

**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

Term-End Examination

June, 2016

00927

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : Attempt all questions.

1. (a) Explain the meaning of job specification and job description.
(b) Discuss about recruitment and selection of a nursing personnel. 3+3+9=15

2. (a) Define inventory or accounting of items.
(b) List the purposes of inventory taking of the ward.
(c) Discuss about inventory control in the hospital. 2+5+8=15

3. Discuss the benefits of computerized hospital system. 10

4. (a) Explain the cost-benefit analysis and cost effectiveness analysis.
- (b) Describe the approaches you as a nurse administrator may use in improving profitability of the hospital without compromising the care. $4+4+7=15$
5. Write short notes on any *three* of the following: $3 \times 5 = 15$
- (a) Process of office management
- (b) Skills required by the nurse administrator
- (c) Role of a nurse in material management
- (d) External and internal audit
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