

King Saud University  
College of Applied Medical Sciences  
Rehabilitation sciences Department

RHS 423  
Management in physical therapy  
1<sup>st</sup> Midterm exam  
2011-2012

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**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 \_\_\_\_\_  
\_\_\_\_\_
- 2) The difference between administrative work in hospital and in other organizations that the hospital provide services continuously, \_\_\_\_\_ and  
\_\_\_\_\_
- 3) Management is define as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4) Formal organization depends on two basic relationships; \_\_\_\_\_  
and \_\_\_\_\_
- 5) The success of any hospital is more dependent upon the competency and  
\_\_\_\_\_
- 6) An unexplained absence for 3 days is considered as a \_\_\_\_\_
- 7) \_\_\_\_\_ and \_\_\_\_\_ are the regular review of each employee to determine his/her promotion and transfer.
- 8) Organization represents the congregation, cooperation and \_\_\_\_\_ by a number of people in pursuit of a common mission.
- 9) The classical organization table is \_\_\_\_\_ in shape.
- 10) Bureaucratic stage in the structural configuration could be tall bureaucratic organization with \_\_\_\_\_ layers or flat bureaucratic organization with \_\_\_\_\_ layers of management.

**II true or false question:**

**(5 points)**

1. Management or administration some time necessary for the smooth running of every institution.
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.
3. Lack of locally available funds is a reason of inadequate hospital services.

4. Planning is a continuous activity for management and has to be constantly revised and updated as conditions changes.
5. The staff of the personnel department will vary according to some elements.
6. Upon requirement of the director only, the person can transfer from one area to another.
7. Housing should presenting 20% of personnel distribution.
8. Working hours of each employs should not exceed 7hs/day.
9. The process of arranging the activity of an organization into a whole is called organizational structure.
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.

### **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?

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)**

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