

**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

Term-End Examination

December, 2013

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : (i) *Attempt all questions.*
(ii) *Attempt all parts of a question at one place.*

1. (a) Explain man power planning. **2+2+3+8=15**
(b) List basic elements.
(c) Explain various factors for determining nursing staff requirement.
(d) Discuss 'assignment system of staffing' you as a nurse administrator apply to determine nursing staff requirement in your hospital. Support your answer with suitable examples.
2. (a) Define inventory control and its objectives.
(b) Explain various methods of inventory control. Support your answer with suitable examples.
(c) List guidelines as a nurse administrator you would follow while planning for inventory control. **1+3+8+3=15**
3. (a) Explain various reasons for rise in hospital expenditure with suitable examples.
(b) Discuss how would you as a nurse administrator help in reducing the cost and improve profitability with different approaches ? **6+9=15**

4. (a) Explain meaning of office management.
(b) List the duties of the Head of Nursing Service in your hospital.
(c) As a nurse leader discuss basic principles of organization you would consider to attain goals of an organisation. **1+5+9=15**
5. Write short notes on *any two* of the following :
(a) Performance appraisal. **5x2=10**
(b) Procurement of material.
(c) Benefits of computerized hospital information system.
(d) Basic qualities of nurse manager.
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