



Course No: DNRS 2115  
Course Title: **نصفي إدارة تمرير**  
Date: 28 \11\201٦  
No. of Questions: ( 4)  
Time: one hours  
Using Calculator (No)

2<sup>nd</sup>. Midt erm Nursing  
Management First  
semester  
201٦/201٧

Instructor Name:  
Student No.: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
College Name: **الدبلوم المتوسط**  
Dep./Specialist: Nursing  
Using Dictionary (No)

Total Grade: ( 40 Marks)

**Question No. I: Multiple choice questions (13 Marks)**

**Chose the most correct answer from the following (13 Marks)**

1. When the nurse use the same schedule repeatedly, every week or every month this schedule called

- a. Rotating schedules
- b. Permanent shifts
- c. Block or cyclical scheduling
- d. Decentralized schedule

2. Attracting or seeking applicants for existing positions occurs during which step of staffing process:

- a. Recruiting.
- b. Selecting.
- c. Orientation.
- d. Development.

3. In doing interview for new applicant for a job we ask all of the following questions except

- a- start first with personal question
- b-ask one question at a time
- c- don't verbally or non verbally indicates that his answer is correct
- d- put the candidates at ease and comfortable

4.. Advantages of decentralized staffing:

- a- time consuming for manager
- b- increase autonomy and flexibility
- c- unequal treatment of staff
- d- decrease retention of nurses

5. Disadvantages of centralized staffing

- a- fairness to the staff
- b- more flexible for staff
- c- increase absenteeism and conflict
- d- relief head nurses from other activities

6.. Staffing of nursing staff in the department shifts is determined by

- a- number of clients
- b- level of client acuity
- c- types of nursing care delivery system used
- d.all of the above are correct



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**7.. In doing assignment for the staff, "fairness" means**

- a- every staff gets the tasks that he is like to do all the times
- b- the unpleasant tasks assigned to the same member all the time
- c- an equitable amount of consideration for each members
- d. give the new staff easy work most of the time

**8. .What is not a characteristic of an organizational chart?**

- a. It shows the division of work
- b. It shows the workload of each personnel
- c. It reflects the type of work of each staff
- d. It delineates the groupings according to type of work

**9.. All of the following is advantages of functional method EXCEPT:**

- a. Based on holistic philosophy of nursing.
- b. Not expensive.
- c. Staffs do only what able to do and trained to do.
- d. Helpful in critical shortage of nurses.

**10.An organization chart shows the ----- structure of an organization:**

- a. Personal.
- b. Impersonal.
- c. Formal.
- d. Informal.

**11.In an organization chart, communication between superior position and subordinates positions is represented by which line :**

- a. Vertical broken line.
- b.Vertical solid unbroken line.
- c.Horizontal unbroken line.
- d. Dotted or broken line.

**12.In an organization chart, communication between individuals with same managerial positions is represented by which line:**

- a. Vertical broken line.
- b. Vertical unbroken line.
- c. Horizontal solid unbroken line.
- d. Dotted or broken line.

**13.A nurse manager is communicating with to coordinate clinical activities between different departments. What level of communications is he using?**

- a. Downward.
- b. Lateral.
- c. Diagonal.
- d. Horizontal.

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Put (√) in front of the correct statement and (X) in front of the incorrect one.

Question No. III- Match the following ( 8 Marks )

1-Team Method	2-Primary Method	3-Rotating schedules	4-Case Method	5-Motivation
6-Recruiting	7-Functional Method	8-Organizational Chart	9-Fixed schedules	10-Organization

- ( \_\_\_\_ ) One nurse is responsible for caring for one patient and providing all the care required
- ( \_\_\_\_ ) It is the behavior individual takes to satisfy unmet needs
- ( \_\_\_\_ ) the process of actively seeking out or attracting applicants for existing job or positions
- ( \_\_\_\_ ) Tasks are assigned to various personal based on complexity and required skills
- ( \_\_\_\_ ) Based on group work philosophy
- ( \_\_\_\_ ) the nurse is assigned to care for group of patients (24 hrs.) a day through their stay in the hospital
- ( \_\_\_\_ ) Moving between mornings, and evenings and nights during the week (common in hospitals).
- ( \_\_\_\_ ) the arrangement of human & non human resources in an orderly fashion to make a meaningful whole that accomplishes organizational objectives.

Question No. II: True and False (7 Marks)

Put (√) in front of the correct statement and (X) in front of the incorrect one.

- (.....) Horizontal flow of communication occurs between employees of the same managerial level.
- (.....) In centralizing staffing one individual or computer preparing schedule for all staff
- (.....) The number of nursing staff should be divided equally among the three shifts.
- (.....) In the case method, a staff nurse is assigned the total care for patients for 24 hours
- (.....) faulty placement of a new employee may result in personal frustration
- 6.(.....) Downward flow of authority (orders & commands) occurs from subordinate to superior

