

00350

## **DIPLOMA IN NURSING ADMINISTRATION**

**Term-End Examination**

**December, 2011**

### **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 meaning of personnel management and personal policies. **3+12=15**  
(b) Describe the types of personnel policies in nursing.
  
2. (a) List the purposes of management of drugs  
(b) Describe your role as incharge nurse in ordering, stocking and storing of drugs in the ward. **4+6=10**
  
3. (a) Explain meaning of budget and budgetary control. **3+5+7=15**  
(b) Describe the features of a Budget.  
(c) Discuss the essential requisites for preparation of a budget. (support your answer with examples from nursing)

4. (a) List the functions of a computer. **4+6+5=15**  
(b) Describe the parts of a computer.  
(c) Differentiate between hardware and software used in computer.
5. Write short notes on *any three* of the followings : **3x5=15**  
(a) Advantages and limitations of Auditing.  
(b) Role of Nurse Administrator to enhance effective interpersonal relations.  
(c) Areas of Hospital Information system.  
(d) Role of nurse in material management.  
(e) Steps of recruitment and selection process of nursing personnel.
-