


Course No: DNUR2120
Course Title: Nursing Management
Date: 29/07/2013
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 (15 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** means that the number of subordinates that can be adequately supervised by one executive.
- () 12- **Technical authority** refers to the *number* and *mixture* of personnel assigned to work in nursing units at a given time.

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- () 13-**Directing**: 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- **Report** is a document form which include; conclusions or findings based on facts, or recommendations concerning the patient.

Question Two: Discussion (20 marks)

Answer only four questions from the following questions:

Q. One: (5 marks)

- 1- Define nursing management.
- 2- What are components of the management process?

Q. Two: (5 marks)

Communication can be defined as the process by which people share ideas, experience, knowledge and feelings through the transmission of symbolic messages.

- 1- What are the characteristic of effective communication taking in your account the sender, receiver, message and the channels?

Q. Three: (5 marks)

Counseling is the act of helping a client to make *her or his own decision*, by providing unbiased information and asking questions about what the client wants and what the client thinks that he or she can do.

- 1- What are the characteristic of effective counseling?
- 2- What are the differences between education and counseling?

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Q. Four: (5 marks)

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.

- 1- What are the importance /purposes of planning?
- 2- What are the characteristic of effective planning?

Q. Five: (5 marks)

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.

- 3- What are the importances of organization?
- 4- What are the basic elements of formal organizing?

Question Three: Discussion (5 marks)

Define the following terms:

- 1- Management process.
- 2- Centralization.
- 3- Delegation.

End of Questions/ Good Luck