

**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

Term-End Examination

December, 2016

00493

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) Define personnel management.
(b) List the objectives of personnel management.
(c) Describe the functions and responsibilities of a nurse as a personnel manager. $2+5+8=15$

2. (a) Explain the meaning of inventory control.
(b) Describe the methods of inventory control. Support your answer with examples from nursing.
(c) Explain how you will supply/issue equipments in the hospital. $2+8+5=15$

3. (a) Describe the purposes of Budgeting.
- (b) Explain the essential requisites for preparation of a budget.
- (c) Explain the steps you will follow as a nurse administrator for preparing a budget. $5+5+5=15$
4. (a) Explain the advantages of systems and procedures in office management.
- (b) Describe the "objectives of office layout" to be kept in mind by a nurse manager for effective working. $5+5=10$
5. Write short notes on any *three* of the following : $3 \times 5 = 15$
- (a) Importance of Personnel Policies
- (b) Role of a nurse in Material Management
- (c) Importance of Financial Management in Nursing
- (d) Benefits of Computerized Hospital Information System
- (e) Nurse-Client Relationship
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