

00151 **DIPLOMA IN NURSING ADMINISTRATION**
Term-End Examination
June, 2011

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : Attempt all questions.

1. (a) Explain the meaning of Personnel Policies.
(b) Describe any *five* types of personnel policies you as a nurse administrator will use in effective nursing administration.
(c) Discuss the significance of personnel policies in nursing. **2+10+3=15**

2. (a) Define the term material management.
(b) Explain the elements of material management.
(c) Discuss the purposes of controlling and maintaining equipment. **2+8+5=15**

3. Define the term budget. Explain its purposes and advantages. Discuss the steps you will keep in mind while preparing budget for nursing services. **2+5+8=15**

4. (a) Explain the meaning of office management.
(b) Discuss the principles and scope of office management as a nurse administrator you would keep in mind for effective administration. 2+8=10
5. Write short notes on *any three* of the following : **3x5=15**
- (a) Records and Reports.
 - (b) Accessing through Internet explorer.
 - (c) Storing management of equipment, its types and functions.
 - (d) Job analysis and Job description.
 - (e) Tools used to achieve effectiveness in interpersonal relationship.
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