

Fourth Year B.Sc Nursing(Ayurveda) Degree Examinations, October 2015

Nursing Administration

Time : 3 Hours

Total Marks:100

- **Answer all questions**

Essays: (2x10=20)

1. Define material management. List down the principles of material management. Briefly explain the role of a nurse manager in maintaining equipments and supply.
2. Define supervision. List down the principles of supervision. Describe the methods of supervision.

Short notes: (10x5=50)

3. Nursing audit
4. Methods of public relation
5. Steps in curriculum development
6. Objectives of personnel management
7. Budgetary process
8. Factors affecting recruitment policies
9. Qualities of nurse leader
10. Nurses responsibility for record keeping and reporting
11. Objective of job evaluation
12. Functional nursing

Answer briefly: (10x3=30)

13. Barriers in communication
14. Roles and functions of directing
15. Types of staffing
16. Professional organization in nursing
17. Factors that influences nurses motivation
18. Orientation programme
19. Principles of discipline
20. Importance of time management in nursing
21. Benefits of delegation
22. Procedure manual
