



Nursing Administration
3rd Year Final Written Examination

Date : 1/6 / 2016 Time: 2 hours Total marks (40)

Answer all the following questions

1. Multiple choice (Read the following carefully and circle the best answer) (10 Marks).

1- All the following are management process except:

- a) Planning
- b) Organizing
- c) Directing
- d) Management by objective

2- Plans are cover from 1 to 5 years is:

- a) Strategic plans
- b) Short-range plans
- c) Long- range plans
- d) Intermediate range plans

3- Advantage of narrow span of control except:

- a) Close control
- b) Close supervision
- c) Clear policies
- d) Fast communication

4- Planned scheduling at the unit level usually done by the head nurse:

- a) Centralized scheduling
- b) Computerized scheduling
- c) Decentralized scheduling
- d) Self-scheduling



5- The Characteristics of Good nursing care Assignment

include all the following except:

- a) Concisely and legibly.
- b) Posted in a place easily accessible.
- c) Decrease commitment to organizational goals.
- d) Related to previous assignments.

6- The steps of staffing includes the following except :

- a) Recruit, interview, select, and assign personnel.
- b) Develop a program of staff education.
- c) Creating a motivating environment.
- d) Determine the number and types of needed personnel.

7- Include all level of management in the process of setting goals:

- a) Delegation
- b) Directing
- c) Staff development
- d) Management by objectives

8- Internal time waster causes are:

- a) Lack of feedback
- b) Lack of policies & procedure
- c) Lack of team work
- d) Lack of self- discipline

9- A detailed list of equipment which divides them according to their specification & standard number:

- a) Renovation
- b) Storing
- c) Inventory
- d) Repairing

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10- Importance of the medical record includes the following

except:

- a) Provide a basis of communication between physicians and other health care provides.
- b) Serve as a basis for planning individualized patient care.
- c) Provide a document for the care given to the patient during hospitalization.
- d) Exchange information about the patient census.

II-Read the following and mark (T) if the statement is true or (F) if the statement is false (10 Marks):

No.	Statement	T or F
1	Middle -level managers are responsible for applying the management process in one unit.	
2	The mission statement is the lowest priority in the planning.	
3	Line relation depicted by a solid line in the organizational chart.	
4	Head nurse & her assistant are rarely off duty on Saturday.	
5	Functional method of assignment consider economic method	
6	Time waster is the tendency to put off to another time something that is important.	
7	Concurrent control refers to the control that focuses on past organizational performance.	
8	Downward communication is flow of information follows the chain of command.	
9	Primary method of assignment give nurses a chance to be efficiency in one or two tasks.	
10	Job description serve as a basis for planning staffing	

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III-Give short Account on: (10 Marks):

1- List (4) purposes of planning:

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2- List (4) barriers to effective communication:

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3- List (4) advantage of organizational chart:

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4- List (4) characteristics of effective reporting:

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5- List (4) head nurse responsibilities toward managing supplies & equipment:

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دائمة الشاكلة 4



IV. Matching

(10 marks):

Match the items in column (A) with suitable answer of column (B)

Column (A)	Column (B)
1. Human skill	A. Hospital administrative tools used in collecting data directed towards the objective of its department.
2. Accountability	B. A written delegation of duties to care for a group of patients by trained personnel assigned to the unit.
3. Technical authority	C. Refers to a person who is a recognized expert in some particular field.
4. Assembling resources	D. The ability to understand, motivate and get along with other people.
5. Delegation	E. Refers to liability the subordinates must be held answerable properly carry out their duties.
6. Organizational chart	F. The process of anticipating & providing the good distribution of manpower & physical resources within and out of the organization to get the job done.
7. Staffing	G. The tendency to put off to another time something that is important.
8. Assignment	H. Process of determining & providing the acceptable number and mix of nursing personnel.
9. Procrastination	I. A two-way process by which responsibility & authority for performing tasks is assigned to certain nurse.
10. Records	J. A diagram shows the different position & department.

Answer										
Column A	1	2	3	4	5	6	7	8	9	10
Column B										

Good Luck