

**DIPLOMA IN NURSING ADMINISTRATION  
(DNA)**

**Term-End Examination**

**December, 2012**

**BNS-014 : RESOURCE MANAGEMENT**

*Time : 3 hours*

*Maximum Marks : 70*

---

**Note :** 1. Attempt *all* the questions.

2. Attempt all parts of a question at one place.

---

1. (a) Explain the meaning of Personnel Management. 2+3+5+5=15
  - (b) Describe the scope of personnel management.
  - (c) Discuss the functions of a nursing personnel management.
  - (d) Enlist the responsibilities of personnel manager in nursing services.
  
2. (a) Explain the importance of material management. 2+9+4=15
  - (b) Describe the process of material management in the hospital.
  - (c) Discuss the role of a nurse administrator in material management.

3. (a) List the purposes of auditing.  $2+10+3=15$   
(b) Explain advantages and limitations of auditing.  
(c) Describe the role of a nurse administrator in auditing.
4. (a) Explain types of interpersonal relationship.  
(b) Describe the prerequisite of effective nurse client relationship.  $5+5=10$
5. Write short notes on any *three* of the following :  
(a) Skills of a nurse administrator in office management.  $3 \times 5 = 15$   
(b) The steps of creating a new folder and changing the name of a folder.  
(c) Classification of files and functions of filing.  
(d) Steps of replying and forwarding an E-mail message.
-