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**BNS-014**

**DIPLOMA IN NURSING  
ADMINISTRATION (DNA)**

**Term-End Examination**

**December, 2021**

**BNS-014 : RESOURCE MANAGEMENT**

*Time : 3 Hours*

*Maximum Marks : 70*

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

(ii) *Write answer clearly and legibly.*

(iii) *Support your answer with examples from hospital.*

1. (a) Explain the meaning of personnel management.

(b) Describe activities of a nurse administrator as a personnel manager in a hospital.

2+8=10

2. (a) Explain the importance of material management.

(b) Describe the process of material management in a hospital.

2+8=10

3. (a) Explain the meaning of budget.

(b) Describe the purposes and advantages of budgeting.

2+4+4=10

4. (a) Describe the benefits of computerized hospital information.

(b) Compare the limitations of computerized hospital information with written/manual records.

7+3=10

5. Explain the following : 5 each

(i) Filing of records

(ii) Classification of files

(iii) Indexing of files

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

3×5=15

- (a) Differentiate between job analysis and job specification.
- (b) Types of interpersonal relationship
- (c) Preparation of budget estimates
- (d) Importance of cost analysis
- (e) Auditing in hospital
- (f) Office communication