

Total No. of Printed Pages – 2

SS/PBN-2/NA/3-17

2 0 1 7

(March)

INTRODUCTION TO NURSING ADMINISTRATION

Full Marks : 75

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

Answer **all** questions

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|---|----|
| 1. (a) Define administration. | 3 |
| (b) Explain the elements of administration. | 6 |
| (c) Describe the principles of administration. | 6 |
| 2. (a) What is budgeting? | 2 |
| (b) Briefly describe the steps in preparations of budget. | 6 |
| (c) Discuss the role and functions of a nurse in budgeting. | 7 |
| 3. (a) Define Personnel Management. | 3 |
| (b) Explain the recruitment process in Nursing Service. | 12 |

(Turn Over)

(2)

4. (a) What do you mean by material management? 2
(b) Explain the principles of material management. 6
(c) Write the role of nursing personnel in material management. 7
5. Write short notes on (*Any* three) 5×3=15
(a) Nursing audit
(b) Group dynamics
(c) Maintaining records and reports
(d) Performance appraisal
(e) Job analysis.

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