

Total No. of Printed Pages – 2

**SS/PBN-2/NA/6-15**

**2 0 1 5**

( June )

**INTRODUCTION TO NURSING ADMINISTRATION**

*Full Marks : 75*

*Time : 3 hours*

*The figures in the margin indicate full marks  
for the questions*

Answer **all** questions

1. (a) Define Administration. 3  
(b) Describe the principles of administration. 6  
(c) Discuss the factors affecting quality of nursing care. 6
2. (a) Define Personnel Management. 3  
(b) Explain the recruitment process in nursing service. 12
3. (a) What do you mean by 'Supervision'? 2  
(b) Write the principles of Supervision 6  
(c) Explain the leadership styles in nursing. 7

( Turn Over )

( 2 )

4. (a) What is Material Management? 3  
(b) Explain the principles of Material Management. 6  
(c) Write the role of nursing personnel in material management. 6
5. Write short notes on (*Any* three) 5 × 3 = 15  
(a) Problem Solving Process  
(b) Job Analysis  
(c) Nursing Audit  
(d) Maintaining records and reports

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