

Question (I) Chose the most correct answer from the following (15 Marks)

- 1. Team work is a group of people working together on the following basis <u>except</u>:
 - a. Common purpose.
 - b. Shared perception.
 - c. Commitment.
 - d. It will happen automatically

2. Which is <u>not</u> related to disadvantage of team work:

- a. Demand interpersonal skills.
- b. Time demand.
- c. Increase commitment.
- d. Reduce autonomy.

3. Which of the following is <u>not</u> considered form team development stages

- a. Feedback stage
- b. Forming stage
- c. Norming stage
- **d.** Storming stage

4. Which of the following team development stages is called immature stage

- a. Feedback stage
- b. Storming stage
- c. Norming stage
- **d.** mourning stage

5. Which of the following is <u>not</u> involved in delegation process:

- a. Select a capable person.
- b. Explain the task and expected outcomes..
- c. Arrange to keep in contact and give feedback.
- d. Give the full authority and accountability for the outcome.

6. Which of the following is <u>true</u> statement concerning delegation:

- a. Is the Transfer of responsibility for the performance of an activity from one individual to another
- b. Allow delegatee person to take critical and complex decisions
- c. Controlling subordinate closely.
- d. Asking someone else to perform a task that is one of your responsibilities.

7. When delegating

- a- managers delegates all activities of his job
- b- managers delegate his accountability for a few number of subordinates
- c- managers not delegate work that he need to eliminating or dismissing employee
- d- no answer is correct



8- In delegation process all of the following are right except

- a- monitoring and feedback is necessary
- b- give subordinates free and open time to implement the task
- c- select competent person
- d- explain task and outcomes

9. When deciding for delegation nursing activities all of the following factors assessed except

- a- delegate the task without any consideration for the outcomes
- b- Potential for harm
- c- Complexity of the task
- d- Needs for problem solving skills

10. Managers who is not usually delegate to other because all of the following factors except

- a- has a high-self confidence
- b- Lack of interpersonal communication skills
- c- Mistrust of employee
- d- Has a concept that managers can do all his work only

11. Delegatee may not accept delegation because all of the following factors except

- a- lack of willingness to accept responsibilities
- b- having high confidence and self-esteem
- c- unable to create and initiate
- d- the delegated activities needs high competency and skills

12. All of the following are benefits of the team work except

a-releasing individual potentials	c. encourage decision making
b-clarifying roles of the team	d. takes long time to reach the appropriate decision

13. Immature team and involvement in planning is low can be appear in which of the following team building stages

a- storming		c. norming	
b-	performing	d.no answer is correct	

14- In teamwork members provides each other with constructive feedback in whish stage

a- forming stage		c. performing stage
b-	mourning stage	d. storming stage

15. During which stage of group development and maturity will the group establish guidelines, standards and define acceptable behavior?

a. Storming.	b. Forming.
c. Norming.	d. Performing.

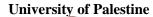
Put ($\sqrt{}$) in front of the correct statement and (X) in front of the incorrect one.

- 1. (.....) In forming stage of team development members looking to the leader for direction and support.
- 2. (.....) Delegation is transferring accountability for the performance of an activity
- 3. (.....) When delegate little authority make it impossible for subordinate to a accomplish what is expected from him
- 4. (.....) when doing time management we finish our work in allotted time
- 5. (.....) Necessary team leader skills he should be sensitive to different cultures and values of his team members
- 6. (.....)Time is means money
- 7. (.....) Time management is responsibility the responsibility of all employees in the hospitals
- 8. (.....) Informality and participation between team occurs in effective team
- 9. (.....) Nurse manager should delegate anything for which he has legal accountability
- 10. (.....) Good manager put priorities for his work to safe his time

Question No. III: Answer (3) three questions from the following questions (15 Marks)

- 1. What are the five right for delegation?
- 2. Explain the advantages or disadvantages of working in a team?
- 3. Mention the external time waster?.
- 4. Mention the stages of team formation with brief explanation?

 Course No:DNUR 2120 Course Title: نهائي إدارة تمريض Date: 12 \1\2017 No. of Questions: (3) Time: one hours Using Calculator (No)



Final Nursing Management Exam First semester 2016/2017 Total Grade: Instructor Name: Student No.: _____ Student Name: _____ College Name: Health Professions Dep./Specialist: Nursing Using Dictionary (No)

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Question 1: choose the b	<u>est answer (5 Marks)</u>		
	• .• •.• . •		
1. A nurse manager is com	8		activities between different
departments. What level of		0	
a. Downward.	b. Later		
c. Diagnonal.	d. Horiz		
2. An organization chart show		-	-
	Impersonal. c. Form		d. Informal.
3. In doing assignment for th	e staff, "fairness" means	5	
a array staff acts the task	a that had a lilva ta da all th		
	s that he is like to do all th		
1	signed to the same member		
1	consideration for each me	embers	
d. give the new staff easy			
4. All of the following is adva	8	hod except:	
a. Based on holistic philo	sophy of nursing.		
b. Not expensive.			
c. Staffs do only what ab	le to do and trained to do.		
d. Helpful in critical shore	tage of nurses.		
5. In an organization chart	t, communication betwe	en individuals	with same managerial
positions is represented by v			

a. Vertical broken line.

b. Vertical unbroken line.

c. Horizontal line.

d. Dotted or broken line.



Q 2: Put $(\sqrt{)}$ in front of the correct statement and (\mathbf{X}) in front of the incorrect one. (5 Marks)

- 1. (.....) Horizontal flow of communication occurs between employees of the same managerial level.
- 2. (.....) In centralizing staffing one individual or computer preparing schedule for all staff
- 3. (.....) The number of nursing staff should divided equally among the three shifts.
- 4. (.....) In the case method, a staff nurse is assigned the total care for patients for 24 hours
- 5. (.....) faulty placement of a new employee may result in personal frustration

Question 3: Explain the advantages and disadvantages of centralized staffing ? (5 Marks)

> The end Good Luck