

No. of Printed Pages : 2

BNS-014

**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

Term-End Examination

December, 2017

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : (i) Attempt all questions.
(ii) Attempt all parts of a question at one place.

1. (a) Describe the various types of personnel policies followed by nursing department, support answer with examples. $10+5=15$
(b) Explain the importance of personnel policies.

2. (a) List the functions of stores in a hospital. $5+5+5=15$
(b) Describe the following in relation to stores in hospital :
 - (i) Store Accounting
 - (ii) Stock Verification

3. (a) Discuss the advantages of auditing in a hospital. $6+9=15$
(b) Describe the auditing procedure followed by an auditing team.

4. (a) Describe the sources of recruitment of staff nurses. 5+5=10
- (b) Explain the selection process followed for new staff.
5. Write short notes on any three of the following : 3x5=15
- (a) ABC as a inventory control system
- (b) Preparation of budget estimates
- (c) Types of communication in office
- (d) Working with multiple windows
- (e) Window explorer
-