

DIPLOMA IN NURSING ADMINISTRATION

Term-End Examination

June, 2014

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : Attempt all questions. Attempt all parts of a question at one place. Illustrate with examples wherever necessary.

1. (a) Explain the term 'job analysis' 3+2+5+5=15
- (b) List the steps.
- (c) Explain the techniques you as a nurse administrator would undertake for conducting job analysis in your hospital.
- (d) Discuss job description in terms of job specification and job evaluation for nursing personnel.
2. (a) Define material management. 2+5+8=15
- (b) Explain the purposes of controlling and maintaining equipments.
- (c) Describe elements of material management system with help of examples.

3. (a) Define audit and list its purposes. 1+2+3+
6+3=15
- (b) Explain advantages and limitations of auditing
- (c) Discuss the role of nurse administrator in audit procedure. Support your answer with examples.
4. (a) Explain the term 'office management'? 1+7+7=15
- (b) Describe the process of office management
- (c) Discuss how would you as a nurse administrator develop the skills for effective management.
5. Write short notes on *any two* of the 5x2=10 following :-
- (a) Training programme for staff development.
- (b) Role of nurse administrator in drug management.
- (c) Importance of financial management in nursing.
- (d) Challenges of personnel management

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