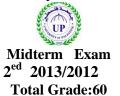
**Course No: DNUR2120** 

**Course Title: Nursing Management** 

Date: 29\07\2013 No. of Questions: (2) Time: one hours Using Calculator (No)

# **University of Palestine**



Instructor Name: Dr. Ahmed Naj	in
Student No.:	
Student Name:	
<b>College Name: Health Professions</b>	3
Dep./Specialist: Nursing	
Using Dictionary (No)	

# **Question One: True and False** (15 marks)

Put (T) in front of the correct statement and (F) in front of the incorrect one.
( ) 1- <b>Assembling resources:</b> is the process of anticipating and providing the good distribution of manpower and physical resources within and out of the organization to get the job done.
( ) 2- <b>Planning:</b> is a continuous task of making contact with subordinates, training them, giving them orders, leading and motivating them.
( ) 3- <b>Upwards Communication</b> : It is non directive in nature from down below, to give feedback, to inform about progress/problems, seeking approvals.
( ) 4-Counseling is the process of providing factual information and clarification about a topic to an individual or group.
( ) 5-Planning: is a basic function of management of all nursing managers. It is a systematic process of deciding in advance what to do, how to do it and who to do it.
( ) 6- <b>Reports are:</b> administrative tools used to classify and prevent duplication of the information.
( ) 7- Centralization is concerned with decision making and action by top management
( ) 8- Education is: a two-way process by which responsibility and authority for performing tasks is assigned to certain nurse.
( ) 9- <b>Authority is:</b> defined as official power to act. It is the power given by the position to direct the work of others.
( ) 10- Accountability is: the obligation involved when one accepts an assigned task.
( ) 11- <b>Span of control or supervision</b> means that the number of subordinates that can be adequately supervised by one executive.
( ) 12- <b>Technical authority</b> refers to the <i>number</i> and <i>mixture</i> _of personnel assigned to work in nursing units at a given time.

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2<sup>ed</sup> 2013/2012 Total Grade:60 Instructor Name: Dr. Ahmed Najim Student No.: \_\_\_\_\_ Student Name: \_\_\_\_\_

College Name: Health Professions Dep./Specialist: Nursing Using Dictionary (No)

( ) 13- <b>Directing:</b> _It determines the number of nursing personnel that must <b>be hired</b> to deliver nursing
care on the nursing units.
( ) 14- <b>The head nurse</b> is a professional nurse who is responsible for one hospital unit, where nursing care is provided.

( ) 15- **Report** is a document form which include; conclusions or findings based on facts, or recommendations concerning the patient.

## **Question Two: Discussion** (20 marks)

## Answer *only four* questions from the following questions:

#### Q. One: (5 marks)

- 1- Define nursing management.
- 2- What are components of the management process?

## Q. Two: (5 marks)

*Communication* can be defined as the process by which people share ideas, experience, knowledge and feelings through the transmission of symbolic messages.

1- What are the characteristic of effective communication taking in your account the sender, receiver, message and the channels?

#### Q. Three: (5 marks)

**Counseling** is the act of helping a client to make *her or his own decision*, by providing unbiased information and asking questions about what the client wants and what the client thinks that he or she can do.

- 1- What are the characteristic of effective counseling?
- 2- What are the differences between education and counseling?

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#### Q. Four: (5 marks)

**Planning** is a basic function of management of all nursing managers. It is a systematic process of deciding in advance what to do, how to do it and who to do it.

- 1- What are the importance /purposes of planning?
- 2- What are the characteristic of effective planning?

### Q. Five: (5 marks)

*Organizing* is the process of identifying the work, classifying activities, assignment of responsibilities and delegate authority. It is the process of coordinating the work to be done within the organization.

- 3- What are the importances of organization?
- 4- What are the basic elements of formal organizing?

## **Question Three: Discussion** (5 marks)

## **Define the following terms:**

- 1- Management process.
- 2- Centralization.
- 3- Delegation.

End of Questions/ Good Luck