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BNS-014

**DIPLOMA IN NURSING
ADMINISTRATION (DNA)**

Term-End Examination

June, 2024

BNS-014 : RESOURCE MANAGEMENT

Time : 3 Hours

Maximum Marks : 70

Note : Attempt all questions. Attempt all parts of a question at one place.

1. (a) Explain the need for training and staff development for nurses.
(b) Describe the various types of training programmes organised for nurses.
 $5+10=15$
2. (a) Define Material Management.
(b) Explain the elements of material management.
 $2+8=10$
3. (a) Explain importance of financial management in nursing.

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- (b) Discuss essential requisites for preparation of budget.
 $3+7=10$
4. (a) Explain importance of office records.
(b) Explain concept of classification of files in office.
(c) Describe the guidelines useful in planning an office layout.
 $2+3+5=10$
5. Write short notes on any *five* of the following :
 $5\times 5=25$
 - (a) Responsibilities of a nurse administrator as a personnel manager.
 - (b) Nurse-client relationship.
 - (c) Methods of inventory control.
 - (d) Areas of hospital information system.
 - (e) Containment of hospital cost and increasing profit.
 - (f) Nurse administrator and Auditing.
 - (g) Process of office management.

P.T.O.