

**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

Term-End Examination

00735

December, 2018

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) Explain the meaning of personnel policy.
 - (b) Enumerate the importance of personnel policies.
 - (c) Describe the types of personnel policies with examples of a hospital. 2+4+9=15
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2. Explain the process of material management followed in the hospital. 10

3. (a) List the advantages of budgeting.
- (b) Describe the essential prerequisites for preparation of budget.
- (c) Discuss the functions of a nurse administrator as a budget officer. $3+8+4=15$
4. Explain the following with examples : $5+5=10$
- (a) Advantages of office systems and procedures
- (b) Office layout and working environment
5. Write short notes on any *four* of the following : $4 \times 5 = 20$
- (a) Methods of Performance Appraisal
- (b) Nurse-Client Relationship
- (c) Stock Verification
- (d) Reasons for rise in Hospital Expenditure
- (e) Advantages and Limitations of Auditing in Nursing
- (f) Maintenance and Filing of Office Records
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