

S. Y. P. B. B. SC. (NURSING) : SUMMER - 2019
SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION

Day: Monday
Date: 22/04/2019

S-2019-4367

Time: 10.00 A.M. TO 01.00 P.M.
Max. Marks: 75

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 books.

Section-I

Q.1 Write short answer on **ANY FIVE** (10)

- a) Define Nursing Audit
- b) Enlist barriers of communication
- c) VED analysis
- d) Inventory
- e) Collective bargaining
- f) Define in-service education
- g) Anecdotal Report

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

- a) Management by objectives
- b) NAAC
- c) Principles of duty rotation
- d) Progressive patient care
- e) Motivation
- f) Group dynamics
- g) Skill training for nurses

Q.3 Attempt **ANY ONE** of the following (12)

- a) Define Management (02)
- b) Classify Management theories (05)
- c) Discuss management of disciplinary problems in nursing (05)

OR

- a) Define hospital (02)
- b) Describe classification of hospitals (05)
- c) Write a note on NABH process (05)

P.T.O.

SECTION-II

Q.4 Write short answer on **ANY FIVE** (10)

- a) List four types of budget
- b) Importance of good human relations
- c) List staff welfare programs
- d) Decentralization
- e) Qualities of supervisor
- f) Delegation
- g) Performance appraisal

Q.5 Write short notes on **ANY FOUR** (16)

- a) Differentiate between 'Team nursing' and 'Primary nursing'
- b) Explain the techniques of supervision
- c) Leadership styles
- d) Describe personnel policies in organization
- e) Principles of material management
- f) Job description of head nurse

Q.6 Attempt **ANY ONE** of the following (11)

- a) Define recruitment (02)
- b) Describe process of recruitment and selection of nursing staff (04)
- c) Prepare an orientation program for newly recruited nursing staff (05)

OR

- a) Define 'Quality nursing' (02)
- b) Characteristics of good nurse administrator (04)
- c) Explain the role of nurse administrator in maintaining high quality nursing care in the hospital. (05)

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

SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION

Day: Monday
Date: 23-04-2018

S-2018 -3900

Time: —
Max. Marks: 15

N.B.:

- 1) All questions are **COMPULSORY**.
- 2) Put a ✓ in the appropriate box.
- 3) Use **BLUE/ BLACK** 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 _____

Q.1 M.C.Qs

- 1) In team nursing the person responsible for knowing the condition and needs of all patients assigned to the team is known as:
 - a) Team leader
 - b) Team member
 - c) Circulating staff
 - d) Ward in charge

- 2) Budget which includes purchase of land building and major equipment of considerable expenses is known as:
 - a) Manpower budget
 - b) Capital budget
 - c) Operating budget
 - d) None of the above

- 3) Reports on accidents, mistakes and complaints are:
 - a) Shift reports
 - b) Legal reports
 - c) Transfer reports
 - d) Anecdotal reports

P.T.O.

- 4) Objectively determining the specific responsibilities related to duties and condition associated with specific jobs is:
- a) Job analysis
 - b) Job Evaluation
 - c) Job description
 - d) Job specification
- 5) A broad statement by which the organization specifies the process of achieving its goals is:
- a) Vision
 - b) Mission
 - c) Policy statement
 - d) Protocol
- 6) The basis of ABC analysis in inventory control is.
- a) Unit cost items
 - b) Criticality of items
 - c) Annual consumption value
 - d) Procurement difficulty
- 7) The process of reducing large number of candidates to a small number is called:
- a) Rushing
 - b) Recruitment
 - c) Indoctrination
 - d) Selection
- 8) Which of the following is NOT a traditional method of patient care delivery system?
- a) Functional method
 - b) Team method
 - c) Modular method
 - d) Case management
- 9) Deputy nursing superintendents is directly responsible to:
- a) Director
 - b) Nursing superintendent
 - c) Assistant nursing superintendent
 - d) Medical officer

- 10) Rewarding employees for good performance is closely related to:
- a) Accountability
 - b) Decentralization
 - c) Centralization
 - d) Simplicity
- 11) Responsibility for 24 hrs. nursing care in the hospital is taken by:
- a) Student nurse
 - b) Staff nurse
 - c) Head nurse
 - d) Nursing superintendent
- 12) Failure to meet the standards of acceptable care resulting in harm to another person is:
- a) Negligence
 - b) Mal practice
 - c) Fraud
 - d) False imprisonment
- 13) The process of getting activities completed efficiently with and through other people is called:
- a) Leading
 - b) Management
 - c) Supervision
 - d) Controlling
- 14) Job responsibility is:
- a) Qualification of an employee
 - b) Policies of hospital
 - c) Written record of principle duties and responsibilities
 - d) Duty list of employees
- 15) Hospital which provides care to patients with all condition is known as:
- a) Specialty hospital
 - b) General hospital
 - c) Clinics
 - d) None of the above

S. Y. P. B. B. SC. (NURSING) : SUMMER - 2018

SUBJECT: INTRODUCTION TO NURSING ADMINISTRATION

Day: **Monday**
Date: **23/04/2018**

S-2018-3900

Time: **10.00 AM TO 01.00 PM**
Max. Marks: 60

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.1 Write short notes on: (Any **FOUR**) **(16)**

- a) Factors affecting quality nursing care
- b) Tools and techniques of supervision
- c) Functions of management
- d) Steps of developing vision statement
- e) Measures to be taken to retain staff in hospital

Q.2 Long Question: (Any **ONE**) **(14)**

- a) Define evaluation. **(02)**
- b) Describe the steps of evaluation. **(05)**
- c) Discuss the types and purpose of evaluation. **(07)**

OR

- a) Define nursing audit and enlist the objectives. **(02)**
- b) Explain the types of audits. **(07)**
- c) Describe in brief meaning of accreditations. **(05)**

SECTION-III

Q.3 Write short notes on: (Any **FOUR**) **(16)**

- a) Theories of leadership
- b) In- service education
- c) ABC and VED module of inventory control
- d) INC
- e) Job Description

Q.4 Long Question: (Any **ONE**) **(14)**

- a) What are different types of patient care delivery system? **(04)**
- b) Explain advantages and disadvantages of each method. **(05)**
- c) Which method is used in Govt. hospital? **(05)**

OR

- a) Define records and reports. **(02)**
- b) Write importance of records and reports. **(05)**
- c) Nurses role in records and reports. **(07)**

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RAJMACH - II : SUMMER - 2017
SUBJECT : INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Day : Monday
Date : 24/04/2017

Time : 01.00 PM TO 04.00 PM
Max. Marks : 60

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.1** Write short notes on any **FOUR** (16)
- 1) Any four functions of a leader
 - 2) Job description
 - 3) Nursing Audit
 - 4) Performance Appraisal
 - 5) Functions of hospital
 - 6) Purposes of budgeting
- Q.2** Long Question on (**ANY ONE**) (14)
- a) Define leadership (02)
 - b) List the leadership *styles & describe.* (05)
 - c) What are the traits of an effective leader (07)
- OR**
- a) List the objectives of personnel management (04)
 - b) Discuss any 5 function for personnel management (05)
 - c) Qualities to be assessed in performance appraisal of an Employee. (05)

SECTION - III

- Q.3** Write short notes on any **FOUR** (16)
- a) Organizational behaviour
 - b) Personnel policies
 - c) Job analysis
 - d) Responsibilities of nursing superintendent
 - e) Types of budget
 - f) Purposes of nursing audit
- Q.4** Long Question (**ANY ONE**) (14)
- a) Define in service education. (02)
 - b) List the factors affecting in service education programme. (06)
 - c) Describe any one approach of in service education. (06)
- OR**
- a) Enumerate the measures to ensure good material management. (04)
 - b) Outline elements of material management system. (04)
 - c) Explain inventory control methods. (06)

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