

S.Y.P.B.B.Sc.(Nursing) : Winter-2018

SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION

Day: Monday

Time: —

Date: 08-10-2018

Max. Marks: 15

W-2018-4058

**N.B:**

- 1) All questions are **COMPULSORY**.
- 2) Put a  tick mark in the appropriate box.
- 3) Use **BLUE/ BLCK** pen only.
- 4) Section one should be completed in **15** minutes.
- 5) Each question carries **ONE** mark.
- 6) Students will be allotted marks if he/ she overwrite strikes or puts white ink on the cross once marked.

Seat No.: \_\_\_\_\_

Total Marks Obtained \_\_\_\_\_

Jr. Signature \_\_\_\_\_

Examiners Signature \_\_\_\_\_

**SECTION-I**

**Q.1 MCQ:**

**Q.1** Quality of clinical nursing is assessed by:

- |                       |                          |
|-----------------------|--------------------------|
| a) Nursing Process    | <input type="checkbox"/> |
| b) Nursing Audit      | <input type="checkbox"/> |
| c) Nursing Research   | <input type="checkbox"/> |
| d) Nursing Management | <input type="checkbox"/> |

**Q.2** Good human relations in an organization.

- |                           |                          |
|---------------------------|--------------------------|
| a) Increases Productivity | <input type="checkbox"/> |
| b) Increases Benefit      | <input type="checkbox"/> |
| c) Increases Conflict     | <input type="checkbox"/> |
| d) Decreases conflict     | <input type="checkbox"/> |

**Q.3** Some amount of greater and larger authority resting with the top level mangers is known as

- |                   |                          |
|-------------------|--------------------------|
| a) Discipline     | <input type="checkbox"/> |
| b) Subordination  | <input type="checkbox"/> |
| c) Equity         | <input type="checkbox"/> |
| d) Centralization | <input type="checkbox"/> |

**Q.4** The process of directing others towards accomplishment of objectives is:

- |                  |                          |
|------------------|--------------------------|
| a) Communication | <input type="checkbox"/> |
| b) Managing      | <input type="checkbox"/> |
| c) Leading       | <input type="checkbox"/> |
| d) Organizing    | <input type="checkbox"/> |

**P.T.O.**

- Q.5** A written statement of the main duties and responsibilities which a job entails is called:
- a) Job Analysis
  - b) Job Description
  - c) Job Specification
  - d) Man Specification
- Q.6** Direct Supervision is done through:
- a) Records and Reports
  - b) Group Conference
  - c) Examination
  - d) Face to face talk
- Q.7** Following are the international Organization except:
- a) WHO
  - b) UNICEF
  - c) Red Cross Society
  - d) TNAI
- Q.8** Any professional Misconduct is termed as:
- a) Malpractice
  - b) Defamation
  - c) Assault
  - d) Crime
- Q.9** \_\_\_\_\_ is that part of management which is concerned with increasing the effectiveness of human performance in any organization:
- a) Material Management
  - b) Personnel Management
  - c) Financial Management
  - d) Staff Development
- Q.10** Recruitment and selection must be effective to ensure it.
- a) Delivers the highest caliber of individual at optimum.
  - b) Offsets high labour turnover.
  - c) To have a surplus in case of sickness and absence.
  - d) Encourages new blood into the organization.

**Q.11** Division of assigned tasks among nurses is called as:

- a) Functional Method
- b) Case Method
- c) Team Method
- d) Group Method

**Q.12** Free response reports, ranking, checklist and graphic rating are tools for \_\_\_\_\_.

- a) Planning
- b) Budgeting
- c) Performance Appraisal
- d) Coordinating

**Q.13** Progressive patient care consists of the following elements.

- a) Self care units
- b) Home care set
- c) Minimal care, maximum care, intermediate care and home care
- d) Self care, maximum care and home care

**Q.14** VED stands for:

- a) Vital, essential, desirable
- b) Valuable, estimated, desirable
- c) Vital, estimated, desirable
- d) Valuable, essential, desirable

**Q.15** Basic elements of interpersonal communication are

- a) Source/ encoder, signal, decoder, destination.
- b) Sender, message, encoder, receiver, decoder.
- c) Signal, source, decoder, destination.
- d) Source, signal, receiver, destination.

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**S. Y. P. B. B. SC. (NURSING) : WINTER- 2018**  
**SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION**

Day: Monday  
Date: 08/10/2018

Time: 10.00 A.M. TO 01.00 P.M.  
Max. Marks: 60

**W-2018-4058**

**N.B:**

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.
- 3) Answers to both the sections should be written in **SEPARATE** answer book.

**SECTION-II**

**Q.2** Write short notes on (**ANY FOUR**) : **(16)**

- a) Types of Hospitals
- b) Principles of Administration
- c) Preparation of duty roster
- d) Records and reports
- e) Fire safety measures in hospital
- f) Job description of staff nurse

**Q.3** Long Question on (**ANY ONE**): **(14)**

- a) What is cost effectiveness in nursing practice? **(03)**
- b) Enlist the principles of efficiency in nursing service. **(05)**
- c) Discuss the implications of cost effectiveness and efficiency in nursing service. **(06)**

**OR**

- a) Define 'quality care' in nursing **(03)**
- b) Enlist the qualities of good nurse. **(05)**
- c) Discuss how you would improve the quality of nursing care. **(06)**

**SECTION-III**

**Q.4** Write short notes on (**ANY FOUR**) : **(16)**

- a) Role of nurse in inventory
- b) Techniques of supervision
- c) Principles of budgeting
- d) Job analysis
- e) Skill training for nurses
- f) Admission policy

**Q.5** Long Question on (**ANY ONE**): **(14)**

- a) Define personnel management. **(03)**
- b) Describe principles of staff recruitment. **(05)**
- c) Discuss the process of selection and appointment of a nurse in government hospital. **(06)**

**OR**

- a) What is discipline in nursing? **(03)**
- b) Describe disciplinary problems in nursing **(05)**
- c) Discuss management of absenteeism in nursing. **(06)**

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