

DIPLOMA IN NURSING ADMINISTRATION

00963

Term-End Examination

June, 2010

BNS-014 : RESOURCE MANAGEMENT

Time : 3 hours

Maximum Marks : 70

Note : Attempt all questions.

1. (a) Define interpersonal relationship. **3+5+7=15**
(b) Describe the types of interpersonal relationship.
(c) Explain the methods of formulating a personal policy.

2. (a) Describe the areas of hospital information system. **10+5=15**
(b) Explain the purposes and advantages of budgeting in nursing services.

3. (a) Discuss the ABC analysis of inventory control. **4+6+5=15**
(b) Describe the elements of material management.

- (c) Explain the role of a nurse in store accounting and store verification.
4. (a) Define office management. **2+8=10**
- (b) Explain the duties of nurse administrator in office management.
5. Write short notes on *any three* of the following : **3x5=15**
- (a) Windows of the computer
- (b) Maintenance of office records
- (c) Family budget
- (d) Job analysis
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