


Course No: DNUR2120
Course Title: إدارة التمريض
Date 28 / 5 / 2015
No. of Questions: (4)
Time: 2 hour
Using Calculator (No)

University of Palestine

Final Exam
2nd. 2014/2015
Total Grade:60

Instructor Name: Dr. Yousif Awad
Student No.: _____
Student Name: _____
College Name: الدراسات المتوسطة
Dep./Specialist: Nursing
Using Dictionary (No)

Q. 1- Chose the best answer (17 marks)

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

- a. Fast communication
- b. Clear policies must be made
- c. supervisor forced to delegate
- 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 "number" 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 "acute, sever, and moderate "
- b. Number of beds per unit "one nurse to 4-6 beds"
- c. The average census "number" 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
- b. Professional qualification
- c. according to his age and sex
- d. educational qualification

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

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

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

- a. Promotion
- b. retirement
- c. pension
- d. termination

7- Which of the following records used in nursing office

- a. patient records
- b. assignment record
- c- laboratory investigation records
- d- evaluation records

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

- a. Placement
- b. Orientation
- c. selection
- d. recruitment


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

- a. Placement
- b. Orientation
- c. selection
- d. recruitment

10- from the hazards and discomfort associated with retirement for the employee

- a. Financial hazards
- b. Physical hazards
- c. psychological hazards
- d. all are correct except

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11- All of the following records used in the nursing unit or department except

- a- Time records
- b- employment records
- c- census records
- d- medication records

12- Which of the following considered disadvantages of centralization

- a- Decision making done by top management
- b- minimize duplication of efforts
- c- Power and prestige for chief executive manager
- d- middle managers are neglected and become demotivated

13- which of the following cannot be delegated to others

- a- Simple work
- b- Routine work
- c- accountability & Responsibilities
- d- supervision

14- which of the following considered legal and formal authority

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

15- in delegation process all of the following occurs except

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


16- the advantages of centralization

- a. Decision making done by top management
- b. Power and prestige for chief executive manager
- c- minimize duplication of efforts
- d- all of the above

17. source of recruitment of employees may be

- a. internal
- b. external
- c. (a. and b.) are correct
- d. internal only

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Q. 3- : put the appropriate term No. in front of the right sentences (12 marks)

Term	No.	Meaning
1- head nurse		Grouping activities into units for the purpose of administration .It can be classified by function, product, geographical, process and consumer.
2- Division of work		Refers to the number and mixture of personnel assigned to work in nursing units at a given time.
3- job description		Is the process of finding potential candidates and simulating them to apply for jobs in the organization
4- Departmentation		Is the most valuable resources because it cannot be stored or recovered, once a minute has passed, it is gone forever.
5- Recruitment		Something that prevents a person from accomplishing the job or achieving goals
6- Staffing		is a written summery of tasks, duties and responsibilities
7- authority		Dividing large task into smaller packages of work to be distributed among several people.
8- Span of control		Movenent of an employee from one job to another at the same level of management
9- Time		Movement of an employee to the higher position in the organization with increase in salary and degree
10-time wasters		as official power to act, it's the power given by the position to direct the working of others
11- Transfer		The number of subordinates that can be adequately supervised by one supervisor
12. Promotion		a professional nurse who is responsible for one hospital unit, where nursing care is provided

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Q. 2- Put (√) in front of the correct statement and (X) in front of the incorrect one. (13 marks)

1. (.....) in narrow span of control there is a wide distance between lowest level employees and top level management
2. (.....) in narrow span of control there is close supervision and control over the employees
3. (.....) When writing the job description state the duties and responsibilities of the job in full details
4. (.....) Lower level management has wider range of span of control than the top management
5. (.....) The termination of an employee from his work may costly for the organization and the employee
6. (.....) The goal of staffing is to provide an adequate number and mixture of personnel to give proper care to the patients
7. (.....) job specification is derived from job analysis and job description
8. (.....) the head nurse is responsible for orienting a new nurse employed to the department works and activities
9. (.....) waiting for another person to do the work is a good way to save time
10. (.....) unclear communication and instruction waste time to achieve the work done
11. (.....) In centralized organization the decision making is done by the top management
12. (.....) Decentralized is more costly for the organization
13. (.....) Legal authority means that person is experts in some particular field in the work

Q. 4- answer only four (4) questions from the following (28 marks)

1. What are the factors affecting staffing pattern of employees (explain one of them briefly) ?.
2. What are the factors affecting delegation process
3. Write seven guidelines for writing a report
4. What are the factors affecting span of control
5. Mentions seven of time distracters or wasters of time
6. What are methods of recruitment

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End of Questions
Good luck for all
Dr. Yousif Awad