



**Model Answer Final Examination**

**Department: Nursing Administration**

**Academic year: Third Year**

**Term: First term/2015**

**Course name: - Principals of Health Administration Code: (NUR 304 )  
paper number( 5 )**

**Date: 22-1-2015 Time: (2) hours Total Degree: (40)degrees**

**I- Multiple choice questions: ( 8 marks)**

**1- Which level of management, the manager is described as line manager?**

- a. Supervisory.
- b. Project leader.
- c. Department head.
- d. Middle manager.

**2- Which level of management, the manager is described as line manager?**

- a. Supervisory.
- b. Project leader.
- c. Department head.
- d. Middle manager.

**3- The manager apply direction function to helps in:**

- a. Time management
- b. Transfer plans into performance
- c. Uses of different tools
- d. Power ability

**4- Which of the following management process that can used to orient nurses on their sick leave and absence .....**

- a. Planning
- b. Directing
- c. Staffing
- d. Organizing

**5- When the head nurse assign duties for their nurse' is considered**

- .....
- a. Chain of command
  - b. Span of control
  - c. Unity of command
  - d. Specialization

**6- The director of nursing have right to direct the nursing personnel through.....**

- a. Responsibility
- b. Accountability
- c. Power
- d. Authority

**7- Nurse manger develops priorities for solving the problem that:**

- a. Comes first
- b. Appears to be easiest
- c. Takes shorter time
- d. According to the situations

**8- The manager have styles of leadership that have been identified as :**

- a. Autocratic,
- b. Democratic
- c. participative
- d. All of them

**II- True or false**

**( 5 Marks)**

Read the following statements carefully and circle the letter (T) if the statement is true and the letter (F) if the statement is false.

<b>Statement</b>	<b>T</b>	<b>F</b>
1- The employees adapt to changing strategies at work due to directing.	<u>T</u>	
2- Supervisor is a way of of transmitting facts, thoughts and values.		<u>F</u>
3- The more experience nurses need more supervisor in the workplace.		<u>F</u>
4- Unity of commands diminishes confusion, anger and contradiction of orders.	<u>T</u>	
5- Staffing is the responsibility of the director of nursing only .		<u>F</u>

**III- List:**

**( 17 Marks)**

**1- List (three) management skill.**

1. Technical skills
2. Human skills.
3. Conceptual skills

**2- Enumerate (three) characteristic of Directing**

1. Pervasive Function
2. Continuous Activity
3. Human Factor
4. Executive Function
5. Delegate Function
6. Creative activity
7. Directing makes an action or task begin
8. Directing is a continuous activity
9. Directing firstly begins from the top most level in organization hierarchy.

**3- Determine ( four ) Advantages of planning**

1. Provides Direction
2. Reduces Risks of Uncertainty
3. Reduces Overlapping and Wasteful Activities
4. Promotes Innovative Ideas
5. Facilitates Decision Making
6. Establishes Standards for Controlling

**4- State (three) modes of active recruitment**

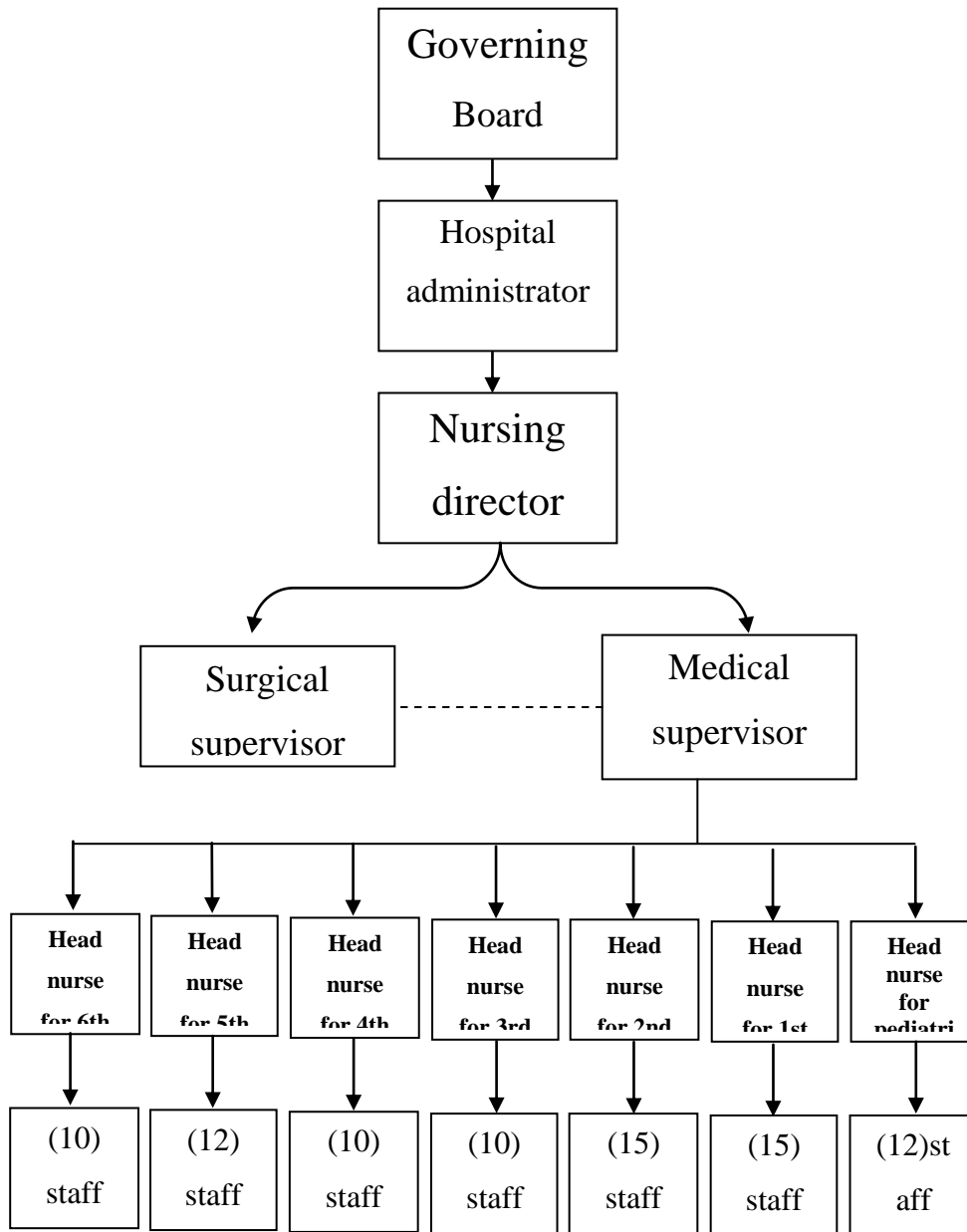
1. Word of the mouth
2. Advertisement
3. Contact with school

**5- Mention (four) considerations applied during staffing**

1. Type of the patient.
2. The education and knowledge of staff to be recruited.
3. Budget constraints, and
4. The staffing needs and availability.

**IV- Discuss the following: ( 10marks )**

**1- In front you organization chart for Benha university hospital (4marks)**



A. What is the type of organizational chart according to its shape and information ? **vertical**

B. What is the span of control of medical supervisor? **9**

C. What the specialization of theses nurses? **medicine nurses**

**2- From class room discussion and two videos your heard on Official Nursing Administration Department ,Nursing Faculty, Benha University Facebook, Discuss the following questions: ( 6 marks)**

A. Why the planning is the most fundamental of management function?

Because all other functions including organizing, leading, controlling and staffing stem from the planning functions.

B. Differentiate among policy, procedure and rules.

**policy are**

- 1- General statements that guide managers in decision making
- 2- Provide a basis for interpreting which is usually stated in general term
- 3- Help managers to tackle issues before they become problems
- 4- It make unnecessary to analyse the same situation every time it comes up
- 5- Unify other plans.
- 6-permitting managers to delegate authority
- 7- Still maintain control over what their subordinates.

**Procedures are**

- 1- It a set of step by step directions that explain how activities or tasks should be carried out to enforce a policy to attain pre determined objectives by defining the steps to be taken.
- 2- The orders in which they are to be done procedures provide standardized way of responding to repetitive problem.

**Rules are**

- 1- They are specific statement that tell an employee what he or she can & cann`t do.
- 2- Rules are do & don not statements put into place to promote the safety of employees.

**GOOD LUCK STAFF MEMBER OF NURSING ADMINISTRATION**

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