



UNIVERSITY OF JAFFNA, SRI LANKA
BACHELOR OF SCIENCE IN MEDICAL LABORATORY SCIENCES
THIRD YEAR SECOND SEMESTER EXAMINATION- JULY 2015
MLSLR 3201 LABORATORY MANAGEMENT AND RECORD KEEPING

Date: 29.07.2015

Time: 2 Hours

ANSWER ALL EIGHT QUESTIONS.

ANSWER EACH PART IN SEPARATE ANSWER BOOKS

PART A

1. 1.1 What is meant by the term 'inventory' **(20 Marks)**
1.2 List the important facts in an inventory card kept for chemicals. **(40 Marks)**
1.3 Briefly describe the advantages of keeping inventory in a clinical laboratory. **(40 Marks)**

2. Write short notes on
2.1 Human resource management in a clinical laboratory **(30 Marks)**
2.2 Routine maintenance of an animal house **(30 Marks)**
2.3 Common errors in blood specimen collection **(40 Marks)**

3.
3.1 Describe briefly the steps you would follow when you buy a new equipment for a clinical laboratory. **(40 Marks)**
3.2 Explain laboratory audit with the help of audit loop **(30 Marks)**
3.3 Write notes on importance of laboratory audit in a clinical laboratory. **(30 Marks)**

4. Write short notes on
4.1 Total Quality management of a Clinical Laboratory **(40 Marks)**
4.2 Duties of the Quality Control officer **(30 Marks)**
4.3 Uses of Standard Deviation Index [SDI] in clinical laboratory **(40 Marks)**

PART B

5. *“Management is a problem solving process to achieve organizational objectives”.*

5.1 The two ideas in defining management are the four functions and attainment of organizational goals in an effective & efficient manner. Explain. **(20 Marks)**

5.2 Briefly explain the functions of management by using a diagram. **(30 Marks)**

5.3 Briefly explain the levels and the skills of a manager in an organization?
(50Marks)

6.

6.1 Quantitative techniques are widely used in scientific management process.
Explain. **(20 Marks)**

6.2 What are the basic requirements of filing system? **(40 Marks)**

6.3 State the different methods of filing system? **(40 Marks)**

7.

7.1 Briefly explain the three broad categories of Finance **(30 Marks)**

7.2 “Financial management encompasses many different types of decisions”
Explain. **(40 Marks)**

7.3 Briefly explain the relationship between budget and productivity **(30 Marks)**

8.

8.1 Compare and contrast Partnership and Company? **(40 Marks)**

8.2 Distinguish computer information system and non-computer
information system **(40 Marks)**

8.3 List out the characteristic of Sole Proprietorships? **(20 Marks)**

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