[Total No. of Pages : 2

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Second P.B. B.Sc. Nursing Examination, Summer - 2025 Phase - II

INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Total Duration : 3 Hours

Total Marks : 75

Instructions : 1) *Use **black** ball point pen only.*

2) ***Do not** write anything on the **blank portion of the question paper**. If written anything, such type of act will be considered as an attempt to resort to unfair means.*

3) ***All** questions are **compulsory.***

4) *The number to the **right** indicates **full** marks.*

5) *Draw diagrams **wherever** necessary.*

6) *Distribution of syllabus in Question Paper is only meant to cover entire syllabus within the stipulated frame. The Question paper pattern is a mere guideline. Questions can be asked from any paper's syllabus into any question paper. Students cannot claim that the Question is out of syllabus. As it is only for the placement sake, the distribution has been done.*

7) ***Use** a common answerbook for **all** sections.*

SECTION-A (40 Marks)

1. Short Answer Questions (Solve any 5 out of 6): **[5×5=25]**

a) Explain concepts of cost effectiveness.

b) Explain Group Dynamics with example.

c) Importance of Inventory Control in hospital.

d) Discuss Qualities of good supervisor.

e) Discuss steps in Staff Recruitment Process.

f) Explain techniques of Supervision.

2. Long Answer Questions (Solve any 1 out of 2): **[1×15=15]**

a) i) Explain the concept of Material Management.

ii) Explain the elements of Material Management.

iii) Discuss the role of nurse in Material Management in hospital.

b) i) Define management and administration.

ii) Describe principles of management by Fayol.

iii) Explain the role and responsibilities of Operation Theater nurse in infection control management.

SECTION-B (35 Marks)

3. Short Answer Questions (Solve any 4 out of 5): **[4×5=20]**

a) Discuss 'Zero' Budget with example.

b) Explain Steps in decision making.

c) Importance of Continuing education in Nursing.

d) Characteristics of professional nurse.

e) Enlist Leadership styles and explain any one in details.

4. Long Answer Questions (Solve any 1 out of 2): **[1×15=15]**

a) i) Define Job Description.

ii) Explain advantages and disadvantages of job descriptions.

iii) Discuss qualities to be assessed in performance appraisal.

b) i) Define Planning.

ii) Write advantages and disadvantages of planning.

iii) Discuss steps of planning.

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