

**091206T4PTT**

**PERIOPERATIVE THEATRE TECHNOLOGY LEVEL 6**

**HE/OS/TT/CR/06/6/A**

**MANAGE PERIOPERATIVE THEATRE RESOURCES**

**July/August 2024**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**WRITTEN ASSESSMENT**

**3 HOURS**

**INSTRUCTIONS TO CANDIDATE**

1. This paper consists of two sections; **A** and **B**
2. Answer **ALL** the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

**This paper consists of THREE printed pages.**

**You should check the paper to ascertain that all the pages are printed as indicated and that no questions or answers are missing.**

**SECTION A: (40 MARKS)**

*Answer ALL questions in this section*

1. Health service organizations need good management. Highlight FOUR benefits of good management in an organization. (4 Marks)
2. Organizing is a function of management that entails arranging of component parts into functioning wholes. State SIX steps in the organizing process. (6 Marks)
3. Delegation is the process of assigning part or all of one's person's responsibility to another person or person's responsibility to another person or persons. State FOUR ways that can make delegation successful. (4 Marks)
4. Management skills is the ability to make decisions and lead subordinate within an institution or organization. Explain THREE managerial skills. (3 Marks)
5. Managers in an organization handle several issues including grievances. State FOUR benefits of handling grievances. (4 Marks)
6. Human resource management is critical in management of an organization for its success in giving its services. Explain THREE functions of human resource management. (3 Marks)
7. The degree of solidarity and positive feeling held by individuals towards their groups in any organization improves teamwork. Outline FOUR ways to enhance team cohesiveness for the success of any organization. (4 Marks)
8. Due to the current change in global technology organization needs full acceptance and cooperation from employees. State FOUR ways that will make employees to accept changes in an organization. (4 Marks)
9. Proper resource allocation ensures that organizations' activities are well implemented. Highlight FOUR benefits of resource allocation. (4 Marks)
10. Every organization must have policies and standards for its operations. Outline FOUR benefits of work place policies. (4 Marks)

**SECTION B: (60 MARKS)**

*Select and answer any **THREE** questions in this section*

11. Henri Fayol's identified 14 principles of management that managers utilize in day to day running of institutions. Explain at least TEN of these principles and how they are beneficial in achieving the organization goals. (20 Marks)
12. Managers have the responsibility and authority to coordinate theatre activities.
- a) Describe FIVE objectives of management. (10 Marks)
  - b) Explain TEN roles of low-level management in an organization. (10 Marks)
13. Productivity of employees in an organization depends on how much motivated they are. Lack of motivation may lead to poor outcome.
- a) Explain TWO types of employee motivation in an organization giving examples. (4 Marks)
  - b) Discuss EIGHT ways to increase motivation in the work place. (16 Marks)
14. Communication is transfer of information and understanding from one person to another. Managers must possess good communication skills as they deal with multiple stakeholders.
- a) Discuss SEVEN basics for good communication. (14 Marks)
  - b) State SIX disadvantages of grapevine communication in an organization. (6 Marks)

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