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UNIVERSITY OF JAFFNA, SRI LANKA
BACHELOR OF SCIENCE IN MEDICAL LABORATORY SCIENCES
THIRD YEAR SECOND SEMESTER EXAMINATION- MARCH 2019

MLSLR 3213 LABORATORY MANAGEMENT AND RECORD KEEPING

Date: 12.03.2019

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 'quality assurance' in a clinical laboratory? **(10 Marks)**
 - 1.2 Describe the factors influence in the quality assurance of a clinical Laboratory. **(50 Marks)**
 - 1.3 Briefly describe the duties of the Quality Control officer in a clinical Laboratory. **(40 Marks)**
2.
 - 2.1 Explain laboratory audit with the help of audit loop. **(30 Marks)**
 - 2.2 Briefly describe the importance of laboratory audit in a clinical laboratory. **(30 Marks)**
 - 2.3 Discuss the advantages of inventory in a clinical laboratory. **(40 Marks)**
3. Write notes on,
 - 3.1 Human resource management in a clinical laboratory. **(30 Marks)**
 - 3.2 Physical design of a clinical laboratory. **(30 Marks)**
 - 3.3 Service models of clinical laboratories **(40 Marks)**
4.
 - 4.1 Name two (2) international organizations which involved in the accreditation of clinical laboratories. **(10 Marks)**
 - 4.2 Describe two (2) international accreditation standards which can be used for accreditation of clinical laboratories. **(40 Marks)**

4.3 Briefly describe the necessary steps involved in the accreditation process. **(25 Marks)**

4.4 Briefly describe the benefits of obtaining accreditation for clinical laboratories. **(25 Marks)**

Part B

5.

5.1 What do you understand by the term 'organization'? **(20 Marks)**

5.2 State why managers are important to the organizations. **(20 Marks)**

5.3 Explain the interpersonal roles that a manager should possess. **(30 Marks)**

5.4 Briefly explain the four (4) functions of management. **(30 Marks)**

6.

6.1 What do you understand by the term 'filing'? **(20 Marks)**

6.2 Briefly explain the functions of filing. **(30 Marks)**

6.3 Identify the purposes of selecting filing equipments. **(20 Marks)**

6.4 Differentiate 'centralized filing system' and 'decentralized filing system'. **(30 Marks)**

7.

7.1 What is meant by the term 'Information System'? **(20 Marks)**

7.2 Briefly explain the following types of operations support systems;

7.2.1 Transaction processing systems **(10 Marks)**

7.2.2 Process control systems **(10 Marks)**

7.2.3 Enterprise collaboration systems **(10 Marks)**

7.3 Identify five (5) challenges that are faced by a manager in terms of managing information systems (IS). **(20 Marks)**

7.4 Briefly explain the steps involved in developing solutions for information system (IS). **(30 Marks)**

8. Ajay (Pvt) Ltd is preparing its cash budgets for January, February and March.

Prepare a cash budget for each of the three months mentioned above. **(100 Marks)**

Budgeted data are as follows:

	November	December	January	February	March
Sales (units)	1,500	1,600	1,600	1,700	1,800
Production (units)	1,600	1,600	1,700	1,800	1,900
Direct labor and variable overheads incurred	\$ 58,000	\$ 58,000	\$ 61,000	\$ 64,000	\$ 66,000
Fixed overheads incurred (including depreciation)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

The selling price per unit is \$400. The purchase price per Kg of raw material is \$50. Each unit of finished product requires 4 Kg of raw materials which are purchased on credit in the month before they are used in production. Suppliers of raw materials are paid one month after purchase.

All sales are on credit. 80% of customers, by sales value, pay one month after sale and the remainder pays two months after sale.

The direct labor cost, variable overheads and fixed overheads are paid in the month in which they are incurred.

Machinery costing \$200,000 will be delivered in February and paid for in March.

Depreciation, including that on the new machinery, is as follows:

Machinery and equipment	\$ 7,000 per month
Motor vehicles	\$ 3,000 per month

The opening cash balance at 1st of January is estimated to be \$30,000.