

POST BASIC
BACHELOR OF SCIENCE (NURSING)

Term-End Examination

June, 2009

BNS-110 : NURSING ADMINISTRATION

Time : 3 hours

Maximum Marks : 70

Note : Attempt all questions. Support your answers from nursing view point.

1. (a) Define the term administration. 2+6+7=15
(b) Explain the skills required by nurse administrator.
(c) Explain "Directing" as one of the functions of nursing administration.

2. (a) Explain the concept of staffing. 3+5+7=15
(b) Discuss the importance and purposes of staffing in nursing.
(c) Describe the factors affecting staffing pattern in nursing.

3. (a) Define job description and job analysis.
- (b) Discuss the advantages of job description and job analysis. Support your answer with nursing examples. $2+2+6+5=15$
4. (a) List any four characteristics of communication. $2+6+7=15$
- (b) Explain about the elements of communication.
- (c) Discuss the barriers which you face in communicating with your nursing personnel.
5. Write short notes on any *two* of the following : $2 \times 5 = 10$
- (a) Technique and tools of supervision used in nursing.
- (b) Expanded nursing roles.
- (c) Features of a budget.
- (d) Attribute of "PR" practitioner in Nursing.

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