

**POST BASIC**  
**BACHELOR OF SCIENCE (NURSING)**  
**Term-End Examination**  
**June, 2007**

**HS3T3 : NURSING ADMINISTRATION**

*Time : 3 hours*

*Maximum Marks : 70*

**Note :** Attempt *all* questions.

---

---

1. (a) State the objectives of supervision.  
(b) Describe the functions of supervision.  
(c) Discuss the qualities of a good supervisor.  $5+5+5=15$
2. (a) Explain logical sequence for administrative planning for management of a school of nursing.  
(b) Enumerate the qualities and abilities to be developed in the nursing students for the success in nursing practice.  
(c) Explain principles and elements of planning with the help of the planning cycle.  $5+5+5=15$

3. (a) Discuss the importance of organizing in-service education programmes periodically for nursing personnel in a hospital.
- (b) Explain the benefits of in-service education and staff development programmes.
- (c) You are appointed as In-service Education Coordinator in your hospital. Discuss the steps you would follow for development of in-service education programme.

5+5+5=15

4. "Communication is a two-way process." In the light of this statement discuss :
- 5+3+2+5=15
- (a) Characteristics of communication
- (b) Steps in the communication process
- (c) Elements of communication
- (d) The Five 'P's of communication

**OR**

Write briefly on any **three** of the following : 3×5=15

- (a) Issues and trends in nursing
- (b) Challenges of leadership in nursing
- (c) Importance of accountability in nursing
- (d) Features of a budget
- (e) Advantages and limitations of an Organization Chart

5. Fill in the blanks :

1×5=5

- (i) Planning for nursing education institution is a \_\_\_\_\_ .
- (ii) To assess the quality of performance in carrying out the assigned financial responsibilities and the extent of compliance is called \_\_\_\_\_ .
- (iii) The first function of administration preceding all other functions is \_\_\_\_\_ .
- (iv) The function of top level managers is \_\_\_\_\_ management.
- (v) Public relations man should be \_\_\_\_\_ and thorough with details.

6. Match the following items of Column 'A' with that of Column 'B'.

1×5=5

Column A

Column B

- |                                  |   |
|----------------------------------|---|
| (i) Delegation of responsibility | (a) means a written document which describes a course           |
| (ii) Participative management    | (b) are most needed to be acquired at First Level of Management |
| (iii) Curriculum                 | (c) informal communication network                              |
| (iv) Grapevine                   | (d) must correspond with authority                              |
| (v) Technical skills             | (e) planning and organizing a course                            |
|                                  | (f) where workers and managers thrash out the problems          |

