

**Second Year Post Basic B.Sc Nursing Degree Supplementary  
Examinations September 2018**

**Introduction to Nursing Administration**

**(2010 Scheme)**

**Time: 3 Hours**

**Total Marks: 75**

- **Answer all questions**

**Essays:** **(2x10=20)**

1. Define organizational structure. Explain the factors influencing organizational structure **(2+8)**
2. Define material management. Describe the principles of material management. **(3+7)**

**Short notes:** **(5x5=25)**

3. Principles of supervision
4. Care of equipment
5. Functions of hospital
6. Role of head nurse in staff development
7. Factors affecting ward management

**Differentiate between:** **(4x3=12)**

8. Procurement and purchase
9. Autocratic and democratic leadership
10. Promotion and demotion
11. Concurrent audit and retrospective audit

**Answer briefly:** **(4x2=8)**

12. Purposes of nursing audit
13. Types of patient assignment
14. Purposes of scheduling
15. Steps of staff selection procedure.

**Define the following:** **(5x2=10)**

16. Anecdotal records
17. Reports
18. Quality control
19. Span of control
20. Recruitment

\*\*\*\*\*