

QUESTION BANK

QP 1774

MANAGEMENT OF NURSING SERVICES AND EDUCATION

UNIT I: INTRODUCTION TO MANAGEMENT IN NURSING

SHORT ESSAYS:

1. Describe the concepts of Management.
2. Explain the Taylor's Scientific Management theory.
3. List the theories of Management and explain any one theory in detail.
4. Analyze the Human relations theory of Management.
5. Explain the functions of Management.
6. Explain Henri Fayol's Principles of Management.
7. Describe the characteristics and Scope of Management.
8. Define Management and discuss the concept of 'Management as a Process'.
9. Illustrate the levels of management.
10. Explain the techniques of management.
11. Discuss the role of nurse as a manager in patient care services .

Unit II: MANAGEMENT PROCESS

LONG ESSAYS:

1. Define staffing. Explain in detail about norms of staffing.
2. a) Define budget.
b) List the principles of budgeting.
c) Discuss the steps to prepare the budget estimate for 20 bedded medical ICU.
3. a. Define Inventory. b. Discuss the methods of inventory control.
4. a. Define material management. Explain the process of material management in detail.
5. a. Define planning. b. Explain the principles of planning. c. List the advantages of planning.
6. Explain in detail about recruitment process.
7. a. Define budget. b. List the principles of budget. c. Explain the types of budget in detail.

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8. Define Planning. Explain the components of planning. What is the role of clinical nurse in planning nursing care of a patient admitted in ward/unit?
9. Define staffing. Explain the objectives of staffing. Discuss the scheduling process?
10. Define human resource Management. Explain about recruitment process in detail?
11. Define audit. Explain the types of audit. Describe the process of auditing.
12. a) Define budgeting? b) Describe the importance of budgeting in management?
c) Explain the concept of cost benefit analysis?
13. Define controlling. List the techniques of controlling. Discuss any one technique in detail?
14. Define controlling. Describe the controlling process. Discuss the benchmarking technique
15. a) Define Recruitment. b) Discuss the methods of recruitment.
16. a) Define Planning. b) List the objectives of Planning. c) Describe the steps in operation planning

UNIT III: MANAGEMENT OF NURSING SERVICES IN HOSPITAL AND COMMUNITY

Long essays:

1. Explain the factors influencing good ward management.
2. What is disaster management? Explain the steps in planning for disaster management?
3. List the categories of nursing personnel in hospital. Critically analyze the job description of nursing superintendent.
4. Define job description. Critically analyze the job description for a Principal of a nursing college.
5. Define job description. Critically analyze the job description for a Nursing superintendent of a 200 bedded Hospital.
6. Define hospital. List the objectives and functions of hospital. Illustrate the classification of hospital with examples.
7. List the steps to prepare budget and prepare a budget for 50 bedded hospital.

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8. Define supervision. Explain the principles and techniques of supervision in nursing practice with suitable examples.
9. Discuss the tools and techniques used in supervision.
10. Enumerate the different departments of the hospital. Briefly explain the functions of nursing service department.
11. Explain the role of nursing superintendent of a hospital in planning and organizing nursing services for providing quality nursing care.
12. Define performance appraisal. Describe the methods used in performance appraisal of newly recruited nurses.
13. Define staff development. Plan an orientation program for newly inducted staff nurses.
14. a) Define performance appraisal. b) List the tools used for performance appraisal. c) Prepare a model performance appraisal to evaluate the staff nurses.
15. Define Quality assurance. Discuss the methods adopted to maintain quality in hospital.
16. Describe the responsibilities of nurse manager in maintaining physical environment of a ward/unit.
17. Critically analyze the methods of patient assignment.
18. Define delegation. Explain the principles of delegation.
19. Define staffing. Compute a staffing requirement for a 30 bedded pediatric unit.

SHORT ESSAYS:

1. Describe the Donabedian's Quality assurance model.
2. Explain the points to be kept in mind while maintaining Records and Reports.
3. Discuss the role of standards, protocols and manuals in maintaining quality nursing care.
4. Explain the steps of quality assurance cycle.
5. Prepare the job description of ward incharge.
6. Explain the role of ward incharge in planning and conducting nursing rounds.

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7. As a ward manager, list the strategies you will use to promote staff welfare.
8. Describe the principles of delegation.
9. Explain the role of nurse manager in planning for disaster management Describe the principles of supervision.
10. Explain the methods of Inventory control
11. Enumerate the inventory control methods used in nursing.
12. Estimate the types and number of nursing personnel needed for a 20 bedded ICU.
13. Describe the role of nurse manager in maintaining discipline.
14. Describe the methods of supervision.
15. Prepare the job responsibilities of a staff nurse.
16. Explain the types of audit.
17. Describe the team method of patient assignment.
18. Describe the responsibilities of ward incharge in maintaining supplies and equipments.
19. Discuss the role of nurse manager in Inventory control.
20. Discuss the role of nurse manager in planning for Patient care units
21. Enumerate the physical facilities necessary for a nursing service unit
22. Enlist the supplies and equipments required for a nursing unit
23. Discuss the process of procurement in material management.
24. List the barriers in delegation and suggest strategies to overcome the barriers.
25. List the methods of performance appraisal and explain the use of check list in evaluating nurses' performance.
26. Describe the process of nursing audit.
27. Define standards and discuss the responsibilities of head nurse in maintaining standards.
28. Explain the principles of material management.
29. What is nursing audit? Write its importance for nursing service department.
30. "Nursing audit is a tool for assessing quality of nursing care" – Explain.

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31. Describe the concept of Progressive Patient Care.
32. Describe the process of inventory control.
33. Describe the patient classification systems.

34. Discuss the role of nurse manager in emergency and disaster.
35. Explain the methods of patient assignment
36. Write the protocols to maintain discipline in nursing services.

SHORT ANSWERS:

1. Define disaster management.
2. Define planning.
3. Define recruitment.
4. Define superannuation.
5. Define promotion.
6. List the types of staff development.
7. List any FOUR types of inventory control.
8. Mention any FOUR categories of nursing personnel.
9. Define functional method.
10. Define modular nursing.
11. Define team nursing.
12. Define primary nursing.
13. List any 4 types of budget.
14. Define zero based budget.
15. Write the meaning of cost benefit analysis.
16. List FOUR strategies to promote staff welfare.
17. Define retrospective audit.
18. List FOUR common methods of recruitment of staff nurses.
19. Define delegation.

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20. Define participatory management.
21. Define ABC analysis.
22. Define VED analysis.
23. Expand GOLF analysis.
24. Define procurement.
25. List the elements of delegation.
26. Centralization Vs Decentralization.
27. Expand FSN analysis.
28. Define nursing standards.
29. List the importance of manuals.
30. List four purposes of Incidental teaching.
31. Define Anecdotal records.
32. Mention four purposes of supervision.
33. List four causes of Indiscipline in Nursing.
34. Define critical incident technique.
35. List any four methods of performance appraisal.
36. List any four techniques of evaluation of patient care.
37. Define self scheduling.
38. Define rotation.
39. Define quality assurance.
40. Define Induction.
41. Define nursing protocols.
42. List any four benefits of nursing audit in hospital.
43. Write the Importance of Confidential Report.
44. Define job specification.
45. Define job analysis.
46. List the types of policies.

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47. List the four important characteristics of evaluation of staff nurses.
48. Write the importance of nursing rounds.
49. Write the importance of bedside teaching.
50. Expand on PERT.
51. Define evaluation.
52. Define progressive patient care.
53. List any four qualities of interviewer.
54. Define appointment.
55. Define termination.
56. List any four steps in retention of staff nurses.
57. Define absenteeism.
58. List any four steps to reduce turnover in hospitals
59. Define budget.
60. Define cost effectiveness.
61. List any four techniques used in controlling.
62. List four uses of Gantt Chart.
63. Write the Importance of Gantt chart.
64. Expand “POSDCORB”.
65. Define standards.
66. List four uses of performance appraisal.
67. Expand CPM.

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UNIT IV: ORGANIZATIONAL BEHAVIOR AND HUMAN RELATIONS

SHORT ESSAYS:

1. Explain the theories of organizational behavior.
2. Define communication and explain the communication process.
3. Critically analyze the advantages and disadvantages of different leadership styles.
4. Define motivation and explain the concepts of motivation.
5. Describe the phases of interpersonal relationship.
6. Explain the importance of maintaining human relations in nursing .
7. Discuss the importance of public relations in the context of nursing.
8. Describe the process of collective bargaining in nursing services.
9. Discuss the theories of motivation.
10. List the barriers of communication and suggest strategies to overcome them.
11. List the criteria for good communication.
12. Discuss the different styles of leadership.
13. Discuss the role of professional associations and employee unions in nurse's welfare.
14. Describe the stages of group dynamics.
15. Describe the Maslow's Hierarchy of needs.
16. Explain the tools used in public relation.
17. List the characteristics of a good leader.
18. Differentiate between Transactional and Transformational leadership.
19. Explain the Situational leadership model.
20. Discuss the relationship of nurses with members of health care team.
21. Discuss the communication system in hospital.
22. Describe the channels of communication.
23. Discuss the importance of non verbal communication for a nurse manager.
24. Discuss the Factors affecting public relation in a hospital.

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25. Explain the Indicators for measuring public relation.
26. Explain the importance of group dynamics.
27. Enumerate the techniques of communication.

UNIT V: IN-SERVICE EDUCATION

SHORT ESSAYS:

1. Define In-service education program and explain the components of in-service education.
2. Describe the process of skill training.
3. Discuss the role of nurse manager in organizing an orientation program for newly recruited staff nurses.
4. Discuss the methods of in-service education.
5. Define evaluation and explain the principles of evaluation.
6. Describe the steps of evaluation of staff education programs.
7. List the methods of evaluation and discuss any one method in evaluating the staff education.
8. Explain the factors affecting in-service education program.
9. List the barriers in organizing In-service education program and suggest ways to tackle them.
10. Describe the principles of adult learning.
11. Describe the principles of in-service education.
12. Discuss the importance of continuing education in nursing practice.
13. How will you apply the principles of adult learning while conducting in-service education?
14. Plan orientation program for newly inducted staff nurses.
15. Explain the steps involved in planning in-service education program

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SHORT ANSWERS

1. Define in-service education.
2. Define workshop.
3. Define seminar.
4. List any four principles of adult learning.
5. List any four characteristics of in-service education.
6. Define continuing education.
7. Define orientation.
8. List the scope of in-service education.
9. List the need for in-service education.
10. Define adult learning.
11. Define problem solving.
12. List the approaches of In-service education.
13. Define on job training.
14. List four merits of in-service education program.
15. Define pedagogy.
16. Define induction.
17. List the Nature of in-service education.
18. List the components of orientation.
19. State the components of in-service education.
20. State any four principles of adult learning.
21. State any four objectives of skill training.
22. State any four methods of in-service education.
23. List any four factors affecting in-service education.
24. List any four methods used to evaluate in-service education.

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UNIT VI: MANAGEMENT OF NURSING EDUCATIONAL INSTITUTIONS

SHORT ESSAYS:

1. Analyze the job description of the Principal of college of nursing.
2. Describe the planning process in curriculum.
3. Describe the implementation and evaluation process in curriculum.
4. Discuss the performance appraisal in nursing education.
5. Describe the process of budgeting in educational institutions.
6. Discuss the role of guidance and counseling in student welfare.
7. Explain the role of institutions in getting accreditation.
8. Discuss the physical facilities needed for college of nursing.
9. List the committees in a nursing college and discuss the role of student welfare committee.
10. List the records and reports maintained in college of nursing.
11. Explain the points to be kept in mind while maintaining Records and Reports.
12. Discuss the principles of maintaining discipline among nursing students.
13. Explain the role of Principal in Faculty appointment and promotion.
14. Analyze the job description of lecturer in a college of nursing.
15. Prepare the job description of Nursing tutor in a school of nursing.
16. Frame the philosophy and objectives of a college of nursing.
17. Explain the guidelines in preparation of rotation plan for students.
18. Describe the guidance and counseling services of nursing students.
19. List the types of co curricular activities and explain the advantages of the co curricular activities for nursing students.
20. Discuss the process of affiliation of nursing colleges.
21. Discuss the role of regulatory bodies in nursing educational institution.
22. Discuss the process of students' selection in nursing educational institutions.
23. Discuss the role of anti ragging committee in a nursing educational institution.

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24. Illustrate the organizational structure of a college of nursing.
25. Discuss the factors to be considered while organizing curriculum.
26. Mention the physical facilities to start a school of nursing.

UNIT VII: NURSING AS A PROFESSION

SHORT ANSWERS

1. State any four characteristics of professional nurse.
2. State any four functions of Indian Nursing Council.
3. State any four functions of State Nursing Council.
4. State any four functions of International Council of Nurses.
5. List any four code of ethics.
6. Define licensure.
7. Define registration.
8. Define malpractice.
9. Define negligence.
10. Define beneficence.
11. Define non-maleficence.
12. Define justice.
13. Define fidelity.
14. List any four purposes of standards.
15. List any four characteristics of standards.
16. List any four sources of standards.
17. Mention the functions of nursing law.
18. Define legislation.
19. Define law.
20. Define fraud.
21. Mention the types of law.

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22. State the importance of patient's bill or right.
23. State the meaning of informed consent.
24. Define torts.
25. Mention the types of torts.
26. Define assault
27. Define battery.
28. Expand DNR.
29. Mention the features of Consumer Protection Act.
30. State the objectives of nursing profession.
31. List the criteria of professional nurse.
32. Expand LAMA.
33. Mention any two legal safeguards of patient rights.
34. List any four laws applicable to nursing.
35. Write any four INC standards of nursing practice.
36. Mention four trends in nursing practice.
37. Mention any four current issues in nursing.
38. Mention any four legal issues in nursing.
39. Mention any four legal responsibilities of a nurse.
40. List any two Salient features of State nursing Council acts.

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UNIT VIII : PROFESSIONAL ADVANCEMENT

Short answers

1. List Steps in collective bargaining.
2. List any four advantages of collective bargaining.
3. List any four Disadvantages of collective bargaining.
4. Define collective bargaining.
5. List the components of continuing education.
6. Enlist the career opportunities in nursing.
7. List the professional organizations at National level.
8. List the professional organizations at International level.
9. Define continuing education.
10. Mention the uses of journals in professional advancement.
11. List the activities of Trained Nurses Association of India.
12. List the activities of Student Nurses Association of India.
13. List any four objectives of continuing education.
14. Define tele-nursing.
15. List the Nurse Practitioner courses existing in India.
16. List the importance of Role of Nurse as Client advocate.
17. List the purposes of journal club.
18. List any four needs for continuing education.
20. Expand TNAI.
21. List the importance of participation of research activities in nursing service.