

**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

00347

Term-End Examination

June, 2015

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : Attempt all questions. Attempt all parts of question in one place.

1. (a) Discuss any four types of personnel policies in nursing. **6+9=15**
(b) Explain the challenges of personnel management and changing personnel policies in nursing.

2. (a) Discuss the process of material management. **6+4=10**
(b) Explain role of nurse in material management.

3. (a) Enumerate the essentials of effective budgetary control. **4+4+7=15**
(b) State the factors to be considered while planning budget for nursing service department.
(c) Explain as a nurse administrator how will you prepare a budget for nursing service department of your hospital.

4. (a) List the key functions of office management.
(b) Define 'system' and 'procedure' of the office management. $3\frac{1}{2}+2+3\frac{1}{2}+6=15$
(c) List any seven advantages of system and procedure.
(d) Explain the skills required by nurse manager for office management.
5. Write short notes on **any three** of the following :
- (a) Techniques of job analysis. $5 \times 3 = 15$
(b) Store system and procedure.
(c) Windows properties in computer application.
(d) Methods of performance appraisal for nursing personnel.
(e) Features of a budget.
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