

King Saud University
College of Applied Medical Sciences
Rehabilitation sciences Department

RHS 423
Management in physical therapy
1st Midterm exam
2011-2012

Mrs: Asma Al-Deraa

Student name:-----

Student ID number: -----

I complete the following sentences:

(5 points)

- 1) One goal should be concerned, regarding to the patients, from the hospital personnel, medical staff and general employees, which is **patients care with high level of medical care services.**
- 2) The difference between administrative work in hospital and in other organizations that the hospital provides services continuously, **round the clock and every day in the year.**
- 3) Management is define as **it is a process, with both interpersonal and technical aspects, through which the objectives of the health services organization are specified and accomplished by utilizing human and physical resources and technology**
- 4) Formal organization depends on two basic relationships; **responsibility and authority.**
- 5) The success of any hospital is more dependent upon the competency and **attitude of it personnel.**
- 6) An unexplained absence for 3 days is considered as a **resignation**
- 7) **Qualification and efficiency** are the regular review of each employee to determine his/her promotion and transfer.
- 8) Organization represents the congregation, cooperation and **participation** by a number of people in pursuit of a common mission.
- 9) The classical organization table is **pyramid** in shape.
- 10) Bureaucratic stage in the structural configuration could be tall bureaucratic organization with **maximum** layers or flat bureaucratic organization with **minimum** layers of management.

II true or false question:

(5 points)

1. Management or administration some time necessary for the smooth running of every institution. **F**
2. Manager who does not have the ability to visualize all the complex interrelationships that exist in his work place, does not have human skills. **F**
3. Lack of locally available funds is a reason of inadequate hospital services. **T**
4. Planning is a continuous activity for management and has to be constantly revised and updated as conditions changes. **T**

5. The staff of the personnel department will vary according to some elements. **T**
6. Upon requirement of the director only, the person can transfer from one area to another.
F
7. Housing should presenting 20% of personnel distribution. **F**
8. Working hours of each employs should not exceed 7hs/day. **F**
9. The process of arranging the activity of an organization into a whole is called organizational structure. **F**
10. If there is a division of supervision and labor, the supervisor will also be able to and have to be involved in performing all of the tasks performed by members of the operating core.
T

III Answer the following case scenario:

- I. Ahmad is a physiotherapist with 10 years' experience in his career; he decided to have his own private clinic to treat his patients. **(4 points)**
 - a) What will be your advice for Ahmad during his pre-planning period to consider?
 - 1) **Objectives, Type, and Size of the Hospital.**
 - 2) **Geography and Population.**
 - 3) **Evaluation of the Existing Services.**
 - 4) **Referral Sources.**
 - 5) **Trends in Delivery of Health Care Services.**
 - b) Ahmad makes his job his hope, which is a sign of good administration. What he need more to maintain or upgrade his administration? **(Mention only 3)**
 - 1) **Judge wise.**
 - 2) **Knowledgeable and skillful in different sciences (administration, medicine-sciences which are useful for directing and administrating the hospital).**
 - 3) **Good communicator at all levels with internal and external society to solve problems that may face him/her in the work.**
 - 4) **Has good sense of perception and guessing to solve problems for individuals.**
 - 5) **Active, dynamic, flexible, democratic, creative, patient, responsible, leader and fair.**

- 6) Self-confidant, update in knowledge and has good memory.
- 7) Looking with good scope for the future of the hospital.
- 8) Knows ethics and laws of the organization and the other organization that have a relation with his organization.
- 9) Understanding the philosophy and objectives of the hospital.
- 10) Presentable, healthy with suitable appearance and attitude.
- 11) Good design maker.
- 12) Intelligent and open minded.

II. The organizational table has two dimensions; horizontal and vertical dimensions. What the different between the two and draw what you write? **(1 point)**

- 1) **Horizontal design: Distribution of the manpower on the different jobs and job description.**
- 2) **Vertical design: Different standards, positions and power in the organization so that this is the dimension of authority and responsibility which connects each position with those above and below it in the organization.**

