

August-2006

[KP 835]

Sub. Code : 4895

B.Sc. (NURSING) DEGREE EXAMINATION.

(For Trained Nurses)

Second Year — Non-Semester

**Paper V —INTRODUCTION TO NURSING
ADMINISTRATION**

Time : Three hours

Maximum : 75 marks

**Descriptive : Two hours and
forty five minutes**

Descriptive : 60 marks

Objective : Fifteen minutes

Objective : 15 marks

Answer ALL questions.

1. (a) Define Administration. List the Principles of Administration and explain any one of them.

(b) Define Organization. Explain the Principles of Organization. (2 × 10 = 20)

2. List the factors which influence good ward management and explain any six factors in detail.

(1 × 15 = 15)

3. Write short notes on the following : (5 × 5 = 25)

(a) Continuing Education.

(b) Nursing Rounds.

(c) Principles of effective communication.

(d) Legal liabilities in Nursing.

(e) Qualities of an evaluation tool.

March-2007

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Sub. Code : 4895

3. Write short notes on the following : (5 × 5 = 25)

B.Sc. (NURSING) DEGREE EXAMINATION.

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Time : Three hours

Maximum : 75 marks

**Descriptive : Two hours and
forty five minutes**

Descriptive : 60 marks

Objective : Fifteen minutes

Objective : 15 marks

Answer ALL questions.

1. (a) Identify the methods of patient care delivery systems. (5)

(b) Compare and contrast atleast three patient care delivery systems. (7)

(c) Explain staffing schedules. (8)

2. Explain the principles of management. (15)

(a) Nursing Audit.

(b) Cost effectiveness.

(c) Performance appraisal.

(d) Leadership styles.

(e) Material management.

AUGUST 2007

[KR 835]

Sub. Code : 4895

B.Sc. (Nursing) DEGREE EXAMINATION.

(For Trained Nurses)

Second Year – Non – semester

**Paper V — INTRODUCTION TO NURSING
ADMINISTRATION**

Time : Three hours Maximum : 75 marks

**Descriptive : Two hours and Descriptive : 60 marks
forty five minutes**

Objective : Fifteen minutes Objective : 15 marks

Answer ALL questions.

I. Essay :

1. (a) Describe the communication process. (7)

(b) What are the barriers to communication? (8)

**2. (a) Describe the process of recruitment and
selection of nursing staff. (8)**

**(b) Prepare an orientation programme for the
newly joined staff nurses. (7)**

II. Write short notes on :

(6 × 5 = 30)

(a) Principles of Supervision.

(b) Job Analysis.

(c) Legal aspects of nursing.

(d) Nursing care delivery systems.

(e) Types of budgets.

(f) Leadership Development.

FEBRUARY 2008

[KS 835]

Sub. Code : 4895

B.Sc.(Nursing) DEGREE EXAMINATION.

(For Trained Nurses)

Second Year– Non– Semester

Paper V — INTRODUCTION TO NURSING
ADMINISTRATION

Q.P.Code :684895

Time : Three hours Maximum : 75 marks

Descriptive : Two hours and Descriptive : 60 marks
forty five minutes

Objective : Fifteen minutes Objective : 15 marks

Answer ALL questions.

I. Essay questions : (2 × 15 = 30)

(1) Explain the role of Nursing superintendent
in relation to organisation of nursing services.

(2) What is the purpose of performance
appraisal? Explain the techniques and tools that can be
utilised by a nurse administrator for performance
appraisal of nursing personnel.

II. Write short notes on : (6 × 5 = 30)

(a) Cost analysis.

(b) Staffing patterns.

(c) Inventory control.

(d) Qualities of good supervisor.

(e) Barrier to communication in nursing
administration.

(f) Role of nursing administrator in promoting
good public relation in a Hospital.

[KT 835]

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B.Sc. (Nursing) DEGREE EXAMINATION.

(For Trained Nurses)

Second Year – Non-Semester

Paper V — INTRODUCTION TO NURSING
ADMINISTRATION

Q.P.Code : 684895

Time : Three hours

Maximum : 75 marks

Answer ALL questions.

I. Essays : (2 × 15 = 30)

(1) Explain the importance of supervision and methods of supervision used for nursing personnel. (15)

(2) Discuss the nurses role in material management. (15)

II. Write Short notes : (5 × 5 = 25)

(1) Principles of Budgetting.

(2) Performance appraisal.

(3) Hospital utilization and the factors influencing it.

(4) Nursing Audit.

(5) Staff development.

III. Short answer questions : (10 × 2 = 20)

(1) Mention four factors influencing good ward management.

(2) List down four responsibilities of a head nurse.

(3) Write down the steps in problem solving process.

(4) Write four tools used for supervision.

(5) List down four principles of supervision.

(6) List down four qualities of a supervisor.

(7) Write four principles of Material Management.

(8) Mention four methods of reporting.

(9) Mention four principles of maintaining records.

(10) Write two advantages of autocratic leadership.

February 2009

[KU 835]

Sub. Code: 4895

**B.Sc (Nursing) DEGREE EXAMINATION
(For Trained Nurses)
Second Year
Non-Semester**

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

Time : Three hours

Maximum : 75 marks

Answer All questions.

I. Essays: (2 x 15 = 30)

1. **a)** As a nurse administrator, how will you organize an intensive care unit in the hospital? **(8)**
b) Describe the legal responsibilities in maintaining the patient records. **(7)**
2. **a)** Describe the principles of administration. **(8)**
b) What are the techniques of supervision used in nursing management? **(7)**

II. Write Short Notes on : (5 x 5 = 25)

1. Inventory control.
2. Leadership styles.
3. Staff development.
4. Hospital information system.
5. Public relation.

III. Short Answers Questions: (10 x 2 = 20)

1. List down four principles of delegation.
2. List down four principles of administration.
3. Mention the difference between the line and staff organization.
4. List down four advantages of rotation plan.
5. What are the different types of hospitals?
6. Mention the tools used for performance appraisal.
7. What are the elements of administration?
8. Define management.
9. Mention in few words about the concept of cost effectiveness.
10. Define quality nursing care.

August 2009

[KV 835]

Sub. Code: 4895

B.Sc (Nursing) DEGREE EXAMINATION

(For Trained Nurses)

Second Year

Non-Semester

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

Time : Three hours

Maximum : 75 marks

Answer All questions.

I. Essays: (2 x 15 = 30)

1. a) Define nursing service administration. List the objectives and principles of nursing administration.
- b) Define management. Explain the principles of good ward management.

2. Define supervision. Explain the nature, scope and objectives of supervision.

II. Write Short Notes on : (5 x 5 = 25)

1. Organization of nursing unit.
2. In service education.
3. Patient assignment.
4. Responsibilities of nursing superintendent in relation to staff development.
5. Evaluation of patient care.

III. Short Answers Questions: (10 x 2 = 20)

1. Write any two principles of budgeting.
2. What is nursing audit?
3. Define supervision.
4. Write any two methods of patient assignment.
5. List any four principles of administration.
6. List any four techniques of supervision.
7. Write any four legal responsibilities of head nurse in maintenance of patient records.
8. What is job analysis?
9. Write any two methods of inventory control.
10. Write any two leadership styles.

February 2010

[KW 835]

Sub. Code: 4895

B.Sc (Nursing) DEGREE EXAMINATION

**(For Trained Nurses)
Second Year – Non – Semester**

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

Time : Three hours

Maximum : 75 marks

Answer All questions.

I. Essays: (2X15=30)

1. a) Explain the principles of administration. (7)
b) Discuss the role of nursing personnel in material management. (8)
2. a) Describe problem solving process. (8)
b) What are the methods of reporting and maintenance of records in a hospital? (7)

II. Write Short Notes on : (5X 5 = 25)

1. Quality nursing care.
2. Staff development.
3. Hospital policies.
4. Budgeting.
5. Skill training.

III. Short Answer Questions: (10X 2 = 20)

1. Write any two leadership styles.
2. What is cost effectiveness?
3. List any four elements in administration.
4. What is job description?
5. List any four elements in personnel management.
6. Write any two functions of a leader.
7. Write any two safety measures the nurse should follow to prevent accidents.
8. List any four methods to evaluate patient care.
9. What is nursing audit?
10. List down four principles of delegation.

August 2010

[KX 835]

Sub. Code: 4895

B.Sc (Nursing) DEGREE EXAMINATION

**(For Trained Nurses)
Second Year – Non – Semester**

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

Time : Three hours

Maximum : 75 marks

Answer All questions.

I. Essays:

(2X15=30)

1. a) Describe the problems related to keeping equipment and supply in a ward.
b) As a ward sister, describe the role in maintaining quality nursing care.
2. a) Define Financial management and enumerate various types of Budget.
b) Discuss briefly the Budget Process.

II. Write Short Notes on :

(5X 5 = 25)

1. Nursing Audit.
2. Public Relation.
3. Group Dynamics.
4. Performance Appraisal.
5. Legal aspects in Nursing.

III. Short Answer Questions:

(10X 2 = 20)

1. Any two principles of Organisation.
2. Short notes on Self Preservation.
3. Common problems in relation to recruitment.
4. Two factors that affect Hospital Utilization.
5. What is meant by Induction Training?
6. Mention four important Safety Measures of Hospital Environment.
7. Mention four Principles of Maintaining Records.
8. List down the techniques of Supervision.
9. Define Skill Training.
10. List down four factors affecting quality Nursing Care.

February 2011

[KY 835]

Sub. Code: 4895

**POST BASIC BACHELOR OF SCIENCE IN NURSING
DEGREE EXAMINATION
Second Year – Non – Semester**

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

Time : Three hours

Maximum : 75 marks

Answer All questions.

I. Essays:

(2X15=30)

1. a) Describe problem solving process.
b) What are the methods of reporting and maintenance of records in a Hospital?
2. a) Discuss the principles of administration.
b) Explain the role of nursing personnel in material management

II. Write Short Notes on :

(5X 5 = 25)

1. Organization.
2. Functions of Leadership.
3. Importance of records and reports.
4. Job analysis.
5. Purposes of budget in a hospital.

III. Short Answer Questions:

(10X 2 = 20)

1. Write any four factors affecting quality of nursing care.
2. Mention four needs for public relation.
3. Define personal management.
4. Write any two advantages of organizational chart.
5. Types of tool of performance appraisal.
6. Two difference between administration and management.
7. Write any four responsibilities of a nursing supervisor.
8. What is motivation?
9. Write any two methods of nursing audit.
10. Write any two elements of Delegation.

February 2012

[LA 835]

Sub. Code: 4895

**POST BASIC BACHELOR OF SCIENCE IN NURSING
DEGREE EXAMINATION**

Second Year – Non – Semester

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

Time : Three hours

Maximum : 75 marks

Answer ALL questions.

I. Elaborate on:

(2X15=30)

1. a) Define supervision.
b) Explain the objectives and concepts of supervision.
c) Principles of supervisions maintains quality of performance – Discuss
2. a) Explain the meaning and definition of financial management.
b) Define budgeting and discuss the essential requisites of effective budgeting.
c) Discuss the steps in preparation of operating budget.

II. Write notes on :

(5X 5 =25)

1. Group dynamics.
2. Quality control
3. Job analysis
4. Prevention of accidents in patient care units.
5. Role and functions of Nursing supervisor.

III. Short Answer:

(10X 2 = 20)

1. Define the term accountability.
2. List four important factor of effective administration.
3. Define staffing.
4. What are the three types of controlling?
5. Enumerate four principles of organization.
6. List the demerits of functional organization.
7. Define the term plaintiff.
8. What is peer review?
9. What is delegation?
10. Define the term non maleficence.

[LB 835]

AUGUST 2012

Sub. Code: 4895

Second Year P.B.B.Sc (NURSING) EXAM

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

Time : Three hours

Maximum : 100 marks

(180 Min)

Answer ALL questions in the same order.

I. Elaborate on:

**Pages Time Marks
(Max.)(Max.)(Max.)**

- | | | | |
|---|----|----|----|
| 1. a) What is Quality Nursing? | 19 | 33 | 20 |
| b) Discuss the role of nursing superintendent in ensuring high quality care and maintenance of professional standard. | | | |
| c) Explain team nursing. | | | |
| 2. a) Describe Problem solving process. | 19 | 33 | 20 |
| b) Explain the Nursing Unit Management. | | | |

II. Write Notes on:

- | | | | |
|--|---|---|---|
| 1. Job description. | 3 | 8 | 5 |
| 2. Nursing rounds. | 3 | 8 | 5 |
| 3. Organization charts. | 3 | 8 | 5 |
| 4. Personnel management. | 3 | 8 | 5 |
| 5. Hospital function and classification. | 3 | 8 | 5 |
| 6. Staff Development. | 3 | 8 | 5 |
| 7. Principles of Administration. | 3 | 8 | 5 |
| 8. Purpose of budget in hospital. | 3 | 8 | 5 |

III. Short Answer on:

- | | | | |
|--|---|---|---|
| 1. Write the four differences between line & staff organization. | 1 | 5 | 2 |
| 2. Mention four types of Communication. | 1 | 5 | 2 |
| 3. Write four types of evaluation. | 1 | 5 | 2 |
| 4. List down the four functions of Nurse Executive. | 1 | 5 | 2 |
| 5. What are the methods of orientation programme? | 1 | 5 | 2 |
| 6. Define Modular Nursing. | 1 | 5 | 2 |
| 7. Write four concepts of cost effectiveness. | 1 | 5 | 2 |
| 8. Enlist the two principles of collective bargaining. | 1 | 5 | 2 |
| 9. Four methods of conflict resolution. | 1 | 5 | 2 |
| 10. What is duty roster? | 1 | 5 | 2 |

[LC 835]

FEBRUARY 2013

Sub. Code: 4895

**POST BASIC BACHELOR OF SCIENCE IN NURSING
DEGREE EXAMINATION**

Second Year – Non – Semester

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

**Time : Three hours
(180 Min)**

Maximum : 100 marks

I. Elaborate on:

(2x20=40)

1. a) Define staffing

Discuss about the steps in selection and appointment process

2. Describe communication and its purpose. Explain the Organization communication in hospital information system

II. Write Notes on:

(8x5=40)

1. Function of leadership

2. Performance

3. Principles of supervision

4. Role of nursing personnel in planning and organizing a nursing unit

5. Budgeting

6. Staff developmental program

7. Leadership styles

8. Job analysis

III. Short Answer on:

(10x2=20)

1. Define organization aims

2. Policies of hospital

3. Role of nursing personnel in material managements

4. List down the types of budgeting

5. Leadership development

6. Write any four legal responsibilities of nursing administration

7. Define job analysis

8. What is therapeutic environment

9. Write any 3 methods of evaluation techniques

10. List down the methods of reporting

[LD 835]

AUGUST 2013

Sub. Code: 4895

POST BASIC BACHELOR OF SCIENCE IN NURSING

DEGREE EXAMINATION

Second Year – Non- Semester

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

**Time : Three hours
(180 Min)**

Maximum : 100 marks

I. Elaborate on: **(2x20=40)**

1. a) Define supervision
- b) Describe about the factors responsible for effective supervision
- c) Discuss in detail about staff development activities
2. a) Explain the types of Budgets
- b) Describe the role of the Nurse Administrator in Hospital Budget planning.

II. Write Notes on: **(8x5=40)**

1. Principles of administration
2. Nursing audit
3. Importance of records and reports
4. Types of leadership styles
5. Legal aspects in nursing
6. Problem solving process
7. Quality control
8. Roles and functions of administrators in communications

III. Short Answers on: **(10x2=20)**

1. Define skill training
2. Four methods of conflict resolution
3. Four characteristics of planning
4. Four tools for performance appraisal
5. Elements of communication
6. Define motivation
7. Define authority
8. What is peer review?
9. Two differences between administration and management
10. Job ranking

[LE 835]

FEBRUARY 2014

Sub. Code: 4895

**POST BASIC BACHELOR OF SCIENCE IN NURSING
DEGREE EXAMINATION**

Second Year – Non – Semester

Paper V – INTRODUCTION TO NURSING ADMINISTRATION

Q.P. Code : 684895

Time : Three hours (180 min)

Maximum : 75 marks

I. Elaborate on:

(2X15=30)

1. a) Define material management.
b) What are the objectives of material management?
c) List down the responsibilities of nursing personnel in material management.
2. a) Define leadership.
b) Explain the basic types of leadership.
c) List down the qualities of a good leader.

II. Write Notes on:

(5X5=25)

1. Public relations.
2. Nursing audit.
3. Problem solving process.
4. Inventory.
5. Communication.

III. Short Answer Questions :

(10X2=20)

1. List down four functions of hospital.
2. Mention four importance of maintaining records and reports.
3. Write the different types of patient assignment in nursing.
4. List down four factors affecting quality of nursing care.
5. Mention four principles of supervision.
6. Write four principles of budgeting.
7. List down four elements of planning a patient care unit.
8. Write four principles of management.
9. List down four factors affecting in-service education.
10. List down four sources of staff recruitment.
