



AMREF INTERNATIONAL UNIVERSITY
SCHOOL OF PUBLIC HEALTH
DEPARTMENT OF HEALTH SYSTEMS MANAGEMENT AND DEVELOPMENT
BACHELOR OF SCIENCE IN HEALTH SYSTEMS MANAGEMENT AND
DEVELOPMENT
END OF SEMESTER EXAMINATION MAY- AUGUST 2024

UNIT CODE: HMD 126 Principles of Time Management

DATE: May- August 2024

TIME: Two Hours

Start: 6.00pm

Finish 8.00pm

INSTRUCTIONS

1. This exam is marked out of 70 marks
2. This Examination comprises TWO Sections
Section A: Compulsory Question (30 marks)
Section B: Long Answer Questions (40 marks)

SECTION A: COMPULSORY (30 Marks)

1. State **6 (six)** key elements to time management in Health **(6 Marks)**
2. Define below terms as used in Principles of time management **(4Marks)**
 - a) Time
 - b) Time management
 - c) Time management techniques
 - d) Effective time management
3. Outline **5 (five)** challenges of time management experienced in Health Systems Management **(5Marks)**
4. State importance of time management by health professionals **(7 Marks)**
5. State **8 (Eight)** characteristics of time in Health Care Management **(8 Marks)**

SECTION B: ANSWER ANY TWO (2) QUESTIONS (40 Marks)

6. For Health professionals, developing productive time management strategies is a critical aspect for efficient and effective health services delivery. Using relevant examples explain tips that can help Health Systems Strengthening Managers practice effective time management **(20Marks)**
7. The County Government of Mandera has invited you as an expert on Health Systems Management during Annual Planning Meeting to make a presentation on principles of time management. In your presentation, discuss how planning process is an important tool in time management citing relevant examples in your presentation **(20Marks)**
8. As a technical expert in principles of time management, you have been invited by the Chair of Health Organizations for a dialogue meeting with representatives of various health

organizations in Kenya. Using relevant examples, explain importance of time management in Health to the participants **(20Marks)**

AMU