

# **2010 Scheme**

**QP CODE: 205011**

**Reg. No:.....**

## **Second Year Post Basic B.Sc Nursing Degree Supplementary Examinations January 2022**

### **Introduction to Nursing Administration**

**Time: 3 Hours**

**Total Marks: 75**

- *Answer all questions to the point neatly and legibly* • *Do not leave any blank pages between answers* • *Indicate the question number correctly for the answer in the margin space*
- *Answer all parts of a single question together* • *Leave sufficient space between answers*

**Essays:**

**(2x10=20)**

1. Explain principles of budgeting
2. Discuss the steps in preparation of a budget

**Short notes:**

**(5x5=25)**

3. Group dynamics
4. Quality control
5. Public relations
6. Patient assignment
7. Cost effectiveness

**Differentiate between:**

**(4x3=12)**

8. Job description and Job specification
9. Line and Staff organization
10. VED and ABC inventory analysis
11. Delegation and Direction

**Answer briefly:**

**(4x2=8)**

12. List any four techniques of supervision
13. Write any two safety measures the nurse should follow to prevent accidents
14. Write four principles of material management
15. List any four elements in administration

**Define the following:**

**(5x2=10)**

16. Nursing audit
17. Staffing
18. Policy
19. Rotation plan
20. Performance appraisal

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