

**DIPLOMA IN NURSING  
ADMINISTRATION (DNA)**

**Term-End Examination**

**December, 2020**

**BNS-011 : PRINCIPLES AND PRACTICES OF  
NURSING ADMINISTRATION**

*Time : 3 Hours*

*Maximum Marks : 70*

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**Note :** *Attempt all questions. Support your answer with suitable examples. Attempt all parts of a question at one place.*

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| 1. (a) List the functions of Administration.            | 2 |
| (b) Explain the following functions of administration : |   |
| (i) Planning  | 5 |
| (ii) Organising   | 4 |
| (iii) Staffing  | 4 |

2. (a) Describe the factors influencing the Quality of patient care in a Nursing Services Unit. 5
- (b) Explain the methods of assignment of Nurses for Nursing Care Delivery. 5
3. (a) Explain the following terms in reference to Nursing Services : 2 each
- (i) Time scheduling
- (ii) Work scheduling
- (b) Enumerate purposes of time planning. 4
- (c) Explain the advantages and disadvantages of centralized and decentralized scheduling. 7
4. (a) Describe the need for staff development. 3
- (b) Explain the steps of organising a staff development programme. 7
- (c) Describe the importance of orientation programme for nurses. 5

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5. Write short notes on any *three* of the following : 5 each

- (a) Problems in performance appraisal
- (b) Concept of Clinical Nurse Specialist
- (c) Role and Responsibilities of head of Nursing Services Department
- (d) Changing role of hospitals
- (e) Span of Management
- (f) Human Relations Approach in an organization