

**POST BASIC BACHELOR OF SCIENCE
(NURSING) B.Sc. (N) PB**

Term-End Examination

December, 2013

BNS-110 : NURSING ADMINISTRATION

Time : 3 Hours

Maximum Marks : 70

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

1. (a) Explain the concept of organization.
(b) Enumerate any six principles of organization. **3+3+6+3=15**
(c) Prepare an organization chart for hospital where you are working.
(d) What are the factors that determine the span of control?
2. (a) Define Budget. **2+4+9=15**
(b) List down the purposes of budget.
(c) Discuss essential requisites of budget preparation.
3. (a) Define Leadership. **2+4+9=15**
(b) Enumerate the functions of leadership.
(c) Discuss the techniques of effective leadership in nursing.

4. (a) Briefly explain the elements of communication. 5+5=10
- (b) Explain how to make communication effective.
5. Write short notes on **any three** of the following :
- (a) Advantages of Job description. 3x5=15
- (b) Nursing Audit.
- (c) Uses of computer in nursing.
- (d) Essentials of good public relations.
- (e) Barriers of communication.
-