



**Nursing Administration Exam.**  
**Third academic year**

Date: 7 /6/2016

Duration: two hour

Total Score: 80 Marks

Items	Define	T&F	MCQ	List	Short notes	Compare	Situation	Total score
Score	5	8	12	21	12	12	10	80
Student's score								

**I –Define the following terms.(5 marks)**

1- Directing.

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2-Management by Objectives.

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3-Negotiation.

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4- Chain of command.

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5-Assignment sheet.

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**II- Put (T) for true statements or (F) for false statements :**

**(8 marks)**

No	Statements	
1	Management is a science can be learned through formal education only.	
2	Functional organization is breaking down the work necessary to achieve objectives into individual jobs.	
3	The autocratic leadership style believe that most people will work hard and assume responsibility provided	
4	Technical skills include observing and analyzing	
5	Special information of team work sheet involve routine nursing care for assigned patient	
6	Vertical communication involve different levels of the organization	
7	Large hospitals trend to have much simpler organizational structures	
8	Cooperative negotiation is called distributive bargaining	

**III-Select the appropriate answer for each of the following(12 marks)**

**1- .....is a team leader's role during on duty conference**

- a) Distribute work in member
- b) Avoid tendency to overload
- c) Presentation supported by visual method
- d) Break project into small task

**2- Manager's ability to coordinate the viewing of organization and understanding the individual inter-dependence is.....**

- a) Technical Skills
- b) Human Skill
- c) Conceptual Skills
- d) Performance Skills

**3-Type of conflict occurs within the individual**

- a) Intrapersonal
- b) interpersonal
- c) Vertical
- d) Horizontal



**4-Span of control is depends on**

- a) Type of work
- b) The mental capacity of employee
- c) Employee level id education
- d) All of the above

**5-..... is a skill necessary for nurse executive**

- a) High capacity of hard work
- b) Knowledge of health care finance
- c) Powerful character.
- d) All the above

**6-The democratic leadership style is regulated their subordinates through;-**

- a) Detailed instructions and exact deadlines.
- b) Doing the planning of work and make decisions.
- c) Coercion and punishment.
- d) Internal controls within the person than external controls.

**7- Plan outlining decisions of resource allocation, priorities, and action steps necessary to reach long range goals is .....**

- a) Tactical Plans
- b) Strategic Plans
- c) Operational Plans
- d) Intermediate Plans

**8- .....is a purpose of nonverbal communication.**

- a) Expressing interpersonal attitude.
- b) Promotes prompt feedback.
- c) Provide permanent report.
- d) need little preparation



**9-This stage is characterized by mistrust and hostility**

- a) Manifest conflict
- b) Felt conflict
- c) Perceived conflict
- d) Latent conflict

**10- Therapeutic services include the following except;**

- a) Social services
- b) Support services
- c) Nursing services.
- d) Dietary services

**11- In a **collaborative** relationship the partners agreement to the following except;**

- a) Common purpose and sharing knowledge
- b) Decide together the kinds of activities and functions that each will contribute
- c) The interests of each the parties to the collaborative venture
- d) Knowing each party's reason for being present helps

**12--The tools for **controlling** only are the following except;-**

- a) Communication process.
- b) Active monitoring of employees.
- c) Work sampling.
- d) assessment and limitation of conflict

**IV-List the following(21 marks)**

1- Three characteristics of good objective.

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2-Three steps of component of staff development.

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3-Three effective techniques for managing conflict.

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4- Three communication process.

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5-Three steps to solve any medication problem.

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6-Three aims of hospital

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7-Three advantage of decentralization in organization.

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**V- Write shortly on the following : (12 marks)**

1-Process of controlling.

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2- Types of kardex.

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3- Positive aspects of conflict

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**VI- Compare between the following (12 marks)**

1- Line Organization and line and staff organization in nursing

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**VII- Situation:(10 marks)**

You are a team leader in medical department. The unit contains 2 wards with 10 patients. You have 4 nurses 2 of them are experienced, and you have two worker. All patients with stable condition except pt. (A, 4) has diabetic coma, pts. (B, 2, 4) have gas gangrene and need to wound dressing.

1- Write assignment sheet

**Good Luck**