

UNIVERSITY OF JAFFNA, SRI LANKA
BACHELOR OF SCIENCE IN NURSING
FOURTH YEAR FIRST SEMESTER EXAMINATION - FEB 2018

NURLM 4142 LEADERSHIP & MANAGEMENT IN NURSING

Date: 21.02.2018

Time: 3 hours

ANSWER ALL SIX QUESTIONS

1.
 - 1.1. Define the following terms.
 - 1.1.1. Planning (10 Marks)
 - 1.1.2. Organization (10 Marks)
 - 1.2. As a nursing student you are going to organize a year end party in your institution. Write a plan incorporating the steps in planning process. (40 Marks)
 - 1.3. Briefly describe the organizational structures and its elements. (40 Marks)

2.
 - 2.1 Explain the leadership styles with merits and demerits. (40 Marks)
 - 2.2 List the qualities of the good leader in nursing profession (40 Marks)
 - 2.3 List the principles in nursing management (20 Marks)

3.
 - 3.1 Define the term Communication. (10 Marks)
 - 3.2 Briefly describe the process of communication. (30 Marks)
 - 3.3 Explain the importance of effective communication in nursing profession at different levels. (60 Marks)

- 4
- 4.1 Define these terms
 - 5.1.1. job description (10 Marks)
 - 5.1.2. performance appraisal (10 Marks)
 - 4.2 Briefly describe the guidelines for writing a job description. (30 Marks)
 - 4.3 Describe the different methods and tools used in an appraisal system. (30 Marks)
 - 4.4 Explain the performance appraisal system in nursing practice. (20 Marks)
- 5 As a nursing in-charge of a medical ward in Teaching Hospital,
- 5.1 What are the aspects you should consider while delegating a duty to a nursing officer under your supervision. (30 Marks)
 - 5.2 discuss the purposes and importance of material management. (30 Marks)
 - 5.3 Explain the steps involve in the inventory control. (40 Marks)
- 6 Write an account on the following.
- 6.1 Human Resource Management (30 Marks)
 - 6.2 Henrifayol's principles in management (30 Marks)
 - 6.3 Housekeeping department in a hospital (40 Marks)