter 2016
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 - 7) Use a common answerbook for all Sections.

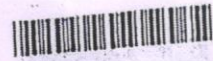
SECTION – "A" (40 Marks)

1. Short answer question (any five out of six) : (5×5=25)
 - a) Role of nurse in Inventory control.
 - b) Function of Infection control committee in hospital.
 - c) Progressive patient care.
 - d) Types of Organizational structure.
 - e) Clinical records of patient-legal responsibility.
 - f) Principles of budgeting.

2. Long answer question (any one out of two) : (1×15=15)
 - a) Write concept of supervision, discuss tools and techniques used in supervision, which principles to be followed while supervising nurses in hospital.
 - b) Define job description, prepare job description of a staff nurse, discuss purposes of performance appraisal.

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SECTION – "B" (35 Marks)

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

(4×5=20)

- a) Factors affecting quality of nursing care.
- b) Purpose and importance of nursing audit.
- c) Plan 3 days orientation programme for newly appointed nurses.
- d) Functions of hospital.
- e) Welfare activities for nurses.

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

(1×15=15)

- a) Write concept of organizational behavior, enlist qualities of a good leader, discuss styles of leadership and its application in nursing.
 - b) Enlist elements of administration, list principles of administration given by Henry Fayol, discuss Planning as first function of nursing administration.
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