

Course No: DNUR2120
Course Title: Nursing Management
Date: 27\05\2013
No. of Questions: (2)
Time: one hours
Using Calculator (No)

University of Palestine



Midterm Exam
2^{ed} 2013/2012
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 (20 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- **Planning**: is a continuous task of making contact with subordinates, training them, giving them orders, leading and motivating them.
- () 3- **Upwards 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- **Reports**: are 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- **Authority**: is 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- **Span of control or supervision**: is the number of subordinates that can be adequately supervised by one executive.

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- () 12- **Staffing** : refers to the number and mixture_of personnel assigned to work in nursing units at a given time.
- () 13- **Staffing plan**: It determines the number of nursing personnel that must be hired to deliver nursing care on the nursing units.
- () 14- **The head nurse**: is a professional nurse who is responsible for one hospital unit, where nursing care is provided.
- () 15-**Time**: is the most perishable of all resources because it cannot be stored or recovered. Once a minute has passed, it is gone forever.
- () 16- **Time management**: is something that prevents a person from accomplishing the job or achieving goals .
- () 17- **job evaluation**: is the first step in job evaluation and requires investigation each job skills and personal attributes required to perform the job satisfactorily.
- () 18- **Job description**: is a written summery of tasks, duties and responsibilities a set of statement based on standards of practice that comprises the employee's contract with institution.
- () 19- **Limit the use of the word "may"**: is considered from the Principles of writing up effective job description.
- () 20- **Job specification**: it is the personal qualifications, skills, physical and mental demands required for effective performance .

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Question Two: Discussion (40marks)

Answer only six questions from the following questions:

Q. One: (7marks)

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.

- 1- What are the importances of organization?
- 2- What are the basic elements of formal organizing?

Q. Two: (7marks)

- 1- What are the difference between centralization and decentralization?
- 2- What are the advantages of centralization?

Q. Three: (7 marks)

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

- 1- What are the delegation processes?
- 2- What are the factors affecting delegation?

Q. Four: (7 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. Five: (7 marks)

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

- 1- What are the criteria for selection of the head nurse?
- 2- Numerate the roles of the head nurse?

Q. Six: (7 marks)

Time is the most perishable of all resources because it cannot be stored or recovered. Once a minute has passed, it is gone forever.

- 1- What are the principles of time management?
- 2- What are the Strategies to control interruptions (Time -Saving Tips Interruptions)?

Q. Seven: (7 marks)

Job analysis is the first step in job evaluation and requires investigation each job skills and personal attributes required to perform the job satisfactorily.

- 1- List the elements of job description.
- 2- What are the Purposes of job evaluation?

End of Questions/ Good Luck