

**DIPLOMA IN NURSING
ADMINISTRATION (DNA)**

Term-End Examination

June, 2023

BNS-014 : RESOURCE MANAGEMENT

Time : 3 Hours

Maximum Marks : 70

Note : (i) *Attempt all questions.*

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

(iii) *Support your answer with examples and diagrams where applicable.*

1. Explain the following is relation to manpower planning for nursing services :

(a) Recruitment of nurses 5

(b) Selection of nurses 5

2. (a) List the purposes of drug management. 3
- (b) Describe storage of drugs in the ward. 5
- (c) Discuss the role of a nurse administrator in drug management. 7
3. (a) Explain the meaning of budget and financial management. 2+2
- (b) Describe the importance of financial management in nursing. 6
4. Explain the following in relation to office management :
- (i) Functions of an office 6
- (ii) Skills required by the manager 9
5. Write short notes on any *four* of the following :
- 5×4=20
- (a) Objectives of personnel management

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- (b) Store accounting
- (c) Process of material management in hospital
- (d) Role of nurse administrator in financial auditing
- (e) Cost reduction for improving profit in hospital
- (f) Advantages of systems and procedures