

Total No. of Printed Pages - 2

SS/PBN-2/NA/12-20

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(December)

INTRODUCTION TO NURSING SERVICE &
ADMINISTRATION

Full Marks: 75

Time: 3 hours

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

1. Define nursing service administration. Describe the principles of administration. 2+8=10
2. Define financial management. List down various type of budget. Discuss briefly the budget process. 2+3+5=10
3. What do you mean by quality nursing care? As a ward in-charge, describe the role of maintaining quality nursing care. 2+8=10
4. Define records and reports. What are the importance of records in health care centers? Write the nurses responsibilities for keeping record and report. 2+3+5=10

(Turn Over)

(2)

5. What is recruitment process? Explain briefly the process of recruitment in an organization. $2+8=10$
6. Write short notes on the following (*any five*): $5 \times 5 = 25$
- (a) Performance appraisal.
 - (b) Nursing audit.
 - (c) Job analysis
 - (d) Legal aspect in nursing.
 - (e) Public relation.

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