

00665

DIPLOMA IN NURSING ADMINISTRATION

Term-End Examination

June, 2012

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : Attempt all questions. Attempt all parts of a question in one place.

1. (a) Enlist the factors you would consider in determining the staff requirement. **3+3+4=10**
(b) Explain the points you will keep in mind for determining training needs of nursing personnel.
(c) Describe the types of training programmes you can plan for staff development.

2. (a) Define inventory control. **2+7+6=15**
(b) Discuss the methods of inventory control.
(c) Describe your role as a nurse administrator in material management.

3. (a) Explain meaning of cost benefit and cost efficiency. **3+7+5=15**
(b) Describe purposes of cost analysis.
(c) Discuss the role of nurse administrator in Auditing.

4. (a) Enumerate the functions of the Nursing superintendent in relation to office management with help of examples. **5+10=15**
- (b) Describe the skills you as a nurse manager will use in office management.
5. Write short notes on *any three* of the following : **5x3=15**
- (a) Factors to be considered while planning for nursing service department.
- (b) Functions of Internal Auditor.
- (c) Induction and retaining of nursing staff.
- (d) Steps of creating and sending e-mail.
- (e) Value Analysis.
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