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BNS-210

**POST BASIC BACHELOR OF SCIENCE
(NURSING)**

[B. SC. (N) PB]

Term-End Examination

December, 2024

BNS-210 : NURSING ADMINISTRATION

Time : 3 Hours

Maximum Marks : 70

Note : (i) *Attempt all questions.*

(ii) *Attempt all part of a question at one place.*

(iii) *Follow word limit as given below :*
10 marks—1000 words, 5 marks—500
words, 3 marks—200 words, 2 marks—
50-70 words.

1. (a) List the functions of organization.

- (b) Describe the advantages and limitations of an organizational chart. $2+4+4=10$
2. Explain the following tools of supervision used by nurse supervisor : $5+5+5=15$
- (i) Checklist
 - (ii) Nursing rounds
 - (iii) Rating scale
3. (a) Explain the meaning of performance appraisal.
- (b) Discuss the need for performance appraisal.
- (c) Describe the advantages of job description. $2+4+4=10$
4. (a) Explain the meaning of the following :
- (i) Medical records
 - (ii) Electronic medical records
- (b) List the advantages of electronic medical records.

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- (c) Describe the utility of hospital information system in various areas of the hospital.

$$2+2+4+7=15$$

5. Write short notes on any *four* of the following :

$$4 \times 5 = 20$$

- (a) Forces affecting group dynamics
- (b) Guidelines for effective listening
- (c) Problem solving approach
- (d) Team method of patient assignment
- (e) Fayol's fourteen principles of management
- (f) Expanded nursing role

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