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**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

Term-End Examination

December, 2014

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 the operative functions of personnel management. **4+3+4+4=15**
(b) Enumerate any six aims of Recruitment policy.
(c) Explain the selection process you may follow as a nurse administration for choosing best applicant for job.
(d) Describe the sources of recruitment process.

2. (a) Define the following terms : **3+3+4=10**
(i) Essential drugs
(ii) Orphan drugs
(b) List any six purposes of management of drugs.
(c) Explain role of Nurse in drug management.

3. (a) Enumerate the reasons for rise in hospital expenditure. **3+9+3=15**
(b) Explain the approaches to improve financial health of hospital.
(c) Discuss the role of nurse administrator in cost benefit analysis.

4. (a) Describe any nine principles of nursing office management. **9+6=15**
- (b) Explain office management in state level nursing services.
5. Write short notes on **any three** of the following :
- (a) Performance appraisal **3x5=15**
- (b) Stock verification
- (c) Financial audit technique
- (d) Computer and data processing
- (e) Nurse-client relationship
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