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**POST BASIC BACHELOR OF SCIENCE
(NURSING) B.Sc. (N) PB**

Term-End Examination

December, 2012

BNS-110 : NURSING ADMINISTRATION

Time : 3 Hours

Maximum Marks : 70

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

1. (a) Enlist the factors which contribute to the effective administration and management.
(b) Explain any six factors with examples from nursing.
(c) Discuss the skills required, by a nurse administrator at various levels of administration. **6+6+3=15**

2. (a) State the objectives of Nursing service administration in relation to patient care.
(b) Describe the methods of patient assignments you will use as a nurse administrator for delivery of quality nursing care in the ward.
(c) Enlist the purposes of time planning. **5+8+2=15**

3. (a) Define the following terms : $2+2+2+4=10$
- (i) Job description and Job analysis.
 - (ii) Job specification and Job evaluation.
 - (iii) Personnel management and personnel policies.
- (b) List the aims of personnel management.
4. (a) Enumerate *any six* objectives of Public Relations. $3+3+9=15$
- (b) State the essentials of a good Public Relations person.
- (c) Discuss the role of a nurse in promoting public relations in the health care system.
5. Write short notes on *any three* of the following :
- (a) Advantages of computer application in nursing administration. $5 \times 3 = 15$
 - (b) Budgeting and Budgetary Control.
 - (c) Guidelines for selection and recruitment of nursing teachers.
 - (d) Nursing rounds.
 - (e) Formal and informal organisation.
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