

Library



UNIVERSITY OF JAFFNA, SRI LANKA
BACHELOR OF SCIENCE IN MEDICAL LABORATORY SCIENCES
THIRD YEAR SECOND SEMESTER EXAMINATION- AUGUST 2016

MLSLR 3201 LABORATORY MANAGEMENT AND RECORD KEEPING

Date: 08.08.2016

Time: 2 Hours

ANSWER ALL EIGHT QUESTIONS.

ANSWER PARTS A AND B IN SEPARATE ANSWER BOOKS

PART A

1. 1.1 List different types of service models of clinical laboratories. **(15 Marks)**
1.2 Briefly describe each type you mentioned in 1.1. **(35 Marks)**
1.3 Write the importance of clinical diagnostic laboratory. **(25 Marks)**
1.4 Write notes on human resource management in a clinical laboratory **(25 Marks)**

2. Write short notes on
2.1 Steps taken to purchase a new equipment **(30 Marks)**
2.2 Audit cycle **(40 Marks)**
2.3 Physical design of a clinical laboratory **(40 Marks)**

3. 3.1 Briefly describe the factors that influence the quality assurance in a clinical laboratory. **(50 Marks)**
3.2 List the duties of the Quality Control officer **(50 Marks)**

4. 4.1 What is meant by accreditation of clinical laboratory. **(20 Marks)**
4.2 Name two international standardization bodies that give accreditation to clinical laboratories. **(10 Marks)**
4.3 Briefly write on two examples of accreditation standards which can be used for accreditation of clinical laboratories. **(40 Marks)**
4.4 List the benefits of laboratory accreditation in health care setup. **(30 Marks)**

PART B

5. Functional definition of management can be defined as “the attainment of organizational goals in an effective and efficient manner through planning, organizing, leading and controlling organizational resources”.
- 1.1. Distinguish effectiveness from efficiency. **(20 Marks)**
- 1.2. How are management functions interrelated to achieve the performance of an organization? Briefly explain by using a diagram. **(30 Marks)**
- 1.3. Briefly explain the levels of management and the needed skills of a manager in an organization. **(50 Marks)**
- 6.
- 6.1. What are the scopes of quantitative techniques in management? **(20 Marks)**
- 6.2. Briefly explain the limitations of quantitative techniques in management. **(30 Marks)**
- 6.3. Briefly explain the basic requirements of filing system. **(30 Marks)**
- 6.4. Briefly explain the method of filing by subject/category and filing by numbers/ numerical order. **(20 Marks)**
- 7.
- 7.1. “Decision trees are always helpful in understanding the complexity of the problem”. Explain. **(20 Marks)**
- 7.2. “Different decision environments can be identified depending upon the degree of certainty and the level of information”. Explain. **(30 Marks)**
- 7.3. “The field of finance can be considered to comprise three broad categories”. Explain. **(30 Marks)**
- 7.4. Briefly explain the computer information system and non- computer information system. **(20 Marks)**

8.

8.1. Define the term budgeting. (20 Marks)

8.2. Briefly explain the benefits of budgeting. (30 Marks)

8.3. Company X plans to prepare cash budget from January, 2017 to June, 2017.

The following information is available for the same period.

Month	Total sales LKR	Purchase LKR	Wages LKR	Administrative overheads LKR	Production overheads LKR
January	15,000	14,000	5,000	1,400	2,600
February	16,000	11,000	5,200	1,450	2,650
March	19,000	11,000	5,300	1,450	2,700
April	23,000	15,000	5,300	1,500	2,750
May	20,000	14,000	5,000	1,450	2,600
June	25,000	16,500	5,500	1,600	2,800

You are requested to prepare a cash budget for the first six months of 2017 by using the following additional information.

- I. Cash balance on 1st January, 2017 will be Rs.10,000.
- II. Cash sales will be 75% of total sales.
- III. Period of credit allowed to customer is 1 month.
- IV. Period of credit allowed by suppliers is 2 months.
- V. New machinery will be bought for Rs.10,000 on credit and repaid by two equal instalments in March and April.
- VI. Production overheads will be paid in the following months.
- VII. Wages and Administrative overheads will be paid in the respective months.

(50 Marks)