

091206T4PTT

PERIOPERATIVE THEATRE TECHNOLOGY LEVEL 6

HE/OS/TT/CR/05/6/A

Execute Perioperative Theatre Administrative Services

Nov/ Dec 2023



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

WRITTEN ASSESSMENT

Time: 3 Hours

INSTRUCTIONS TO CANDIDATE

1. The paper consists of **TWO** sections: A and B
2. Do not write on the question paper.
3. Marks for each question are indicated in the brackets
4. You are provided with a separate answer booklet.

This paper consists of 3 printed pages

Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing

SECTION A: (40 MARKS)

*Answer **all** the questions in this section*

1. Define the term administration. (2 marks)
2. State FIVE roles of an administrator in an organization. (5 marks)
3. Every facility is required to have a standard operating procedure (SOP). List TWO components of an (SOPs) document. (2 marks)
4. Outline FOUR factors an administrator would consider when doing staff recruitment. (4 marks)
5. Identify FIVE roles and responsibilities of an administrator as a liaison person in maintaining interpersonal relations. (5 marks)
6. Resource management is important in ensuring the efficiency of work flow in different departments. Explain FIVE ways of ensuring effective resource management in an Organization. (5 marks)
7. State THREE importance of organizational policies and procedures. (3 marks)
8. Patient recovery after surgery is dependent on the quality of theatre services offered to them. Demonstrate FOUR determinants of quality theatre services. (4 marks)
9. Differentiate between short-term and long term perioperative theatre objectives. (4 marks)
10. Work places are prone to conflicts that arise from time to time. Explain solutions to THREE primary conflicts that may occur at your work place. (6 marks)

SECTION B: (60 MARKS)

*Answer any **three** questions in this section*

11. You have been working as the theater in-charge for hospital W. At the end of the year, you are expected to carry out performance evaluation for the employees.
- a) State SIX steps in the performance evaluation process. (6 marks)
 - b) Explain SEVEN factors that you would consider during employee performance evaluation process. (14 marks)
12. Staff motivation is an essential element for the success of any organization.
- a) Outline FIVE importance of employee motivation. (5 marks)
 - b) Discuss FIVE ways in which an organization can motivate its employees. (15 marks)
13. Hospital Q has hired you as the new theatre manager. You are concerned about the generation and disposal of waste in the department.
- a) Categorize SIX wastes that are generated from the operating theatre. (6 marks)
 - b) Explain SEVEN methods of disposing medical waste. (14 marks)
14. You are conducting end of year monitoring and evaluation for your theatre department. Discuss TEN importance of monitoring and evaluation to your unit. (20 marks)

END