

**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

Term-End Examination

June, 2022

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : Attempt *all* questions. Attempt all parts of a question at one place. Write answers clearly and legibly. Support your answers with examples from hospital.

1. (a) Explain the meaning of policy.
(b) Describe the personnel policies for employees in a hospital, with example. $2+8=10$
2. (a) List the functions of store in a hospital
(b) Explain the following : $2+4+4=10$
 - (i) Stock Accounting
 - (ii) Stock Verification
3. (a) Explain the reasons for rise in hospital expenditure and cost.
(b) Describe the measures for containment of hospital cost and increasing profit. $7+8=15$

4. Explain the following : $5+5=10$
- (a) Advantages of Auditing
 - (b) Limitations of Auditing
5. (a) Explain the meaning of the following in office management :
- (i) Systems
 - (ii) Procedures
- (b) Describe the advantages of systems and procedures in office management. $2+2+6=10$
6. Write short notes on any **three** of the following : $3\times 5=15$
- (a) Responsibilities of a Nurse Administrator as Personnel Manager
 - (b) Recruitment and Selection of Nurses
 - (c) Methods of Inventory Control
 - (d) Role of a Nurse Administrator in Material Management
 - (e) Principles of Office Layout and Working Environment
 - (f) Skills of a Nurse Administrator
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