

UNIVERSITY OF JAFFNA, SRI LANKA
BACHELOR OF SCIENCE IN NURSING
FOURTH YEAR FIRST SEMESTER EXAMINATION - SEPT 2019
NURLM 4142 LEADERSHIP & MANAGEMENT IN NURSING

Date: 29.10.2019

Time: 3 hours

ANSWER ALL SIX QUESTIONS

1. Maintaining records and reports at the hospital setup is an essential duty of health professionals.
 - 1.1. List five records and five reports which are used in hospital setting. (20 Marks)
 - 1.2. Briefly describe the importance of maintaining client records at a hospital. (40 Marks)
 - 1.3. Explain the responsibilities of a nurse in documentation. (20 Marks)
 - 1.4. A nursing officer witnessed an incident falling of a patient from bed in the ward. Briefly explain how it would be reported to the higher authority. (20 Marks)

2. As a nursing in-charge of a ward in a hospital:
 - 2.1. List the techniques or tools can be used while supervising the student. (30 Marks)
 - 2.2. List the factors that should be considered while delegating a job to a staff nurse. (30 Marks)
 - 2.3. Briefly describe the contributing factors of group dynamics (40 Marks)

3.
 - 3.1. Define the term 'budget'. (10 Marks)
 - 3.2. List the principles involved in 'budget preparation' (40 Marks)
 - 3.3. Briefly discuss the aspects should be considered by a nursing administrator while preparing an annual budget. (50 Marks)

4.

- 4.1. Define the term material management (10 Marks)
- 4.2. As a nursing in charge in a hospital briefly explain the techniques that could be used for an efficient material management. (40 Marks)
- 4.3. Briefly explain the process of material management in a hospital. (50 Marks)

5.

- 5.1. Explain the three types of controlling process in nursing management. (20 Marks)
- 5.2. Describe the steps of controlling process in nursing management (40 Marks)
- 5.3. Briefly discuss the relationship between planning and controlling in nursing management. (20 Marks)
- 5.4. List the requirements for an effective controlling process in nursing management. (20 Marks)

6. Write explanatory notes on:

- 6.1. Good Ward Management (50 Marks)
- 6.2. Job description of a head nurse (50 Marks)