

UNIVERSITY OF JAFFNA, SRI LANKA
BACHELOR OF SCIENCE IN NURSING
THIRD YEAR SECOND SEMESTER EXAMINATION - FEB - 2014
NURLM 3204 LEADERSHIP & MANAGEMENT IN NURSING

Date: 08.02.2014

Time: 2 hours

ANSWER ALL SIX QUESTIONS

1.
 - 1.1. What do you mean by “Communication” (10 Marks)
 - 1.2. Write the elements of effective communication (20 Marks)
 - 1.3. Briefly describe the characteristics of Communication (30 Marks)
 - 1.4. Briefly describe the barriers of Communication (40 Marks)

2.
 - 2.1. List the qualities of a good leader (20 Marks)
 - 2.2. Briefly describe the techniques used in effective leadership in nursing (20 Marks)
 - 2.3. Explain the various styles of leadership (30 Marks)
 - 2.4. As an administrator in a hospital which style would you accept and give your reasons (30 Marks)

3.
 - 3.1. Briefly describe the job responsibilities of a Chief Nursing officer (30 Marks)
 - 3.2. Briefly describe the importance of maintaining records & reports in a ward (40 Marks)
 - 3.3. As a nursing officer, what are the elements you have to consider when you write the reports (30 Marks)

4.
 - 4.1. What do you mean by recruitment of staffing in an organization (10 Marks)
 - 4.2. List the advantages and disadvantages of internal and external sources of recruitment (40 Marks)
 - 4.3. As a nursing manager in a hospital what are the ways will you use to select an external source for the vacant post (50 Marks)

5. Briefly describe the following regarding ward management
 - 5.1. Management of Patient care (30 Marks)
 - 5.2. Management of supplies and equipment (30 Marks)
 - 5.3. Management of Personnel (40 Marks)

6. Write explanatory notes on the following
 - 6.1. Techniques or tools used for supervision (30 Marks)
 - 6.2. Henri fayol's principles of management (30 Marks)
 - 6.3. House keeping department in a hospital (40 Marks)

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