

**DIPLOMA IN NURSING  
ADMINISTRATION (DNA)**

**Term-End Examination**

**December, 2020**

**BNS-014 : RESOURCE MANAGEMENT**

*Time : 3 Hours*

*Maximum Marks : 70*

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**Note :** (i) *Attempt all questions.*

(ii) *Attempt all parts of a question at one place.*

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1. (a) Explain the meaning of personnel management. 2
- (b) Describe the activities of personnel management department in the hospital. 8
2. (a) List the functions of the stores in the hospital. 2

- (b) Explain the concept of the following : 4 each
- (i) Store accounting
  - (ii) Stock verification
3. (a) Explain the importance of financial management in the nursing service department. 5
- (b) List the factors to be considered while planning budget for the nursing service department. 5
- (c) Describe the steps for preparation of the budget. 5
4. (a) What is the purpose and advantages of audit in the hospital ? 4
- (b) Describe the techniques of the financial audit used in the hospitals. 6
5. Write short notes on any *five* of the following :
- 5×5=25
- (a) Manpower planning at organization/hospital level

**[ 3 ]**

- (b) Role of the nurse administrator in enhancing inter-disciplinary relationship
- (c) Maintenance of office records
- (d) Use of computer in the stores in the hospital
- (e) Storage of the drugs at the ward level
- (f) Reasons for the rise in the hospital expenditure
- (g) Office layout and Environment