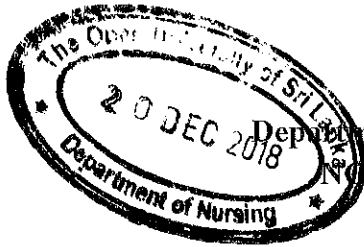


00661



The Open University of Sri Lanka
Department of Nursing - B.Sc. Honours in Nursing Programme
U6601 - Management & Leadership in Nursing
Academic Year 2018 /2019 - Level 6- Semester 1
NBT 1



Please return your question paper with your answer sheet

Date: 20.12.2018

Time: 1.00 p.m- 2.30 p.m

Duration: 1 1/2 hours

Reg. No:

Please read the instructions given below before answering the questions.

This question paper consists of four parts: Part A, Part B, Part C and Part D.

Answer all questions.

Part A – 10 Multiple Choice Questions

(10 marks)

There are 10 Multiple Choice Questions in this paper and below each question or statement contains four responses. Select the **best response** to each question or statement and encircle it.

Part B – 10 Matching Questions

(10 marks)

Match the phrases given on the Left with most relevant words given on the Right. Put the letter belongs to the selected word in the brackets given on the left .

Part C -Short Answer Questions (SAQs)

(35 marks)

Answer within the given space.

Part D – Essay Questions (EQs)

(45 marks)

Answer within the given space.

Part A – Multiple Choice Questions (10marks)

- 1) The specific characteristic of management by objectives management style is:
 - a) Authority and responsibilities are centralized.
 - b) Decision making process can be done for a long time.
 - c) Allow the subordinate staff to take an active part in decision making.
 - d) Staff involve in deciding their objectives for a task

- 2) Which of the following would enhance the professional nature of the work place?
 - a) Collaborative practice and participative management
 - b) Participative management and shared governance
 - c) Shared governance and empowerment
 - d) All above

- 3) Which of the following factors considered by the ward manager in the aspect of managing psychological dimension of patient care management?
 - a) Protect patients' privacy and confidentiality of information
 - b) Maintaining interpersonal communication among the staff
 - c) Maintaining standards in providing care to patients
 - d) Performance appraisal to evaluate staffs' performance

- 4) Which of the following statements is true regarding the nurse manager who practices contingency management style.
 - a) It is essential that the nurse manager has to have knowledge of several management styles
 - b) The nurse manager's main task is motivating the staff towards goal achievement.
 - c) The nurse manager has to have effective communication skills
 - d) Nurse Manager allows staff to make decisions and take actions.

- 5) Major roles of the nurse manager in managing a hospital ward are **except**:
 - a) Managing staff who provides care
 - b) Recruiting the staff who provides care
 - c) Managing the patient care delivered
 - d) Managing the material

- 6) It is the social fabric of an organization, reflecting the belief and the values of the organization. What is it?
- Organizational structure
 - Organizational philosophy
 - Organization culture
 - Organizational design
- 7) In decision making process, strategic decisions are made by,
- low level management
 - middle level management
 - top level management
 - all levels of management
- 8) Which of the following statement/s is/are **incorrect** regarding "Management"?
- Management is considered as a discipline and as a process
 - Henry Fayol introduced the management as a process
 - Management helps to achieve the goals of the organization
 - Management doesn't help to harmony among the group
- 9) Maintenance of an adequate amount of supplies, equipment and drugs as needed by the staff to deliver patient care adequately. To prevent the material waste and misuse what kind of action can be taken by nurse manager?
- Unnecessary ordering of large stock
 - supervision of resource provided by suppliers
 - Display the name of items
 - Educating staff on wise use of resources
- 10) are essential skills for the lower level nurse managers as they are the people who guide and supervise the work of subordinate staff.
- Technical skills
 - Diagnostic skills
 - Conceptual skills
 - Time management skills

Part B – 10 Matching Questions (10 marks)

Match the phrases given on the **Left** with most relevant words given on the **Right**. Put the letter belongs to the selected word in the brackets given on the left.

Left		Right
1. An art of getting things done through people	()	A. Staffing
2. Conflicts can easily develop while practicing this model	()	B. Management
3. Group of people working together under formal and informal rules to achieve goals	()	C. Direct supervision
4. Negative impact of the unhealthy environment	()	D. Well- developed work environment
5. Selecting the right person to execute each task	()	E. Middle- level manager
6. Assign the jobs and tasks to various workers	()	F. High staff turnover
7. Monitor and control the operating performances	()	G. Organization .
8. Supervisor is physically available all the time	()	H. Mission
9. Reflects the needs and expresses the purpose of an organization	()	I. Management by Objectives
10. Opportunity for accomplishment and challenge	()	J. Indirect supervision
		K. Low- level manager
		L. Top- level manager

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Part C- Short Answer Questions (35 marks)

Question 01 (15 marks)

1.1 What are the **four (04)** main nursing care delivery models? **(08 marks)**

- i.
- ii.
- iii.
- iv.

1.2 What is the oldest nursing care delivery model? **(02 marks)**

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1.3 What are the main factors that the nurse manager has to consider when selecting a nursing care delivery model? List **five (05)** of them. **(05 marks)**

- i.
- ii.
- iii.
- iv.
- v.

Question 02 (05 marks)

There are several identified principles that determine the effectiveness of supervision.

List **five (05)** of them. **(05 marks)**

- i.
- ii.
- iii.
- iv.
- v.

Question 03 (07 marks)

Henry Fayol (1949) presented 14 principles of management as general guides to the management process and management practice. Out of that state **seven (07)** principles.

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.

Question 04 (08 marks)

State the differences between Management and Administration by using the following table.

	Management	Administration
Aim		
Function		
Authority		
The level within the organization		

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Part D- Essay Questions (45 marks)

Question 01 (30 marks)

Write descriptions on the following areas in given spaces.

i. Participative management model (10 marks)

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ii. Incident reporting (10 marks)

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iii. Clinical supervision (10 marks)

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Question 02 (15 marks)

Discuss nurse manager's the roles and responsibilities in maintaining inventory and controlling inventory.

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Lined writing area consisting of 25 horizontal dotted lines.