

**Time - 3 Hour****MM-70**The question paper contains 2 printed page.**Instructions:**

- There are two sections – A and B
- All questions are compulsory.
- Marks of each section are shown separately.

SECTION A**(Each Question – 13 marks)**

Q. 1. In the management of hospital records, we find medical records occupying a place of outstanding significance. In the light of this statement, focus on the different sections of hospital records.

Q.2: The management of hospital waste has been found creating numerous health problems. What are the precautions needed to handle the waste and various consequences arising out of noncompliance in healthcare delivery?

Q. 3. There are some important services and vulnerable areas where a hospital manager is supposed to show world class excellence. In the light of this statement, focus on security services of emergency services and Pediatric Unit.

Q4: Should the housekeeping services of 100 bed hospital be outsourced or should it be carried out by the employees? Which would you prefer and why?

SECTION B**(Each Question – 1.5 marks)**

1. Which of the following system of distribution is in use in most of the hospitals in India

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|-----------------------|-----------------------------|
| a. topping up | b. clean for dirty exchange |
| c. the grocery system | d. one for One system |

2. Sterile means

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|---|--|
| a. entirely free from germs of all kinds | b. micro organisms presents on an object are reduced in number |
| c. any chemical agent used to inhibit or destroy most micro organisms | d. faciilitating removal of dirt or Oil |

3. An appropriate housekeeping services in a hospital affects all except
 - a. reduces manhours
 - b. reduce costs
 - c. raises sanitation costs
 - d. increase visiting hours
 - e.
4. Medical Record is the Property of
 - a. Patient
 - b. Doctors
 - c. Clinical department
 - d. Hospital
5. A method in which the Pt is assigned a new number on each admission is called
 - a. serial numbering
 - b. unit numbering
 - c. serial unit numbering
 - d. forward numbering
6. The method of record compilation in which the documents are assigned according to the origination of entry is:
 - a. Source originated record
 - b. integrated record
 - c. problem oriented record
 - d. origination record keeping
7. In normal conditions, the shelf life of sterilized pack is
 - a. 24 hours
 - b. 72 hours
 - c. one week
 - d. 3-4 days
8. The essential step in the disposal of waste is
 - a. use of gloves by nursing staff
 - b. segregation of hospital waste at source
 - c. use of an incinerator
 - d. use of needle shredder
9. Autoclaving reduces the volume of medical waste by
 - a. 5-10%
 - b. 25-30%
 - c. 50-60%
 - d. 80-90%
10. The housekeeping services include
 - a. odour control
 - b. infection Control
 - c. pest and rodent control
 - d. all are correct
11. Emulsifying power of detergent
 - a. lowers the surface tension of water
 - b. breaks up grease and loosens the dirt particles
 - c. delays the soiling process
 - d. has absorptive action
12. The basic ingredients of any detergents are
 - a. surfactants
 - b. antiseptics
 - c. radiators
 - d. cleaners

