

# Management And Leadership For Nurse Managers

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Core Skills for Nurse Managers  
Introduction to Management and Leadership for Nurse Managers  
A Practical Guide to Recruitment & Retention  
Financial Management for Nurse Managers and Executives - E-Book  
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Budgeting Concepts for Nurse Managers  
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Health Care Financial Management for Nurse Managers  
Nursing Leadership and Management for Patient Safety and Quality Care  
Quality Improvement for Nurse Managers  
Health Planning for Nurse Managers  
Retention and Productivity Strategies for Nurse Managers  
Fast Facts for the Clinical Nurse Manager, Second Edition  
Guide to Nursing Management and Leadership  
Budgeting and Financial Management for Nurse Managers  
The Managed Care Challenge for Nurse Executives  
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this edition of the highly acclaimed management and leadership for nurse managers offers theoretical and practical perspectives on the major management functions as they are practiced in today's organizations the author introduces current and future nurse managers to the challenges of planning organizing leading and controlling the most recent research on management theory is incorporated throughout the book in the context of its practical application new coverage includes total quality management pay for performance the rising temporary workforce and downsizing

core skills for nurse managers as of June 20 2014 contact hours for nurses are no longer available with this product this toolkit will help you develop your leadership and management skills the current staffing crisis may be forcing you to hire and promote staff nurses into managerial positions for which they are unprepared many hospitals new nurse manager orientation programs are having to scale back and are becoming more and more self directed these programs introduce novice managers to colleagues and organizational policies and procedures but leave little time for you to teach them the essential foundation supervisory leadership skills every mid level manager needs to succeed to combat these challenges turn to this complete ready to use and effective program that equips new nurse managers and experienced nurse managers who may have missed out

with a foundation of leadership skills they need to succeed core skills for nurse managers includes a cd rom packed with customizable tools and powerpoint presentations associated with each management skill nurse managers will benefit from interview questions orientation schedules and check offs preceptor program policies disciplinary action templates and recognition memo templates it also contains excel spreadsheets that make assessing staff competencies delegating tasks and tracking short and long term goals effortless a set of 6 audio cds that will motivate and inspire nurse managers through case scenarios tips and best practices learners can pop them into their car computer wherever and learn from case scenarios tips and best practices that will motivate and inspire them to step up to the new and exciting challenges their job offers a laminated card the top 10 things every nurse manager should remember core skills for nurse managers will have an immediate positive impact on a nurse manager's career development as well as his or her organization right out of the box this multimedia toolkit will teach managers to be more than just a manager they will lead encourage and inspire designed specifically for directors of nursing vps of nursing chief nursing officers directors of education and nurse managers the training toolkit allows you to build upon your leadership and management development without taking valuable time away from patients and staff this core training toolkit covers the most integral management and leadership skills each chapter doubles as a training module and features learning objectives real life case scenarios and a quiz at the end the manual also offers practical user friendly advice on running a leadership skills training program for frontline staff and the critical chapter the first 100 days in your new role as a nurse manager this training manual can be used not 1 but 2 ways this invaluable training toolkit will help your nurse managers develop their leadership and management skills without taking valuable time away from patients and staff you can reproduce the chapters and give them to your nurse managers as self directed learning activities this allows you and your nurse managers tremendous flexibility you can also use the toolkit in a classroom setting each chapter comes with a ready to use powerpoint presentation on cd rom that you can use for group learning nurse managers are your organization's most valuable resource encourage and inspire exceptional leaders with core skills for nurse managers a training toolkit and develop this precious resource to guarantee future success for all learning objectives upon completion of this activity participants should be able to define leadership identify five characteristics of a effective leader define coaching and compare it to leadership discuss four ways to motivate employees describe three reasons communication fails list five ways you can improve communication with staff name five ways to manage time more efficiently list five essentials for effective delegation identify three common sources of conflict for the nurse manager list five elements that help to minimize conflict list three objectives of the interview identify five types of interview questions review 10 ways to better manage emotions and de escalate situations describe a model for assertive communications list three questions to ask yourself before confronting a disciplinary issue list five questions to consider before deciding to terminate an employee list four purposes of an orientation program describe three characteristics of an effective preceptor identify three scenarios that would require evaluation of an employee's competencies identify three dimensions of competencies list three changes you can implement to improve the effectiveness of the evaluation process describe the relationship of goals to the performance review list at least three risk management pointers that ensure a well documented record identify at least three ways to help staff improve their documentation table of contents chapter 1 successful orientation of the newly hired manager chapter 2 a new nurse manager's first 100 days in office chapter 3 leadership chapter 4 coaching chapter 5 communication chapter 6 time management and delegation chapter 7 conflict management chapter 8 interviewing and hiring chapter 9 dealing with difficult or disruptive behaviors chapter 10 the disciplinary process and terminations chapter 11 new employee orientation and training chapter 12 assessing competencies chapter 13 performance evaluations chapter 14 the manager's accountability for documentation in the medical record

this book is designed for management development of professional nurses in the twenty first century the text provides the best management concepts and theories of management available from the field of generic management as well as from nursing management sources it also provides theoretical and practical knowledge that will aid clinical nurse managers in meeting the demands of constantly changing patient care services

the forecast doesn't look good a shortage of nurses continues to be a major problem facilities like yours are shelling out high salaries and signing bonuses just to get nurses in the door unfortunately that hasn't proven to be enough once you get quality nursing professionals in the door you need to know how to keep them from walking out staff in staff out staff in staff out stop the revolving door from spinning the revolving door trend is discouraging but even more than that it's dangerous inadequately staffed facilities run the risk of preventable errors avoidable complications and increased length of stay and readmissions and many states are considering nurse patient ratio legislation a practical guide to recruitment and retention is a handy book that provides you with practical field tested strategies to attract and more importantly retain high quality nursing and healthcare personnel filled with timely user friendly ideas concepts and tools a practical guide to recruitment and retention helps today's nurse managers and nurse executives make effective decisions related to recruitment and retention from recruiting student nurses to confronting troublesome nurses who can cause turnover this book covers it all inside this must have book you'll find an in depth look at youth recruitment appropriate methods to recruit and retain every type of nurse techniques for implementing quality work place improvements ideas for recognition and reward programs ways to embrace diversity in the healthcare workplace numerous tools templates and procedures to adapt to your facility case studies that will help drive the messages home and provide evidence of recruitment and retention strategies that work table of contents embracing diversity in the workplace developing nurse managers and leaders retaining and supporting the middle manager level nurse helping the nurse manager make time for staff improving interview skills and hiring techniques employee and family friendly policies and procedures expanding the eap program focus on flexible orientation processes surprising staff with the unexpected professional models of care implementing quality workplace improvement systems assuring interdisciplinary collaboration building collaborative practices between nursing and medical staff methods that help staff feel a true part of the process professional development encouraging your staff to fulfill their career development recognition and reward programs that promote retention the senior nurse executive's role in recruitment and retention establishing an educational pipeline working with junior and senior high schools working with nursing schools to secure staff measuring recruitment and retention metrics top ten things to do not to do in recruitment what's working in the non healthcare environment learning objectives identify the major disadvantages of high staff turnover identify diversity characteristics discuss strategies for managing diversity in your organization verbalize techniques managers can use to leave a perception with staff that you make time for them list warning signs that a manager is in need of support guidance and direction discuss strategies that promote an employee friendly workplace discuss program examples that leave a perception with staff that their employer is family friendly identify the components of professional models of care discuss the benefits of professional models of care identify ways to implement quality workplace improvement systems evaluate the results of implementing quality workplace improvement systems identify effective methods of promoting collaborative practice between nursing medicine and other professional departments discuss the benefits when nursing staff actively participate in systems and processes related to patient care list resources the staff nurse can access to enhance professional development discuss how a commitment to professional development aids recruitment and retention identify ways to reward staff for exceptional performance list essential aspects of the performance review that enhance retention identify examples of appropriate goal setting for a staff nurse identify methods to recruit young people into healthcare careers discuss the value of establishing relationships with schools of nursing list examples of recruitment and retention data that is useful to manage your workforce identify the values of using metrics to measure recruitment and retention success identify ineffective recruitment strategies identify effective recruitment strategies identify recruitment and retention methods that have been proven successful outside the healthcare environment compare basic recruitment and retention principles from the general workplace to those from nursing

new information about the affordable care act details how changes and developments affects coverage for millions of americans new value based payment reimbursement information details what nurse executives need to know in order to use this new system new coverage of accountable care organizations provides current

information on one of the emerging forms of managed care and how it works within the financial system of healthcare new team and population based care information covers how to work with healthcare professionals outside of nursing

this completely revised yet comprehensive text provides management concepts and theories giving professional administrators and students in nursing theoretical and practical knowledge management and leadership for nurse administrators sixth edition provides a foundation for nurse managers and nurse executives as well as students with major management and administrative content including planning organizing leadership directing and evaluating an additional chapter titled the executive summary is included management and leadership for nurse administrators sixth edition combines traditional organizational management content with forward thinking healthcare administration content this comprehensive nursing administration text includes content on complex adaptive systems evidence based practices academic and clinical partnerships trends in nursing leadership implications for education and practice creating a culture of magnetism information management and technology risk management legal issues building a portfolio key features of this book include unit openers learning features and objectives concepts nurse manager behaviors nurse executive behaviors quotations summaries exercises review questions evidence based practice research boxes case studies tables figures and charts clinical leader content and content related to the doctor of nursing practice dnp and a glossary

completely revised and updated the second edition addresses a myriad of financial concepts ranging from staffing and budgeting to measuring productivity and forecasting costs examples and explanations of terminology will help nurse managers successfully correspond with the financial department to implement change without negatively affecting patient care and outcomes

an in depth guide to preparing accurate nursing budgets this book will help you improve your financial skills and contribute to your organization s strategic planning it discusses the different types of budgeting the budgeting process forecasting variance analysis and costing out nursing services a variety of settings are included hospitals long term care home health community health managed care and others with this guide you ll learn how to communicate effectively with financial managers succeed in your role in the budgeting process and assist in the delivery of high quality patient care at the lowest possible cost each chapter includes learning objectives to focus your study and a summary and implications for nurse managers to reinforce what you ve learned additional suggested readings provides helpful resources for further research and study an appendix includes numerous sample budget forms and instructions allowing you to see firsthand the various types of budgeting forms used in day to day practice new budgeting for information systems chapter describes how to budget for information technology it what kind of personnel you should consider hiring to support the nursing it function and how to evaluate it products new budgeting for the operating room chapter covers key stakeholders in the budget development process developing the prioritization process and specialized aspects of the operating room budget a discussion of magnet hospitals has been added including the cost implications of applying for magnet status coverage now includes different delivery care models and their potential budgetary impact to a health care organization along with clinical ladders and the budgetary implications of nurses testing up the ladder budgeting for clinics and same day surgery facilities is described updated and expanded content discusses budget variance analysis and interpretation of budget reports that differ from the planned budget includes the budget implications of outsourcing and how to determine whether outsourcing is cost effective for a particular service

management and leadership for nurse administrators seventh edition provides professional administrators and nursing students with a comprehensive overview of management concepts and theories this text provides a foundation for nurse managers and executives as well as nursing students with a focus on management and administration important notice the digital edition of this book is missing some of the images or content found in the physical edition

covers such issues as promotion leadership and motivation moral management dealing with unhelpful staff occupational health and safety budgets information technology and many other vital issues in modern nurse management

financial management for nurse managers third edition is a completely revised and updated text addressing a myriad of financial concepts ranging from staffing and budgeting to measuring productivity and forecasting costs examples and explanations of terminology will help nurse managers successfully correspond with the financial department to implement change without negatively affecting patient care and outcomes provided by publisher

health care financial management for nurse managers merging the heart with the dollar prepares nurse managers for successful interfacing between financial departments and nursing administration using a systems approach to analyze the financial impact of health decisions so nurse managers can thoroughly understand financial concepts such as staffing budgeting identifying and analyzing variance measuring productivity costing accounting and forecasting the text also presents examples techniques and financial accounting terminology and demonstrates how cost cutting can affect patient outcomes

take an evidence based approach that prepares nurses to be leaders at all levels learn the skills you need to lead and succeed in the dynamic health care environments in which you will practice from leadership and management theories through their application you ll develop the core competences needed to deliver and manage the highest quality care for your patients you ll also be prepared for the initiatives that are transforming the delivery and cost effectiveness of health care today new updated expanded content reflecting the evolution of nursing leadership and management new tables that highlight how the chapter content correlates with the core competencies of bsn essentials ana code of ethics and standards of practice or specialty standards of practice new 10 nclex style questions at the end of each chapter with rationales in an appendix new expanded coverage of reporting incidents clinical reasoning and judgment communication and judgment hierarchy quality improvement tools leveraging diversity security plans and disaster management health care and hospital and unit based finances and professional socialization features an evidence based and best practices approach to develop the skills needed to be effective nurse leaders and managers from managing patient care to managing staff and organizations encompasses new quality care initiatives including those from the institute of medicine iom report aacn essentials of baccalaureate education and quality and safety education for nurses qsen report which form the foundation of the content discusses the essentials of critical thinking decision making and problem solving including concepts such as swot 2x2 matrix root cause analysis plan do study act and failure mode and effects analysis demonstrates how to manage conflict manage teams and personnel utilize change theory and budget uses a consistent pedagogy in each chapter including key terms learning outcomes learning activities a case study coverage of evidence research and best practices and a chapter summary

a complete guide to quality improvement for nurse leaders earn 3 continuing education credits this book and cd rom clearly outline a nurse leader s role in quality improvement and offer simple instructions to improve patient outcomes through nurse education and engagement in an easy to understand format this guide explains how to engage staff how to choose measure and benchmark nursing quality data and how to use qi projects to achieve positive results this resource provides a simplified approach to quality improvement reporting benchmarking and staff engagement easy to understand explanations on how to collect and report data in a meaningful way specific sections on nursing quality indicators staff engagement and benchmarking to help hospitals striving for ancc magnet recognition programr designation customizable tools and templates that you can put to use immediately practical guidance on a topic many nurses struggle with a recent poll featured in the joint commission s journal on quality and patient safety found that 40 of nurses are poorly educated about quality improvement

clinical nurse managers face myriad challenges including administrative clinical and interpersonal issues this

concise practical resource offers wise guidance for nurses working in this complex fast paced role addressing common complaints and anxieties it offers quick access to insights proven strategies and tools for effectively coping with such situations as institutional change a multigenerational and multicultural workforce resistance to change and toxic behaviors fully updated and revised the second edition provides sound advice addressing the changing dynamics in health care that have amplified the challenges of clinical nurse management it offers strategies for boosting staff morale during times of fear and anxiety explains how to reclaim professional practice and focus on quality of care advocates for nurses at senior levels and discusses how to maintain one's identity in an interdisciplinary setting designed to assist clinical nurse managers at all levels in developing new and effective ways of leading in a rapidly changing health care environment this resource helps foster a better quality of work life and professional practice it features concise chapters and bulleted information for quick access and at a glance fast facts in a nutshell boxes also included are helpful tools and worksheets for managing a variety of challenges along with the top 10 fast facts for thriving in a changing workplace new to the second edition completely updated and revised new chapter who stole the art of nursing new content on fostering and nurturing therapeutic relationships more information on rewards and recognition to keep staff motivated key features presents timely content ready to be applied in a professional setting presents information in an easy to access format with concise chapters bulleted lists and fast facts in a nutshell boxes advocates a back to basics approach to clinical care packed with current useful and accessible information that fits in a pocket written by a noted author keynote speaker and facilitator highly experienced in helping nurses in leadership roles

the new seventh edition of this popular text has been completely revised and updated to include the very latest strategies for improving your nursing leadership and management skills book jacket

this expert guide shows how today's successful nurse managers and executives can shape the process of organizational change help staff make sense of the change experience and effectively compete in a managed care environment by making the best use of scarce resources

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