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**BNS-014**

**DIPLOMA IN NURSING  
ADMINISTRATION (DNA)**

**Term-End Examination**

**December, 2022**

**BNS-014 : RESOURCE MANAGEMENT**

*Time : 3 Hours*

*Maximum Marks : 70*

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**Note :** Attempt *all* questions. Attempt all parts of a question at one place. Support answer with examples and diagrams where applicable.

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1. (a) Explain the concept of interpersonal relationship. 5
- (b) Describe nurse-patient relationship. 5
- (c) Discuss the role of a nurse administrator in enhancing interpersonal relationship in hospital. 5
2. (a) Explain the meaning of inventory control. 2
- (b) List the guidelines to keep inventory at optimal level. 3

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- (c) Describe the role of nurse administrator in management of material in ward. 5
3. (a) Explain the meaning of information system. 2
- (b) Describe the uses of hospital information system in various departments. 8
4. Describe the following :
- (i) Importance of office records 5
- (ii) Filing of records 5
- (iii) Classification of files 5
5. Write short notes on any *four* of the following :  
5×4=20
- (a) Manpower planning in nursing
- (b) Types of personnel policies
- (c) Stock verification
- (d) Steps in preparation of budget
- (e) Reasons for rise in hospital expenditure
- (f) Office layout and working environment