

DIPLOMA IN NURSING ADMINISTRATION (DNA)

Term-End Examination

December, 2019

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.

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1. (a) Define the term policy. 2+3+10=15
(b) List the characteristics of personnel policies.
(c) Describe the various types of personnel policies with examples.

 2. (a) Explain the meaning of inventory control. 2+8+5=15
(b) Describe the various methods of inventory control.
(c) Discuss the role of a nurse administrator in material management.

 3. (a) Describe the areas of hospital where Hospital Information Management System (HIMS) can be applied for smooth functioning of hospital. 5+5=10
(b) List the benefits of HIMS in hospital.

 4. (a) Explain the meaning of following terms : 2+2+2+4=10
(i) Office Management
(ii) Systems
(iii) Procedures
(b) List the advantages of Systems and Procedures.

 5. Write short notes on any four of the following : 4x5=20
(a) Recruitment and Selection of staff in hospitals.
(b) Role of nurse manager in drug management and maintenance of life saving drugs.
(c) Containment of cost in hospitals.
(d) Procedure of financial audit in the hospital and role of a nurse administrator.
(e) Skills of the nurse administrator.
(f) Hardware and Software used in computers.