

Course No: DNUR2120
Course Title: Nursing Management
Date: 09\01\2014
No. of Questions: (2)
Time: one and half hour
Using Calculator (No)

University of Palestine

Final Exam
First 2013/2014
Total Grade:60

Instructor Name: Dr. Ahmed Najim
Student No.: _____
Student Name: _____
College Name: Health Professions
Dep./Specialist: Nursing
Using Dictionary (No)

Question One: True and False (16 marks)

Put (T) in front of the correct statement and (F) in front of the incorrect one.

- () 1- **Directing**: is a continuous task of making contact with subordinates, training them, giving them orders, leading and motivating them.
- () 2- **Downwards Communication**: It is non directive in nature from down below, to give feedback, to inform about progress/problems, seeking approvals.
- () 3- **Counseling**: is the process of providing factual information and clarification about a topic to an individual or group.
- () 4- **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.
- () 5- **Records are**: administrative tools used to classify and prevent duplication of the information.
- () 6- **Downgrading transfer** in which decrease in job duties and specifically in pay occur.
- () 7- **Education**: is a two-way process by which responsibility and authority for performing tasks is assigned to certain nurse.
- () 8- **Authority**: is defined as official power to act. It is the power given by the position to direct the work of others.
- () 9- **Accountability**: is the obligation involved when one accepts an assigned task.
- () 10- **Span of control or supervision**: is the number of subordinates that can be adequately supervised by one executive.
- () 11- **Staffing** : refers to the number and mixture_of personnel assigned to work in nursing units at a given time.

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- () 12- **Staffing plan:** It determines the number of nursing personnel that must be hired to deliver nursing care on the nursing units.
- () 13- **The head nurse:** is a professional nurse who is responsible for one hospital unit, where nursing care is provided.
- () 14- **Placement:** is placing employees in positions best suited for their abilities and career objective.
- () 15- **Recruitment:** Is the process of finding potential candidates and simulating them to apply for jobs in the organization.
- () 16- **Promotion** is a movement of an employee to work at a higher job classification with increase in pay.

Question Two: Discussion (24 marks)

Answer only three questions from the following questions:

Q. One: (8 Marks)

Organizing is the process of identifying the work, classifying activities, assignment of responsibilities and delegate authority.

1- What are the advantages of decentralization?

Q. Two: (8 Marks)

Delegation is a two-way process by which responsibility and authority for performing tasks is assigned to certain nurse.

1- What are the barriers to delegation?

Q. Three: (8 Marks)

Staffing refers to the number and mixture of personnel assigned to work in nursing units at a given time.

1- What are the factors affecting staffing pattern determination?

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Q. Four: (8 Marks)

The head nurse is a professional nurse who is responsible for one hospital unit, where nursing care is provided.

1- Numerate the roles of the head nurse?

Question Three: Write short accounts on (20 marks)

- 1- Guideline for written report. (5 Marks)
 - 2- Span of control and advantages of its types. (5 Marks)
 - 3- Methods of recruitment. (5 Marks)
 - 4- What are the criteria for selection of the head nurse? (5 Marks)
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Question four: write short account on the following: (10 Marks)

Write short account on the following:

- 1- Management process. (2 Marks)
- 2- Centralization. (2 Marks)
- 3- Delegation. (2 Marks)
- 4- Downwards Communication. (2 Marks)
- 5- Barriers to communication. (2 Marks)

End of Questions/ Good Luck

Dr. Ahmed Najim