

**DIPLOMA IN NURSING ADMINISTRATION
(DNA)**

Term-End Examination

June, 2013

**BNS-011 : PRINCIPLES AND PRACTICES OF
NURSING ADMINISTRATION**

Time : 3 hours

Maximum Marks : 70

*Note : Attempt all questions . Support your answers
with examples.*

1. (a) Define the terms administration and management. 3+6+6=15
(b) List any twelve principles of administration.
(c) Describe the roles and functions of a nurse manager.

2. (a) Describe the functions of a hospital. 5+10=15
(b) Discuss the factors which influence the Ward management and how as a nurse administrator you would support these factors.

3. (a) Explain the importance and purposes of staffing. 5+10=15
(b) Discuss the factors which affect on nursing staffing of the hospital.

4. (a) Differentiate job description from job analysis. 5+10=15
- (b) Explain critical incident method and ranking method of performance appraisal of nursing personnel.

5. Write Short notes on *any two* of the following : 2x5=10

- (a) Human Relation Approach in an organisation.
- (b) Quality nursing care.
- (c) Reporting as a function of administration.
- (d) Essentials of clinical nursing speciality practice.
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