KING SAUD UNIVERSITY

**COLLEGE OF APPLIED MEDICAL SCIENCES**

# DEPARTMENT OF OPTOMETRY

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# OPTO 491 - optometric practice

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**Student name:**

**Student number:**

**Part A: fell in the space**

**1- mention and define the management functions?**

**2-You open an optical shop, you have 3 employer and you want to motivate them , how you will do that?**

**Part A: True or false question**

**1- in the military style of management the leadership is share the responsibility with the staff employers ( )**

**2- Evaluation sessions and the methods used to collect information from employees about their reaction to management style can used to motivate the employers ( )**

**3- one opportunities of training is lunch meeting which is held outside the office setting and not in work time ( )**

**4- one cause for dismissal of the staff members is efficiency to perform assigned tasks ( )**

**5- assessing the need of staff employers is important to determine a relevant position for the staff members to fill ( )**

**6- job description should be defined avoid confusion of the new staff member ( )**

**7- they are tow ways to purchase of equipment , outright purchase and leasing ( )**

**8- fundus camera is a basic equipment for screening room ( )**

**9- Optometry practitioners must concern about patient care only ( )**

**10- training of staff is continuous process which is improve the knowledge and practices of the employers ( )**

**11- employee evaluations should done at least annually ( )**

**12- it is important to allow staff to understanding of what is expected of him and to left them to achieve goals ( )**

**13- the scientific management is depend on the studying of the movement and time to increase the productivity ( )**

**Part B: Multiple choice questions**

**1- organization is**

**a) accomplishment o objects**

**b) management facts of allocating and resources to staff member so practical can attain objects**

**c) all of the above**

**d) none of the above**

**2- all of the following details must discussed in offering the job for the applicant except:**

**a) responsibililities**

**b) salary**

**c) bonuses**

**d) social part of him**

**3- training is important cause it is improve knowledge and practice of**

**a) general knowledge**

**b) patient communications**

**c) all of the above**

**d) none of the above**

**4- mission statement is**

**a) manual stating of the instructions of the practice and done by the supervisor of the work**

**b) manual stating of the objects of practice and should include the staff**

**c) all of the above**

**d) none of the above**

**5- bureaucracy management is depend on**

**a) authority**

**b) organizational structure**

**c) all of the above**

**d) none of the above**