

Total No. of Printed Pages - 2

SS/PBN-2/NA/12-21

2 0 2 1

(December)

INTRODUCTION TO NURSING ADMINISTRATION

Full Marks : 75

Time : 3 hours

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

- | | |
|--|---|
| 1. a) Define administration. | 2 |
| b) List the differences between administration and management. | 5 |
| c) Write the responsibilities of head nurse. | 8 |
| 2. a) What is material management? | 2 |
| b) Explain the principles of material management. | 6 |
| c) Write the role of nursing personnel in material management. | 7 |

(Turn Over)

(2)

3. a) Define leadership. 2
b) Enumerate the qualities of effective nursing leader. 5
c) Explain about autocratic leadership styles. 8
4. a) What is planning? 2
b) What are the features of planning? 5
c) What is the requirement of good planning? 3
5. Write the short notes on (any 4) 5x4=20
a) Factors affecting staffing.
b) Skill training.
c) Patients assignment methods
d) Group Dynamics
e) Nursing Audit
f) Problem solving process

* * *