

**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

Term-End Examination

December, 2015

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : *Attempt all questions.*

1. (a) Explain the meaning of personnel policies.
(b) Describe the types of personnel policies followed in nursing.
(c) Discuss the importance of having written down personnel policy in nursing. **3+8+4=15**
2. (a) Define material management. **3+8+4=15**
(b) Discuss the elements of material management.
(c) Describe the role of a nurse administrator in material management in the hospital.
3. Explain the areas of Hospital Information System (HIS) and its advantages in nursing. **10**
4. (a) Define Budget. **2+6+3+4=15**
(b) Explain the principles of Budgeting.
(c) State the advantages of Budget.
(d) Discuss the importance of financial management in nursing.

5. Write short notes on **any three** of the following :
- (a) Basic qualities of a nurse manager. **5x3=15**
 - (b) Characteristics of sound personnel management.
 - (c) Process of material management.
 - (d) Operational audit.
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