

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 \checkmark 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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