

For Library
18/10/2018



University of Ruhuna
Faculty of Allied Health Sciences
Department of Nursing
7th End Semester Examination

NLM 4121- Leadership and Management in Nursing
SEQ Paper A

August 2018

Duration: 30 minutes

Index Number

Answer all questions

1.

1.1 Medical records of patients are the most central information and communication tool for the health care professionals. Proper documentation and record keeping are necessary to enhance efficient, individualized client care. (100 marks)

a. What is documentation in Nursing? (25 marks)

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b. Briefly describe purposes of documentation.

(25 marks)

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1.2 Budgeting is an important ingredient of any organization. Nurse managers are involved in budgeting of the Department (Budgeting is the allocation of resources; human, material, and finance to best assure the accomplishment of nursing organizational goals).

Briefly describe how you could contribute to cost reduction as a ward manager.

(50 marks)

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Answer all questions

1. The efficient management is helpful to maintain an uninterrupted health care service. (100 marks)

1.1 What is management? (10 marks)

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1.2 Write the main components of the management process. (10 marks)

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1.3 What are the tips to motivate staff to achieve your organizational goals? (20 marks)

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1.4

a) List the three main (03) levels of management. (20 marks)

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b) State the functions of a front line manager to successfully conduct his role.

(20 marks)

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1.5 List five (05) qualities of a leader. (20 marks)

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