

**DIPLOMA IN NURSING ADMINISTRATION**

00338

**Term-End Examination****June, 2009****BNS-014 : RESOURCE MANAGEMENT***Time : 3 hours**Maximum Marks : 70*

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**Note :** *Attempt all questions.**Attempt all the parts of a questions at one place.*

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1. (a) Explain the meaning of Recruitment. **2+4+9=15**  
(b) Enlist the aims of Recruitment Policy.  
(c) Discuss the various sources of recruitment of personnel with reference to nursing services.
  
2. (a) Define material management. **2+3+10=15**  
(b) List the purposes of controlling and maintaining equipment.  
(c) Explain the role of nurse in material management.

3. (a) Define financial management.  $2+5+8=15$
- (b) Explain the importance of financial management in nursing.
- (c) List down the steps in preparation of an operating budget.
4. Describe the principles and scope of office management. 10
5. Write short notes on any *three* of the following :  $3 \times 5 = 15$
- (a) Elements of manpower planning
- (b) Stock verification
- (c) Role of nurse in drug management
- (d) Functions of a computer
- (e) Significance of Job analysis in nursing

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