

Course No: DNUR2120
Course Title: Nursing Management
Date: 17\ 09 \2014
No. of Questions: (2)
Time: one and half hour
Using Calculator (No)

University of Palestine

Final Exam
Summer 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 (12 marks)

Put (T) in front of the correct statement and (F) in front of the incorrect one.

- () 1- **Planning**: is a continuous task of making contact with subordinates, training them, giving them orders, leading and motivating them.
- () 2- **Downwards Communication**: It is non directive in nature from down below, to give feedback, to inform about progress/problems, seeking approvals.
- () 3- **Counseling**: 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- **Education**: is a two-way process by which responsibility and authority for performing tasks is assigned to certain nurse.
- () 8- **Placement**: is placing employees in positions best suited for their abilities and career objective.
- () 9- **Recruitment**: Is the process of finding potential candidates and simulating them to apply for jobs in the organization.
- () 10- **Promotion** is a movement of an employee to work at a higher job classification with increase in pay.

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() 11- Nursing administration it is the process of working through nursing staff to provide care, cure and comfort to the clients (patients).

() 12- **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.

Question Two: Discussion (48 marks)

Write a short account on the following questions: (8 Marks each)

1-what are the guidelines for written report?

2- Methods of recruitment.

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3- Management process.

4- Downwards Communication.

5- Characteristics of effective counseling.

6- Characteristics of effective planning.

End of Questions/ Good Luck