Course Title: Nursing Management

Date: 18\01\2015 No. of Questions: (4)

Using Calculator (No)

Time: 2 hour

University of Palestine

Final Exam First 2014/2015 Total Grade:60

Instructor Name: Dr. Yousif Awad **Student No.:**

Student Name:

الدراسات المتوسطة: College Name

Dep./Specialist: Nursing Using Dictionary (No)

Q. 1- chose the best answer (10 marks)

1- in wide span of control the following practice may happened except

- a. Fast communication
- c. supervisor forced to delegate
- b. Clear policies must be made
- d. employees may be carefully selected

2- the traditional system of staffing includes:

- a. Number of beds per unit "one nurse to 4-6 beds"
- b. The average census of patients per unit "one nurse to 4-6 patients"
- c. Both (a) and (b) are correct
- d. No answer is correct

3- the advanced system of staffing includes:

- a. Patients classification
- b. Number of beds per unit "one nurse to 4-6 beds"
- c. The average census of patients per unit "one nurse to 4-6 patients"
- d. All of the above

4- all of the following are criteria for selecting head nurse for a department except

- a. Personal qualification
- c. according to his age and sex
- b. Professional qualification
- d. educational qualification

5- all of the following are strategies to save the time except

- a. Arrange appointment
- c. arrive early
- b. Close your office door
- d. doing frequent emergency meeting

6- when moving the employee for higher position and job called:

a. Promotion

c. pension

b. retirement

d. termination

7- constrains of recruiting efforts includes

a. Recruiting cost

c. governmental influences

b. Organizational policies

d. all are correct

8- verifying the applicants qualifications and his past experience called:

a. Placement

c. selection

b. Orientation

d. recruitment

9- putting the right person in the right position called:

a. Placement

c. selection

b. Orientation

d. recruitment

10- from the hazards associated with retirement for the employee

a. Financial hazards

c. psychological hazards

b. Physical hazards

d. all are correct except (b)

Answer of multiple choice question

Question number	1	2	3	4	5	6	7	8	9	10
Answer										

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Q.

Answer

Question number

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Using Dictionary (No)

Q. 3-: put the appropriate word in front of the right sentences (10 marks)

1- Time	2- Budget	3- job description	4- Departmentation	5- Recruitment				
6- Staffing	7- Division of work	8- head nurse	9-time wasters	10- Span of control				
 1. (
Q. 2- Put (√) in fron	t of the correct state	ment and (X) in froi	nt of the incorrect or	ie. (10 marks)				
management 2. () in nar 3. () Wher 4. () Lowe 5. () termi 6. () The g proper care to th 7. () job sp 8. () the he 9. () waitin	rrow span of control to writing the job describer level management level mation of an employe goal of staffing is to proper patients pecification is derived and nurse is responsible for another person	here is close control or ription state the duties has wider range of spate e may costly for the or rovide an adequate nut	s and responsibilities an of control organization and empl amber and mixture of d job description or nurse employed in the bood way to save time	in full details oyee personnel to give				

3

4

5

6

8

10

Course Title: Nursing Management

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Dep./Specialist: Nursing Using Dictionary (No)

Q. 4- answer only <u>five (5) questions</u> from the following (30 marks)

- 1. What are the factors affecting staffing pattern?.
- 2. Talk about the role of head nurse
- 3. Mentions five of time distracters
- 4. What are element of job description
- 5. What are the <u>resources</u> and <u>methods</u> of recruitment
- 6. Mentions five ways of time saving
- 7. Talk briefly about placement, selection and transfer of employee

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Using Dictionary (No)

End of Questions Good Luck

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Dep./Specialist: Nursing Using Dictionary (No)