


Course No: DNUR2120  
Course Title: Nursing Management  
Date: 14/05/2014  
No. of Questions: (3)  
Time: one and half hour  
Using Calculator (No)

University of Palestine  
  
Final Exam  
Second 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 (15 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- **Upwards Communication**: It is non directive in nature from down below, to give feedback, to inform about progress/problems, seeking approvals.
- ( ) 3- **Education**: 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- **Counseling**: 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.

Course No: DNUR2120  
Course Title: Nursing Management  
Date: 14/05/2014  
No. of Questions: (3)  
Time: one and half hour  
Using Calculator (No)

University of Palestine  
  
Final Exam  
Second 2013/2014  
Total Grade:60

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

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

**Question Two: Discussion (40 marks)**

**Answer only four questions from the following questions:**

**Q. One:** (10 Marks)

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

1- What are the basic elements of formal organizing?


-----  
-----  
-----  
-----  
-----

**Q. Two:** (10 Marks)

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

1- What are the factors affecting delegation?

Course No: DNUR2120  
Course Title: Nursing Management  
Date: 14/05/2014  
No. of Questions: (3)  
Time: one and half hour  
Using Calculator (No)

University of Palestine  
  
Final Exam  
Second 2013/2014  
Total Grade:60

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

-----  
-----  
-----  
-----

**Q. Three:** (10 Marks)

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

1- What are the methods for use of supplementary staff?

-----  
-----  
-----  
-----

**Q. Four:** (10 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?

-----  
-----  
-----  
-----


**Q. Five:** (10 Marks)

*Recruitment is the process of finding potential candidates and simulating them to apply for jobs in the organization.*

1- List with some details the methods of recruitment.

-----  
-----

Course No: DNUR2120  
Course Title: Nursing Management  
Date: 14/05/2014  
No. of Questions: (3)  
Time: one and half hour  
Using Calculator (No)

University of Palestine  
  
Final Exam  
Second 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 Three: Write short accounts on (20 marks)**


1- What are the criteria for selection of the head nurse? (2 Marks)

-----  
-----  
-----  
-----

2- What are the methods of determining the staffing pattern? ( 3 Marks)

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

Course No: DNUR2120  
Course Title: Nursing Management  
Date: 14/05/2014  
No. of Questions: (3)  
Time: one and half hour  
Using Calculator (No)

University of Palestine  
  
Final Exam  
Second 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 four: Write short account on the following:(20 Marks)**

*(This question should be answered only from those who were not attending the midterm exam)*

**Write short account on the following:**

1- Characteristics of effective planning. (5 Marks)

-----  
-----  
-----  
-----

2- Centralization. (5 Marks)

-----  
-----  
-----  
-----

3- Characteristics of effective counseling. (5 Marks)

-----  
-----  
-----  
-----

4- Importance of records and reports. (5 Marks)

-----  
-----  
-----  
-----

**End of Questions/ Good Luck**