

**Second P.B.B.Sc. Nursing Examination, Winter - 2022**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : 3 Hours

Total Marks : 75

- Instructions :**
- 1) Use **blue/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 answer book for all sections.

**Section - "A" (40 Marks)**

**1. Short answer Question ( any five out of Six ):**

[5 × 5 = 25]

- a) Characteristics of planning.
- b) Principles of budget.
- c) Tools and techniques of supervision.
- d) Performance appraisal.
- e) Rotation plan for staff nurses.
- f) Staff welfare activities.



2. Long answer question (any one out of two) : [1 × 15 = 15]

- a) What is organization? Write principles of organization. Discuss in detail types of organizational structure.
- b) Write concept of leadership. What are the styles of leadership. Discuss areas of collective bargaining in nursing service.

**Section - "B" (35 Marks)**

3. Short answer Question (any four out of five) : [4 × 5 = 20]

- a) Records and reports in nursing.
- b) Classification of hospitals.
- c) Nursing audit.
- d) Hospital information System.
- e) In service education for nurses.

4. Long answer Question (any one out of two) : [1 × 15 = 15]

- a) Write concept of therapeutic environment. Discuss elements of therapeutic environment. How will you maintain physical environment in critical care unit (CCU).
- b) Write principles of material management. Describe elements of material management. Explain inventory control in hospital.





Second P.B.B.Sc. Nursing Examination, (Phase - II) Summer -  
2022

Introduction to Nursing Service Administration

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Total Marks : 75

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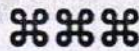
**SECTION - A (40 Marks)**

1. **Short Answer Questions (Solve any 5 Out of 6) :** **[5 × 5 = 25]**
  - a) Delegation
  - b) Inventory Control
  - c) Principles of Supervision
  - d) Nursing rounds
  - e) Staff welfare
  - f) Role of Nursing in health care system
  
2. **Long Answer Questions(Solve any 1 Out of 2) :** **[1 × 15 = 15]**
  - a) Define management, explain the principles of management, discuss job responsibilities of Nursing superintendent.
  - b) Define Budget Enlist the principles of budgeting, explain in detail classification of budget.



**SECTION - B (35 Marks)**

3. Short Answer Questions (Solve any 4 Out of 5) : [4 × 5 = 20]
- a) Accountability in nursing
  - b) Accreditation
  - c) Motivation
  - d) Collective bargaining
  - e) Communication process
4. Long Answer Questions (Solve any 1 Out of 2) : [1 × 15 = 15]
- a) Define planning, write the advantages of planning and discuss steps of planning.
  - b) Define the Leadership, discuss the qualities of nurse leader. Discuss the role of nurse in management conflicts and its resolution





**Second P.B. B.Sc. Nursing Examination, (Phase - III) Winter - 2021  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A+B = 3 Hours

Total Marks : 75

**SECTION - A & SECTION - B**

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  - 7) Use a common answer book for all sections.

**SECTION "A" (40 Marks)**

1. Short answer question (any five out of six) : [5 × 5 = 25]
  - a) Functions of nursing management.
  - b) Principles of administration by Henry Fayol.
  - c) Purposes of good planning.
  - d) Leadership styles.
  - e) Nursing Audit.
  - f) Advantages of job analysis.
  
2. Long answer question (any one out of two) : [1 × 15 = 15]
  - a) Define Supervision. List down the principles of supervision. Explain the factors contributing to effective supervision.
  - b) Define budget. List down the purposes of budget. Explain various types of budget.

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SECTION "B" (35 Marks)

3. Short answer question (**any four** out of five) : [4 × 5 = 20]
- a) Qualities of a leader.
  - b) Purposes of material management.
  - c) Functional method of patient assignment.
  - d) Purposes of records in the hospital.
  - e) Factors contributing to Human relations.
4. Long answer question (**any one** out of two) : [1 × 15 = 15]
- a) Define recruitment. List down the factors affecting recruitment. Explain the methods of recruitment.
  - b) Define In service education. List down the aims of in service education. Explain the organization of In service education.





Second P.B.B.Sc. Nursing Examination, Summer - 2021  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Total Duration : Section A+B = 3 Hours

Total Marks : 75

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**SECTION - A (40 Marks)**

1. Short answer question (any five out of six) [5×5=25]
  - a) Factors affecting the quality of nursing care.
  - b) Significance of Leave planning.
  - c) Maintenance of the Physical environment in hospital.
  - d) Assignment of duties and time plan of nursing personnel.
  - e) Principles of budgeting.
  - f) Conflicts and its solutions.
  
2. Long answer question (any one out of two): [1×15=15]
  - a) Define supervision. Discuss principles and techniques of supervision and role of nursing supervisor.
  - b) Discuss concept, need and role of nursing personnel in material management.

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**SECTION -B (35 Marks)**

3. Short answer question (**any four** out of five): [4×5=20]
- a) Job description of nursing tutor.
  - b) Meaning and need for Financial Audits.
  - c) Types and importance of maintaining records and reports.
  - d) Explain transformational leadership.
  - e) Meaning and need for Staffing modules.
4. Long answer question (**any one** out of two): [1 × 15 = 15]
- a) Discuss organizational behaviour-Group dynamics, Hospital Information system & Public relations in Hospital.
  - b) Discuss Administration and Organization of Hospital-Functions & roles of the hospital & ethical and legal aspects of hospital administration.





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[Total No. of Pages : 2

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Second P.B.B.Sc. Nursing Examination, Summer  
(Phase - III : All Other Remaining UG/PG Courses) - 2020  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION



Total Duration : 3 Hours

Total Marks : 75

SECTION - A & SECTION - B

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  - 7) Use a common answer book for all sections.

SECTION - A (40 Marks)

1. Short answer question (any five out of six) : [5 × 5 = 25]
- a) Enlist the principles of cost benefit analysis.
  - b) Explain purposes of Nursing Bioinformatics.
  - c) Write the importance of Telecommunication in Nursing.
  - d) Key points related to Policy & Process of recruitment of Staff Nurse in 200 bed Hospital.
  - e) Group dynamics.
  - f) Uses of Gantt Chart.





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2. Long answer question (any one out of two) : [1 × 15 = 15]

- a) What do you mean by (Management by objectives) MBO. Discuss purposes, process, objectives with relation to importance of Management by objectives in Nursing Services.
- b) Explain Personal Management with following heads Significance, Staff recruitment and selection process, appointment, promotions, transfers, remunerations, retraining, terminating.

**SECTION - B (35 Marks)**

3. Short answer question (any four out of five) : [4 × 5 = 20]

- a) Classification of Hospitals with suitable Diagram.
- b) Explain the principles of Budgeting.
- c) Quality Assurance Model in Nursing.
- d) Transformational leadership.
- e) Principle of Accountability.

4. Long answer question (any one out of two) : [1 × 15 = 15]

- a) Explain Supervision under following Heads, Definition, nature, need Philosophy and objectives, Principles and Tools and techniques of supervision.
- b) Describe Performance appraisal under following heads - Purposes, Developing and using standards, Training and Feedback.







**Second P.B.B.Sc. Nursing Examination, Winter (Phase - III All  
Other Remaining UG/PG Course) - 2019  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B = 3 Hours

Total Marks : 75

**SECTION - A & SECTION - B**

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**SECTION - "A" (40 Marks)**

1. Short answer question (**any five** out of six) : **[5 × 5 = 25]**
- a) Directing.
  - b) Zero Budget.
  - c) Problem Solving Process.
  - d) Qualities of Leader
  - e) Method of Reporting.
  - f) Quality control.





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2. Long answer question (any one out of two) : **[1 × 15 = 15]**
- Explain role of nursing personnel in Material management.
  - Explain in details regarding Human Resource Development.

**SECTION - "B" (35 Marks)**

3. Short answer questions (any four out of five) : **[4 × 5 = 20]**
- Career counselling
  - Leave Planning.
  - Discharge Planning
  - Responsibility of ward sister.
  - Staffing Philosophy.
4. Long answer question (any one out of two) : **[1 × 15 = 15]**
- Write safety measures in prevention of accidents and infections in hospital.
  - Definition, Aims, Types, Functions & Role of Hospital.







Second P.B.B.Sc. Nursing Examination, Summer (Phase - II) 2019  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION

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**SECTION - A (40 Marks)**

1. Short answer question (**any five** out of six) : [5 × 5 = 25]
  - a) Techniques of inventory control methods.
  - b) Performance appraisal.
  - c) Factors affecting quality of nursing care.
  - d) Nursing audit.
  - e) Span of control.
  - f) Job description of staff nurse in acute surgical ward.
  
2. Long answer question (**any one** out of two): [1 × 15 = 15]
  - a) Define administration, and discuss fourteen principles of Fayol with examples.
  - b) Discuss ethical and legal aspects of hospital administration and responsibility of hospital administrator to promote optimal staff development.



**SECTION - B (35 Marks)**

3. Short answer question (any four out of five) :

[4 × 5 = 20]

- a) Types of budgeting.
- b) Purpose of supervision in Nursing.
- c) Collective bargaining.
- d) Counselling and guidance.
- e) Progressive patient care.



4. Long answer questions (any one out of two) :

[1 × 15 = 15]

- a) Discuss types of communication and describe four techniques of supervision followed by the nurse supervisor with suitable examples.
- b) What hospital hazards you will anticipate in superspeciality hospital. How would you ensure patients and other staff's safety in ICU and psychiatric unit of the hospital.

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**Second P.B.B.Sc. Nursing Examination, Winter 2018**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B = 3 Hours

Total Marks : 75

**SECTION – A & SECTION – B**

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**SECTION – A (40 Marks)**

1. Short answer question (any five out of six) : (5×5=25)
  - a) Programme Review Evaluation Technique (PERT).
  - b) Factors Affecting Quality of Nursing care.
  - c) Leave planning while preparing duty roster.
  - d) Assertiveness and its importance in quality nursing care.
  - e) Inventory and role of a nurse.
  - f) Principles of budgeting.
  
2. Long answer question (any one out of two) : (1×15=15)
  - a) Define Ethics. Write principles of ethics. Describe decision making process in solving ethical issues associated with patient care.
  - b) Define Administration. List the objectives of nursing service department. Enumerate the principles of administration.

P.T.O.



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SECTION - B (35 Marks)

3. Short answer question (any four out of five) : (4×5=20)
- a) Progressive patient care.
  - b) Job description of staff nurse.
  - c) Methods of reporting.
  - d) Leadership styles and its use.
  - e) Performance appraisal process.
4. Long answer question (any one out of two) : (1×15=15)
- a) Explain the changing concept of supervision. List the principles of supervision. Enumerate various tools and technique used for supervision.
  - b) Write the meaning of Group dynamics. Explain the collective bargaining process and its use in nursing practice.



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**Second P.B.B.Sc. Nursing Examination, Summer 2018**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

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SECTION – A and SECTION – B

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SECTION – A (40 Marks)

1. Short answer question (**any five** out of six) : (5×5=25)
  - a) Principles of Administration.
  - b) Styles of Leadership.
  - c) Factor Affecting the Quality Nursing Care.
  - d) Principles of budgeting.
  - e) Staffing Modules.
  - f) Principles of store keeping.
2. Long answer question (**any one** out of two) : (1×15=15)
  - a) Discuss significance of Personnel management, Staff recruitment, Selection process Appointment, Promotion, Transfer, Remuneration, Retaining and Terminating.
  - b) Explain ethical and legal aspect of Hospital administration, Policies of Hospital, Different department with special emphasis to the department of nursing office management.

P.T.O.



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SECTION – B (35 Marks)

3. Short answer question (**any four** out of five) : (4×5=20)
- a) Concept of Cost effectiveness.
  - b) Hospital information system.
  - c) Classification of Hospital Health Team.
  - d) Principles of Staffing.
  - e) Techniques of Supervision.
4. Long answer question (**any one** out of two) : (1×15=15)
- a) Explain Material Management -Concept, Need and Role of Nursing personnel in Material Management.
  - b) Explain organizational behavior- group dynamic, morale building and organizational communication.



**Second P.B. B.Sc. Nursing Examination, Winter 2017**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B = 3 Hours

Total Marks

**SECTION – A & SECTION – B**

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**SECTION – A (40 Marks)**

1. Short answer question (**any five** out of six) : (5×5)
  - a) Behavioral theories of Leadership.
  - b) Principles of Administration.
  - c) Inventory.
  - d) Assertiveness.
  - e) Problem solving process.
  - f) Staff welfare activities.
  
2. Long answer question (**any one** out of two) : (1×15)
  - a) Discuss the importance of Planning.  
 List the factors to be considered while Planning a duty rotation.  
 Plan a duty rotation of 5 staff nurses with night shift of 3 days for one month.
  - b) Explain orientation program for newly appointed staff nurse. 10  
 How will you develop public speaking skills in your staff ?  
 Explain performance evaluation of nursing staff.







## SECTION – B (35 Marks)

3. Short answer question (any four out of five) :

(4)

- a) Collective bargaining.
- b) Staffing norms for hospitals.
- c) Personal policies.
- d) Legal responsibilities in maintenance of patient records.
- e) Cost effectiveness.

4. Long answer question (any one out of two) :

(1×1)

a) Discuss elements of Administration.

List principles of Administration with examples.

Write responsibilities of ward sister in ward management.

b) Discuss care of equipment.

Discuss stock record keeping.

Explain the problem solving process in administration.





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**Second P.B.B.Sc. Nursing Examination, Summer 2017**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

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**SECTION – A & SECTION – B**

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**SECTION – A (40 Marks)**

1. Short answer question (**any five** out of six) : (5×5=25)
  - a) Role of Nursing personnel in Material management.
  - b) Responsibilities of ward sister.
  - c) Factors affecting the quality of nursing care.
  - d) Methods of patient assignment.
  - e) Meaning, procedure and requirement of Financial Audits.
  - f) Importance and need for Public relation in Hospitals.
2. Long answer question (**any one** out of two) : (1×15=15)
  - a) Write objectives of supervision, explain types of supervision, discuss the techniques of supervision.
  - b) Write functions of hospital and explain classification of Hospitals.

P.T.O.



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SECTION – B (35 Marks)

3. Short answer question (**any four** out of five) : (4×5=20)
- a) Role of health team in Discharge Planning.
  - b) Management of staffing the patient unit.
  - c) Patient Classification System.
  - d) Staff welfare activities.
  - e) Nursing audit as method of quality patient care.
4. Long answer question (**any one** out of two) : (1×15=15)
- a) Write functions of leader and discuss trait theory of leadership.
  - b) Discuss conflict, sources and management of conflict.





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**Second P.B.B.Sc. Nursing Examination, Winter 2016**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B = 3 Hours

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**SECTION – A and SECTION – B**

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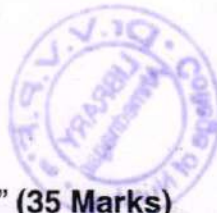
**SECTION – "A" (40 Marks)**

1. Short answer question (**any five** out of six) : (5×5=25)
  - a) Role of nurse in Inventory control.
  - b) Function of Infection control committee in hospital.
  - c) Progressive patient care.
  - d) Types of Organizational structure.
  - e) Clinical records of patient-legal responsibility.
  - f) Principles of budgeting.
  
2. Long answer question (**any one** out of two) : (1×15=15)
  - a) Write concept of supervision, discuss tools and techniques used in supervision, which principles to be followed while supervising nurses in hospital.
  - b) Define job description, prepare job description of a staff nurse, discuss purposes of performance appraisal.

P.T.O.



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SECTION – “B” (35 Marks)

3. Short answer question (**any four** out of five) : (4×5=20)
- a) Factors affecting quality of nursing care.
  - b) Purpose and importance of nursing audit.
  - c) Plan 3 days orientation programme for newly appointed nurses.
  - d) Functions of hospital.
  - e) Welfare activities for nurses.
4. Long answer question (**any one** out of two) : (1×15=15)
- a) Write concept of organizational behavior, enlist qualities of a good leader, discuss styles of leadership and its application in nursing.
  - b) Enlist elements of administration, list principles of administration given by Henry Fayol, discuss Planning as first function of nursing administration.
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**Second P.B.B.Sc. Nursing Examination, Summer 2016**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B = 3 Hours

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**SECTION – A & SECTION – B**

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**SECTION – A (40 Marks)**

1. Short answer question (**any five** out of six) : **(5×5=25)**
  - a) Importance of group dynamics in team building.
  - b) Staff development programme.
  - c) Type of budgets.
  - d) Collective bargaining.
  - e) Quality assurance in patient care.
  - f) Staff selection process.
  
2. Long answer question (**any one** out of two) : **(1×15=15)**
  - a) Define leadership. Write qualities of an effective leader. Discuss various styles of leadership.
  - b) What is inventory control ? Describe equipment procurement. Discuss condemnation and disposal procedure.

P.T.O.





## SECTION – B (35 Marks)

3. Short answer question (any four out of five) : (4×5=20)
- Nursing audit.
  - Functions of hospital.
  - Principles of management by Fayol.
  - Significance of patient classification system.
  - Legal aspects of medical records.
4. Long answer question (any one out of two) : (1×15=15)
- Define job description. What are the advantages and disadvantages of job description? Discuss qualities to be assessed in performance appraisal.
  - Define communication. Discuss barriers in communication. Discuss role of nurse administrator in promoting effective communication.





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**Second P.B.B.Sc. Nursing Examination, Summer 2015  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B = 3 Hours

Total Marks : 75

**SECTION – A & SECTION – B**

- Instructions :**
- 1) Use **blue/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 answer book for **all** Section.

**SECTION – A (40 Marks)**

1. Short answer question (**any five** out of six) :

**(5×5=25)**

- a) Hospital health team.
- b) Concept of Cost Effectiveness.
- c) Factors affecting quality of nursing care.
- d) Methods of Nursing Audit.
- e) Philosophy of Staffing.
- f) Role of Human Resource Development department in hospitals.

P.T.O.



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2. Long answer question (**any one** out of two) : (1×15=15)

- a) Explain in details the definition, nature, need, philosophy and objectives of supervision.
- b) Explain Personnel management under the following headings. Significance of staff recruitment and selection process, appointment, promotions, transfers, remunerations, retaining and terminating.

**SECTION – B (35 Marks)**

3. Short answer question (**any four** out of five) : (4×5=20)

- a) Role of a nurse in 'material management' in hospital.
- b) Explain 'Zero' Budget.
- c) Transformational leadership.
- d) Maintenance of a good organizational culture.
- e) Strategies for enhancement of performance.

4. Long answer question (**any one** out of two) : (1×15=15)

- a) Explain administration under the following heads- Significance, Elements and Principles.
- b) Explain in details - Collective Bargaining, Conflicts and its solutions.





Second P.B.B.SC. NURSING, Winter 2014  
Introduction to Nursing Service Administration

Total Duration: Section A+B = 3 Hours

Total Marks : 75

Section - A & Section - B

**Instructions:**

- 1) Use blue/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 answer book for all section.

**Section "A" (40 Marks)**

1. Short answer question (any five out of six) : (5x5=25)
  - a) Levels of management ✓
  - b) Inventory Control ✓
  - c) Selection Procedure.
  - d) Types of Budget
  - e) Characteristic of Records and Reports
  - f) Programme Evaluation and Review Technique.
2. Long answer question (any one out of two) : (1x15=15)
  - a) Define ward management. Write the factors involved in good ward management and discuss role of a nurse manager. ✓
  - b) Define planning. Enumerate the characteristics and principles of planning in detail.

**Section "B" (35 Marks)**

3. Short answer question (any four out of five) : (4x5=20)
  - a) Inservice education
  - b) Steps of manpower planning.
  - c) Job description of a Ward Incharge
  - d) Patient assignment system and its types.
  - e) Various Staff development programmes
4. Long answer question (any one out of two) : (1x15=15)
  - a) Define the term Supervision. Explain purpose & principles of supervision in detail. ✓
  - b) Define performance appraisal. Discuss the uses of performance appraisal system in Nursing practice.





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**Second P.B. B.Sc. Nursing Examination, Summer 2014**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B + C = 3 Hours

Section B & C Marks : 60

**SECTION – B & SECTION – C**

- Instructions :**
- 1) Use **blue/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 answer book for **all** Sections.

**SECTION – B**

**(30 Marks)**

2. Answer the following (**any five** out of six) :

**(5×3=15)**

- a) Job Description
- ~~b) Group Dynamics~~
- ~~c) Principles of material management~~
- ~~d) Case Study method~~
- e) Functions of hospital
- ~~f) Nursing Rounds~~

3. Answer the following (**any three** out of four) :

**(3×5=15)**

- ~~a) Records and Reports~~
- ~~b) In service Education~~
- ~~c) Collective bargaining in Nursing services~~
- d) Functions of personnel manager

P.T.O.



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**SECTION - C (30 Marks)**

Long answer question (solve any two from LAQ Q. No.4, 5 and 6) : **(1x15=15)**

- 4. Attempt the following :
  - a) Describe supervision **5**
  - b) Purposes of Supervision in nursing **5**
  - c) Explain the responsibility of nursing Supervisor of orthopedic ward. **5**
- 5. Answer the following : **(1x15=15)**
  - a) Define Nursing Audit and enlist objectives. **5**
  - b) Explain the various types of nursing audit. **5**
  - c) Discuss the role and responsibilities in nursing audit. **5**
- 6. Answer the following : **(1x15=15)**
  - a) Define management and administration. **5**
  - b) Describe principles of management by fayol. **5**
  - c) Explain the role and responsibilities of operation theater nurse in infection control management. **5**





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**Second P.B. B.Sc. Nursing Examination, Summer 2013**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B + C = 3 Hours

Section B & C Marks : 60

**SECTION – B & SECTION – C**

**Instructions:** 1) *All questions are compulsory.*

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

3) ***Draw** diagrams wherever **necessary**.*

4) *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.*

**SECTION – B**

2. Answer the following (any five out of six) :

(5×3=15)

- a) Inventory control.
- b) Rating scale.
- c) Purposes of evaluation in nursing.
- d) Functions of hospital.
- e) List down the Barriers of communication.
- f) Steps in decision making.

3. Answer the following (any three out of four) :

(3×5=15)

- a) Importance of inservice education
- b) Material management
- c) Need of staff development programme
- d) Importance of Human relations.



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SECTION - C

Answer any two LAQ out of Q. 4, 5 and 6 :

- 4. a) Define leadership. (1×15=15)
  - b) Describe in brief about theories of different leadership styles.
  - c) Discuss the leadership style which you would like to adopt and give reasons.
- 5. a) Define performance appraisal. (1×15=15)
  - b) Discuss the responsibilities of hospital administrator to promote optimal staff development.
  - c) Write in detail about the tools of performance appraisal.
- 6. a) Define administration and management. (1×15=15)
  - b) Describe the philosophy of administration.
  - c) Enumerate the principles of administration.

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*Subject name*





61405

**Second P.B. B.Sc. Nursing Examination, Summer 2012  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration: Section A + B + C = 3 Hours

Section B & C Marks: 60

**SECTION – B & SECTION – C**

- Instructions:**
- 1) **All questions are compulsory.**
  - 2) **The number to the right indicates full marks.**
  - 3) **Draw diagrams wherever necessary.**
  - 4) **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.**

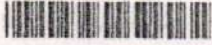
**SECTION – B**

2. Answer the following (any five out of six) : (5×3=15)
- a) Importance of planning.
  - b) Decision making.
  - c) Team Nursing.
  - d) Rotation Plan.
  - e) Factors affecting the quality of nursing care.
  - f) Performance Appraisal.
3. Answer the following (any three out of four) : (3×5=15)
- a) Element of administration.
  - b) Scalar Chain.
  - c) Medico-Legal aspects.
  - d) Job description of Head Nurse.

**SECTION – C**

4. Answer any two LAQ out of Q. 4, 5 and 6 : (1×15=15)
- a) What is Organization ?
  - b) Explain the Principles of Organization.
  - c) Prepare the Organization Chart of College of Nursing.
5. a) Define supervision. (1×15=15)
- b) Describe principles of supervision.
  - c) Explain the supervisory role of Head Nurse.
6. a) What is collective bargaining ? (1×15=15)
- b) Prepare plan for in service education programme for staff Nurses.
  - c) What is the role of Administrator in the bargaining ?





61405

Second P.B. B.S.C. Nursing Examination, Winter 2011  
INTRODUCTION TO NURSING SERVICE ADMINISTRATION

Total Duration: Section A + B + C = 3 Hours

Section B & C Marks: 60

SECTION – B & SECTION – C

- Instructions:*
- 1) All questions are compulsory.
  - 2) The number to the right indicates full marks.
  - 3) Draw diagrams wherever necessary.
  - 4) 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.

SECTION – B

2. Answer the following (any five out of six) : (5×3=15)

- a) Records
- b) Staffing
- c) Job Specification
- d) Collective Bargaining
- e) Nursing audit
- f) Span of control.

3. Answer the following (any three out of four) : (3×5=15)

- a) Types of organization
- b) Safety measures to be adopted in operation theatre
- c) Need for Hospital information system
- d) Qualities of a leader.

P.T.O.



61405



SECTION - C

Answer any two LAQ out of Q. 4, 5 and 6 :

4. a) Define supervision. (2)
- b) Explain various tools and techniques of supervision. (8)
- c) Discuss the role of a nurse in effective ward supervision. (5)
- (1×15=15)
5. a) Define a Hospital. (2)
- b) What are the functions of the hospital? (5)
- c) Discuss the legal and ethical aspects of hospital administration. (8)
- (1×15=15)
6. a) What is staff development? (3)
- b) Discuss importance of staff development program. (5)
- c) Plan an orientation program for a group of newly appointed staff nurses. (7)
- (1×15=15)
-





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**Second P.B. B.Sc. Nursing Examination, May/June 2011**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration : Section A + B + C = 3 Hours

Section B & C Marks : 60

**SECTION – B & SECTION – C**

**Instructions :** 1) *All questions are compulsory.*

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

3) *Draw diagrams wherever necessary.*

4) *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.*

**SECTION – B**

2. Answer the following (any five out of six) :

(5×3=15)

- Write the features of Budget.
- List the purposes of staffing.
- List the criteria for effective policy making.
- Write briefly on the principles of organization.
- List down the elements of planning.
- Tools and techniques of supervision a brief note.

3. Answer the following (any three out of four) :

(3×5=15)

- Write the factors affecting the quality of Nursing care.
- Short note on Nursing Audit.
- Role of ward sister Incharge.
- Importance of control.

**P.T.O.**



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SECTION - C

Solve any two LAQ of the following :

(1×15=15)

4. a) Define Leadership. 2
- b) Short note on leadership style. 5
- c) Discuss task before today's nursing leaders and qualities of effective nursing leader. 8
  
5. Long answer questions with bits : (1×15=15)
  - a) Role and responsibility of a nurse in legal issues. 5
  - b) Explain the steps of decision making process. 5
  - c) Role of Nurse Manager in resolution of conflict specific to Nursing. 5
  
6. Long answer questions with bits : (1×15=15)
  - a) Concept of cost effectiveness, write a short note. 5
  - b) Explain about in- service education, the need, its contents and technique. 5
  - c) Importance of maintaining records and reports. 5





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**Second P.B. B.Sc. Nursing Examination, May/June 2010**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration: Section A + B + C = 3 Hours

Section B & C Marks: 60

**SECTION - B & SECTION - C**

- Instructions:**
- 1) All questions are compulsory.
  - 2) The number to the right indicates full marks.
  - 3) Draw diagrams wherever necessary.
  - 4) 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.

**SECTION - B**

Marks : 30

2. Answer any five out of six :

(5×3=15)

- a) Job description.
- b) Budgeting.
- c) Types of Supervision.
- d) Purpose of personnel management.
- e) Co-ordination in nursing service administration.
- f) Nursing Audit.

3. Answer the following (any three out of four) :

(3×5=15)

- a) Continuing nursing education.
- b) Techniques of inventory control method and nurses role. ✓
- c) Group dynamics.
- d) Staff welfare activities.

P.T.O.



## SECTION - C

Marks : 30

Solve any two LAQ out of Q. No. 4, 5 and 6.

4. a) Define organization. (1×3=3)
- b) List the principles of organization. (1×6=6)
- c) Draw an organization chart of nursing service administration and explain the relationship. (1×6=6)
5. a) What is staffing? (1×3=3)
- b) Write the objectives of staffing in nursing. (1×5=5)
- c) What are the factors influencing staffing requirement in nursing service? Explain. (1×7=7)
6. a) State the purposes of hospital record. (1×3=3)
- b) Explain the types of record maintained in hospital. (1×5=5)
- c) Discuss the nurses responsibility towards maintaining ward records. (1×7=7)



XC



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**Second P.B. B.Sc. Nursing Examination, November/December 2010**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration: Section A + B + C = 3 Hours

Section B & C Marks: 60

**SECTION – B & SECTION – C**

- Instructions:** 1) *All questions are compulsory.*  
2) *The number to the right indicates full marks.*  
3) *Draw diagrams wherever necessary.*  
4) *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.*

**SECTION – B**

**Marks :30**

(SAQ)

2. Answer the following (any five out of six) : (5×3=15)

- Enumerate Henry Fayol's principles of administration. ✓
- Advantages of delegation in organization process.
- Enlist factors affecting human relations in a hospital set up.
- Uses of job analysis.
- Advantages of collective bargaining.
- Need for hospital information system.

3. Answer the following (any three out of four) : (3×5=15)

- Philosophy of administration.
- Types of organization.
- Safety measures to be adopted in an ICU.
- Role of nurse in a problem solving process.

P.T.O. 7

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SECTION - C

(LAQ)

Marks: 30

Solve any two LAQ out of the following :

4. a) Define supervision. (1×2=2)
- b) Explain briefly the various types of supervision and enumerate the different methods used in supervision. (1×6=6)
- c) Discuss the role and responsibilities of a nurse manager in promoting maintenance of a therapeutic environment in a critical ward. (1×7=7)
- (2+6+7=15)
5. a) Define nursing audit. (1×2=2)
- b) Enumerate the importance of setting standards in nursing for quality nursing care. (1×5=5)
- c) Enlist the functions of a nurse manager in terms of assignment of duties of nursing staff; maintenance of patients records, continuing education of nurses and performance evaluation. (1×8=8)
- (2+5+8=15)
6. a) What do you understand by the word, 'group dynamics' ? (1×3=3)
- b) Enumerate the principles to be kept in mind to ensure smooth and effective organizational communication. (1×4=4)
- c) Enumerate the stages of conflicts in an organization (hospital) and state in a line or two how a nurse administrator could resolve them with examples. (1×8=8)
- (3+4+8=15)





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**Second P.B. B.Sc. Nursing Examination, November/December 2009**  
**INTRODUCTION TO NURSING SERVICE ADMINISTRATION**

Total Duration: Section A + B + C = 3 Hours

Section B & C Marks: 60

**SECTION – B & SECTION – C**

- Instructions:**
- 1) All questions are compulsory.
  - 2) The number to the right indicates full marks.
  - 3) Draw diagrams wherever necessary.
  - 4) 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.

**SECTION – B**

2. Answer the following (any five out of six) : (5×3=15)
- a) Supervision
  - b) Budget
  - c) Job description
  - d) Performance appraisal
  - e) Leadership
  - f) Standard.
3. Answer the following (any three out of four) : (3×5=15)
- a) Steps of planning
  - b) Qualities of a nurse leader
  - c) Nurses responsibilities for record keeping
  - d) Advantages and disadvantages of nursing audit.

P.T.O.



## SECTION - C

Solve **any two** LAQ questions out of the following Qs. No. 4, 5 and 6.

4. a) Write the objectives of staffing in nursing. (1×3)
- b) Describe the functions of nurse administrator in staffing. (1×5)
- c) Explain the factors influencing staffing requirement in the nursing service unit. (1×7)
5. a) Enlist any three objectives of nursing service in hospital. (1×3)
- b) Explain the merits and demerits of functional method of delivering nursing care. (1×5)
- c) Describe the factors involved in good ward management. (1×7)
6. a) Write the concept of material management. (1×3)
- b) Enumerate the techniques of inventory control methods. (1×5)
- c) Explain the elements of material management system. (1×7)
-