

**[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

**[KQ 835]**

**Sub. Code : 4895**

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

**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) 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  
forty five minutes**

**Descriptive : 60 marks**

**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.

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**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  
forty five minutes**

**Descriptive : 60 marks**

**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]**

**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 × 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.

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**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.

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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.

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**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.

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**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.

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[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 |

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[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

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[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

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[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.

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[LF 835]

AUGUST 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**

**Maximum : 75 marks**

**I. Elaborate on:** **(2X15=30)**

1. a) Define cost effectiveness  
b) Explain the importance of medico – legal aspects in Nursing.  
c) Functions of nurse manager in staffing.
2. a) Explain quality nursing care.  
b) List down the principles of good ward management.  
c) Describe the factors involved in ward management.

**II. Write Notes on:** **(5X5=25)**

1. Explain nursing audit in brief.
2. Principles involved in collective bargaining.
3. Role of Infection Control nurse.
4. Leadership styles.
5. In service Education.

**III. Short Answers on :** **(10X2=20)**

1. Mention the types of communication
2. Define Budgeting
3. Define Policy
4. Write the methods of reporting
5. List down four evaluation tools
6. What is nursing Standards?
7. Mention the patient care assignments
8. What is peer reviewing?
9. Write two purposes of infection control programme
10. Mention two principles of supervision

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[LG 835]

FEBRUARY 2015

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**

**I. Elaborate on:**

**(2 x 15 = 30)**

1. a) Describe problem solving process.  
b) Explain the Nursing Unit Management.
2. a) Define quality care.  
b) What are the factors that affecting the quality care?  
c) List the importance of time planning.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Job analysis
2. Nursing audit
3. Quality control
4. Staff development programme
5. Functions of leadership

**III. Short answers on :**

**(10 x 2 = 20)**

1. Policies of hospital
2. Define accountability
3. List the factors influencing effective selection
4. Name methods of inventory
5. Any two principles of organisation
6. List down the techniques of supervision
7. List down methods of reporting
8. Define skill training
9. Define performance appraisal
10. Write the steps of budgeting

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**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:**

**(2 x 15 = 30)**

1. a) Define Supervision.  
b) Mention the principles of Supervision.  
c) Explain the methods of Supervision in Nursing Service.
2. a) What is Therapeutic communication?  
b) Discuss the communication process.  
c) Explain the importance of communication in Nursing.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Methods of patient assignment.
2. Elements of Administration.
3. Principles of Organisation.
4. Quality control.
5. Importance of motivation in Nursing.

**III. Short answers on:**

**(10 x 2 = 20)**

1. Enlist two principles of collective bargaining.
2. Negligence.
3. Informed consent.
4. Define skill training.
5. Nursing Rounds.
6. What is planning?
7. Mention four roles of Nurse Administrator.
8. Mention the methods of recruitment.
9. What is staffing?
10. Material management.

**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:**

**(2 x 15 = 30)**

1. a) Define Budget.  
b) Mention the types of Budget.  
c) Explain the role of Nurse Administrator in Budgeting.
2. a) Define Administration.  
b) Explain about the elements of Administration.  
c) List out the function of health team.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Methods of Evaluation techniques.
2. Duties and responsibilities of Head Nurse.
3. Collective Bargaining.
4. Medico legal issues.
5. Process of decision making.

**III. Short answers on:**

**(10 x 2 = 20)**

1. Define performance appraisal.
2. Define leadership.
3. What is Anecdotal record?
4. Mention the regulatory bodies in nursing.
5. Mention the roles of community health nurse.
6. What is delegation?
7. Define nursing protocol.
8. Mention the evaluation tools.
9. Write the concepts of management.
10. Write down four purposes of nursing audit.

[LJ 835]

AUGUST 2016

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**

**I. Elaborate on:**

**(2 x 15 = 30)**

1. a) Define staffing.  
b) State the objectives of staffing in nursing.  
c) Explain about recruitment process for nursing staff for 200 bedded hospital.
2. a) Discuss about the factors affecting the Quality of nursing care.  
b) Describe about Quality Control.  
c) Nursing audit – explain.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Leadership skills.
2. Cost effectiveness.
3. Staff welfare.
4. Factors to be considered for calculating nurse-patient ratio.
5. Methods of report.

**III. Short answers on:**

**(10 x 2 = 20)**

1. Write about four factors influencing good ward management.
2. Write the functions of hospital.
3. Define evaluation & list its types.
4. Write four practices essential for effective discipline.
5. Define conflict.
6. Define personnel management.
7. List down any 4 methods of inventory control.
8. Define collective bargaining.
9. Define Job description.
10. Write the qualities of a supervisor?

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[LK 835]

FEBRUARY 2017

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**

**I. Elaborate on:** **(2 x 15 = 30)**

1. a) Define leadership.  
b) Explain the types of leadership and list down the qualities of good leader.
2. a) Define quality nursing.  
b) Discuss the role of nursing superintendent in ensuring high quality care and maintenance of professional standards.

**II. Write notes on:** **(5 x 5 = 25)**

1. Elements of administration.
2. Programme evaluation and reviewing technique.
3. Types of budget.
4. In-service education.
5. Communication.

**III. Short answers on:** **(10 x 2 = 20)**

1. Define organization and enumerate its types.
2. Define span of control.
3. Mention four principles of delegation.
4. Define nursing protocol.
5. Mention any four techniques used in supervision.
6. Write two differences between administration and management.
7. List down four principles of hospital.
8. Write down four elements of planning a patient care.
9. Define peer review.
10. Define negligence.

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[LM 835]

FEBRUARY 2018

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**

**I. Elaborate on:** **(2 x 15 = 30)**

1. a) Define organization.  
b) State the steps involved in organizing an organization.  
c) Explain about good organizational planning for hospital nursing service.
2. a) Define records and reports.  
b) List the importance of records in hospital or health centers.  
c) Briefly explain about the nurses responsibilities for record keeping and reporting.

**II. Write notes on:** **(5 x 5 = 25)**

1. Uses of communication in administration.
2. Standard formula for calculating nursing care hours per patient/day.
3. Consumer Protection Act.
4. Responsibilities of a head nurse.
5. Factors influencing staffing requirement in nursing service unit.

**III. Short answers on:** **(10 x 2 = 20)**

1. List down the advantages of decision making.
2. Write any four methods of non-verbal communication.
3. Write about nurse – client relationship.
4. Write any four types of budget.
5. List down the sources of funds for health service.
6. What are the records maintained in community health care settings?
7. What is cost analysis?
8. Define motivation.
9. Enumerate four methods or techniques of supervision.
10. Define management by objectives.

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[LN 835]

AUGUST 2018

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**

**I. Elaborate on:**

**(2 x 15 = 30)**

1. a) Define supervision.  
b) Explain in detail about the steps of supervision.
2. a) Define budget.  
b) Discuss the types of budget and Nurses responsibilities in budgeting.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Methods of patient assignment.
2. Maintenance of physical environment in nursing unit.
3. Legal aspects in nursing.
4. Staff development program.
5. Inventory.

**III. Short answers on:**

**(10 x 2 = 20)**

1. Sources of staff recruitment.
2. Mention four functions of hospitals.
3. Define nursing audit.
4. Mention four principles of planning.
5. Enlist the elements of material management.
6. List out the Principles of recording.
7. Define job description.
8. Define performance appraisal.
9. Concept of management.
10. Mention the Qualities of a leader.

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[LO 835]

FEBRUARY 2019

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**

**I. Elaborate on:**

**(2 x 15 = 30)**

1. a) Define Material Management.  
b) Write about objectives and responsibilities of nursing personnel in material management.
2. a) Define Staffing.  
b) Write about the steps in selection and appointment process.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Nursing Audit.
2. Principles of Supervision.
3. Public Relations.
4. Group Dynamics.
5. Cost Effectiveness.

**III. Short answers on:**

**(10 x 2 = 20)**

1. Define informed consent.
2. Define management.
3. List down four principles of delegation.
4. Define collective bargaining.
5. List down four factors affecting in In-service Education.
6. List down four methods of reporting.
7. Define nursing protocol.
8. Mention the evaluation tools.
9. What are different types of hospitals?
10. Write down four methods of conflict resolution.

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**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**

**I. Elaborate on:**

**(2 x 15 = 30)**

1. a) Define Therapeutic communication.  
b) Describe communication process.  
c) Explain the role of nurse administrator in channelizing communication in the hospital.
2. a) Define quality care.  
b) List out the factors affecting quality care.  
c) Discuss the role of nurse administrator in delivering quality care.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Principles of organization.
2. Duties and responsibilities of head nurse.
3. Leadership skills.
4. Functions of health team.
5. Personnel policies.

**III. Short answers on:**

**(10 x 2 = 20)**

1. What is zero budget?
2. What is VED analysis?
3. What is policy?
4. What is POSDCORB?
5. List the methods of recruitment.
6. What is GANNTT chart?
7. Define in service education.
8. What is delegation?
9. Define negligence.
10. Define evaluation.

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[LQ 835]

FEBRUARY 2020

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**

**I. Elaborate on:**

**(2 x 15 = 30)**

1. a) Write about the role of nursing administrator in organizing an intensive care unit in the hospital.  
b) Write about the role of nurse administrator in auditing.
2. a) Classification and function of hospitals.  
b) Describe the responsibilities of ward sister in ward management.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Leadership skills.
2. Functions of administration.
3. Management by objectives.
4. Job description for staff nurse.
5. Problem solving process.

**III. Short answers on:**

**(10 x 2 = 20)**

1. Write about four factors influencing good ward management.
2. Write four qualities of supervisor.
3. Define skill training.
4. Write four policies of hospital.
5. What is therapeutic environment?
6. Define organizational behaviour.
7. List down four safety measures in the hospital.
8. Define fiscal management.
9. List down the functions of health team.
10. Job Analysis.

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[LR 835]

DECEMBER 2020  
(AUGUST 2020 SESSION)

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**

**I. Elaborate on:**

**(2 x 15 = 30)**

1. Discuss the POSDCORB in detail.
2. a) Define Group Dynamics.  
b) Explain the Group Development Process in detail.

**II. Write notes on:**

**(5 x 5 = 25)**

1. ABC Analysis.
2. Maintenance of Patient Records and Reports.
3. Job analysis.
4. Problem Solving Process.
5. Discuss the factors responsible for Effective Supervision.

**III. Short answers on:**

**(10 x 2 = 20)**

1. What is Motivation?
2. Write two methods of Patient Assignment.
3. What is Skill Training?
4. Write four functions of a Hospital.
5. List 4 elements in Personnel Management.
6. What is Leadership Development.
7. Mention the 4 roles of Nursing Personnel in Material Management.
8. What is Financial Management?
9. Define Organizational Behavior.
10. What is the concept of Cost Effectiveness.

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**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**

**I. Elaborate on:** **(2 x 15 = 30)**

1. a) Define Administration and differentiate functions of Management and Administration.  
b) Explain the role of Nurse Administrator in Bio-medical Waste Management.
2. a) Define Conflict and list out types of Conflict.  
b) Explain the role of Nurse Administrator in Resolving Conflict among Nurses.

**II. Write notes on:** **(5 x 5 = 25)**

1. Maintenance of Therapeutic Environment.
2. Organization Chart.
3. Techniques of Communication.
4. Quality Assurance.
5. Rotation Plan.

**III. Short answers on:** **(10 x 2 = 20)**

1. Define Brain-storming.
2. What is Procedure?
3. What is Super-Annuation?
4. Define Motivation.
5. What is Personnel Management?
6. Mention Regulatory Bodies in Nursing.
7. Define Nursing Standards.
8. Nursing Rounds.
9. Define Accountability.
10. What is Peer Review?

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**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY**

**[PBBSCN 1021]**

**OCTOBER 2021  
(AUGUST 2021 SESSION)**

**Sub. Code: 4895**

**POST BASIC B.Sc. NURSING DEGREE EXAMINATION  
(Regulations for candidates admitted from 2010-2011 sessions onwards)**

**FINAL YEAR**

**PAPER V – INTRODUCTION TO NURSING ADMINISTRATION**

***Q.P. Code: 684895***

**Time : Three Hours**

**Answer ALL Questions**

**Maximum : 75 Marks**

**I. Elaborate on:**

**(2 x 15 = 30)**

1. a) Define organization. Explain the principles of organization.  
b) Discuss organization as a process.
2. a) What is quality nursing? Enumerate the process of quality assurance in nursing service.  
b) Describe the methods of staff development programme.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Team nursing.
2. Rotation plan.
3. Procurement.
4. Purpose of budget in hospital.
5. Qualities of an evaluation tool.

**III. Short answers on:**

**(10 x 2 = 20)**

1. List any four elements in administration.
2. Define scalar chain.
3. What is meant by induction training?
4. List down four legal responsibilities of a nurse for medical legal cases.
5. What are the limits of delegation?
6. Enlist the elements of progressive patient care.
7. Define the term plaintiff.
8. Difference between summative and formative evaluation.
9. What is buffer stock?
10. Enlist the types of statutory and non-statutory audit.

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**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY**

**[PBBSCN 0722]**

**JULY 2022  
(FEBRUARY 2022 SESSION)**

**Sub. Code: 4895**

**POST BASIC B.Sc. NURSING DEGREE EXAMINATION  
(Regulations for candidates admitted from 2010-2011 sessions onwards)**

**FINAL YEAR**

**PAPER V – INTRODUCTION TO NURSING ADMINISTRATION**

***Q.P. Code: 684895***

**Time : Three Hours**

**Answer ALL Questions**

**Maximum : 75 Marks**

**I. Elaborate on:** **(2 x 15 = 30)**

1. a) Define cost effectiveness.  
b) Explain the importance of medico legal aspects in nursing and the responsibilities of nursing personnel in handling medico-legal cases.
2. Explain the importance of supervision and methods of supervision used for nursing personnel.

**II. Write notes on:** **(5 x 5 = 25)**

1. Role of nurse administrator in hospital budget planning.
2. Collective bargaining.
3. Importance of motivation in nursing.
4. Process of decision making.
5. Hospital information system.

**III. Short answers on:** **(10 x 2 = 20)**

1. Purposes of clinical rotation plan.
2. Functions of leadership.
3. Mention 4 policies of a hospital.
4. Define human relation.
5. Barriers in communication.
6. Advantages of patient assignment.
7. List down 4 purposes of recording.
8. What is induction training?
9. What is conflict management?
10. Four characteristics of planning.

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**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY**

**[PBBSCN 0323]**

**MARCH 2023  
(FEBRUARY 2023 EXAM SESSION)**

**Sub. Code: 4895**

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

**(Regulations for candidates admitted from 2010-2011 sessions onwards)**

**FINAL YEAR**

**PAPER V – INTRODUCTION TO NURSING ADMINISTRATION**

***Q.P. Code: 684895***

**Time : Three Hours**

**Answer ALL Questions**

**Maximum : 75 Marks**

**I. Elaborate on:**

**(2 x 15 = 30)**

1. a) Explain the principles of Material Management.  
b) Write about the role of Nurse Administrator in Material Management.
2. a) Explain the process of Patient Assignment.  
b) Describe the responsibilities of Nursing Superintendent in Hospital Management.

**II. Write notes on:**

**(5 x 5 = 25)**

1. Principles of supervision.
2. Collective Bargaining.
3. Staff development.
4. Quality control.
5. Types of records and reports.

**III. Short answers on:**

**(10 x 2 = 20)**

1. Define Therapeutic Environment.
2. Write four qualities of Nursing Supervisor.
3. Define planning.
4. Write down the methods of staff recruitment.
5. List down any four factors affecting the quality of nursing care.
6. Define Organizational climate.
7. What is Inservice Education?
8. Define fiscal management.
9. List down the functions of ward nurse.
10. List down any four Personnel policies.

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**THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY**

**[PBBSCN 1123]**

**NOVEMBER 2023  
(AUGUST 2023 EXAM SESSION)**

**Sub. Code: 4895**

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

**(Regulations for candidates admitted from 2010-2011 sessions onwards)**

**FINAL YEAR**

**PAPER V – INTRODUCTION TO NURSING ADMINISTRATION**

***Q.P. Code: 684895***

**Time : Three Hours**

**Answer ALL Questions**

**Maximum : 75 Marks**

**I. Elaborate on:** **(2 x 15 = 30)**

1. a) Define Budgeting.  
b) Explain the Principles of Budgeting.  
c) Describe the Role of Nurse Administrator in Budgeting.
2. a) Explain the Hospital Information System.  
b) Describe in responsibilities of Nurse Administrator in maintaining Records and Reports.

**II. Write notes on:** **(5 x 5 = 25)**

1. Problem solving process.
2. Therapeutic communication.
3. Staff recruitment.
4. Methods of patient care delivery system.
5. Evaluation methods.

**III. Short answers on:** **(10 x 2 = 20)**

1. Define Skill training.
2. What is Anecdotal record?
3. Define Supervision.
4. What is performance appraisal?
5. Mention any four principles of recording.
6. Define Peer Review.
7. List down four safety measures in the hospital.
8. Write any two differences between administration and management.
9. State the regulatory bodies in Nursing.
10. What is staff development program?

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