

Course No:DNUR 2120
Course Title: Nursing Management
Date: 22/11/2014
No. of Questions: ()
Time: one hours
Using Calculator (No)

University of Palestine



Midterm
2014/2015
Total Grade:20

Instructor Name: Dr.Yousif Awad,
Student No.: _____
Student Name: _____
College Name: Health Professions
Dep./Specialist: Nursing
Using Dictionary (No)

Question No. I: True and False (12 Marks)

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

- () 1- Assembling resources: 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- Organizing: is a continuous task of making contact with subordinates, training them, giving them orders, leading and motivating them.
- () 3- Downward Communication: 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- Records are: administrative tools used to classify and prevent duplication of the information.
- () 7- Education is: a two-way process by which responsibility and authority for performing tasks is assigned to certain nurse.
- () 8- counseling is the same as education
- () 9- in the centralized organization there is more delegation occurs () 10- Report is a document form which include; conclusions or findings based on facts, or recommendations concerning the patient.
- () 11- horizontal communication occurs between employees at the same level in the organization
- () 12- to be effective in communication process use only one type of communication

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Question No. II: Multiple choice questions (10 Marks)

Chose the most correct answer from the following

1-all of the following records used in nursing office except

- a- Employment records
- b- Personal records
- c- laboratory investigation records
- d- evaluation records

2- all of the following are purpose of planning except

- a- Classify activities and assignments
- b- Identifying goals
- c- focus attention to the objectives
- d- coordinating the effort within organization

3- when doing counseling the nurse should do

- a- Give the client the right solution
- b- Let the client to make his own decision
- c- the counseling not to be confidential
- d- all of the above are correct

4- all of the following are barriers of communications except

- a- Trust
- b- Place
- c- time
- d- language

5- Which of the following records used in the nursing unit

- a- Attendance records
- b- Master records
- c- assignments records
- d- evaluation records

6- all of the following are advantages of centralization except

- a- Decision making done by top management
- b- Power and prestige for chief executive manager
- c- minimize duplication of efforts
- d- more control procedures is required

7- all of the following affect the delegation process except

- a- Size of organization
- b- Qualities of subordinates
- c- task complexity
- d- subordinates sex

8- in delegation process all of the following occurs except

- a- Determine the task to be delegated
- b- Analyze the subordinates strength and weak points following
- c- delegate the task to any working nurse
- d- provide feedback and

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9- which of the following considered legal authority

- a- Authority given by position
- b- Operational
- c- technical authority
- d- responsibility

10- which of the following cannot be delegated to others

- a- Authority
- b- Responsibility
- c- accountability
- d- supervision

Question No. III: (18 Marks)

1- 1- What are the barriers of delegating?

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2- Mention six guidelines for written report?

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3- What are the characteristics of effective sender and receiver in communication process ?

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**The end
Good Luck**