

UNIVERSITY OF JAFFNA, SRI LANKA
BACHELOR OF SCIENCE IN NURSING
Fourth Year First Semester Examination in BScHons (Nursing)- 2023/15th batch Proper

NURLM 4123 LEADERSHIP & WARD MANAGEMENT

Date:04.11.2024

Time: 2 hours

FOUR
ANSWER ALL ~~SIX~~ QUESTIONS

1. Organizing is one of the main functions of Management.
 - 1.1. Briefly explain the importance of organizing activity in an Institution. (30 Marks)
 - 1.2. Briefly explain the below mentioned terms used in organizing.
 - 1.2.1. Centralization and Decentralization (10 Marks)
 - 1.2.2. Span of Control (10 Marks)
 - 1.2.3. Division of work (10 Marks)
 - 1.2.4. Delegation of responsibilities and authorities (10 Marks)
 - 1.3. Explain the levels of Management in an organization with suitable examples. (30 Marks)

2.
 - 2.1. Define the term recruitment of a staff in an organization (10 Marks)
 - 2.2. List the advantages and disadvantages of internal and external sources of recruitment (40 Marks)
 - 2.3. As a manager in the Department of Human Resource Management (HRM), explain any five (5) external sources that can be used to recruit a suitable candidate from outside sources for a human vacant post at the hospital. (50 Marks)

3.

3.1. Define the term "budget". (10 Marks)

3.2. Explain, why a budget is important in an organization. (30 Marks)

3.3. Explain any three (3) types of budgets which can be used by the administrators in a hospital. (30 Marks)

3.4. Briefly explain the steps involved in the budgetary process of an Institution. (30 Marks)

4. Write notes on the following:

4.1. Performance Appraisal (50 Marks)

4.2. House keeping department in a hospital (50 Marks)