

# Orientation Guide



# New Nurse Manager Orientation Guide

**Nadine M. Aktan**



## **New Nurse Manager Orientation Guide:**

*The Nurse Manager's Guide to Innovative Staffing, Third Edition* Jennifer Mensik Kennedy, Brienne Sandow, 2024-06-20  
This book provides a comprehensive overview of staffing from budgeting to scheduling daily staff adjustments and data analytics. It serves as a wonderful resource for both practical approaches and innovation in nurse staffing. Marla J Weston PhD RN FAAN CEO Weston Consulting LLC Past CEO American Nurses Association. This remarkable book sets the standard for leading practices with staffing and scheduling. Karlene M Kerfoot PhD RN FAAN Chief Nursing Officer Symplr. These two authors have developed an amazing book that will fulfill two major purposes: an orientation guide for new nurse managers and a refresher for experienced nurse managers as they ponder the staffing implications of a new model of care. Rhonda Anderson DNSc h MPA RN FAAN LFACHE FACHT Consultant Surveyor Global Healthcare Accreditation. The safe staffing crisis now facing the nursing profession is further amplified by the nurse shortage and continuing fallout from the COVID 19 pandemic. There are no easy answers but there are resources that can help. In this book readers will find Detailed staffing plan policy and delivery model examples Turnkey calculation worksheets for full time equivalencies FTEs PTO and productive vs nonproductive time Sound strategies for introducing new processes and technology Real world staffing experiences from frontline managers Staffing and scheduling plans optimized for rural and critical access hospitals TABLE OF CONTENTS Part 1 Understanding Staffing Chapter 1 Nursing Fundamentals for Staffing Chapter 2 The Current State of Staffing Part 2 Researching Operating Safe Staffing Principles and Practices Chapter 3 Start with Understanding Your Unit's Care Delivery Model Chapter 4 Maximize the Capacity and Capabilities of Your RN Workforce Chapter 5 Empower All Disciplines to Practice to Their Full Scope Chapter 6 Recognizing Manage and Minimize Your Variability Chapter 7 Target Technology That Improves Staffing and Outcomes Chapter 8 Pulling Your Data Together Part 3 Staffing Tools and Models Chapter 9 Innovative Care Delivery Models Chapter 10 Outside the Hospital Walls Chapter 11 Examples of Staffing Plans Policies and Committees Epilogue

*The Nurse Manager's Survival Guide* T. M. Marrelli, 1997 A clear concise hands on guide to useful practical tips and techniques to ease the transition from staff nurse to staff manager. The book includes stress generated by the reorganizing and restructuring occurring in healthcare facilities and examines major healthcare issues as well as concerns related to managed care. 6 illus

*Nursing Education Challenges in the 21st Century* Leana E. Callara, Leana R. Callara, 2008 Nursing education is facing a massive set of obstacles as the fields of medicine continues to progress at warp speed at the same time hospitals do not have enough doctors and depend more on nurses than anytime before. The result is overworked nurses running to keep it with the fields in which they must work. This book presents some analyses of nursing education at a critical juncture in the field

*Nurse Manager Engagement* Mackoff, 2010-03-19 Nurse Manager Engagement Strategies for Excellence and Commitment is based on the groundbreaking and highly regarded national Nurse Engagement Study project funded by The Robert Wood Johnson Foundation. The book builds upon the key ideas in the study by including

examples from Dr Mackoff's conversations and key teaching points from her work with several hundred nurse managers in the three years following this innovative study Nurse Manager Engagement offers a groundbreaking approach one that distinguishes it from other nurse management books by a focus on building a model of the solution rather than a description of the problem It focuses on the crucial role of the nurse manager in engaging staff nurses and building a pipeline for future nurse leadership

**Fast Facts for the New Nurse Practitioner, Second Edition** Nadine M. Aktan, 2015-03-09 What type of degree do I need to become a nurse practitioner How do I choose the right clinical preceptor How can I best prepare for my first year of practice Written for those considering NP practice current NP students and newly certified NPs alike this quick easy to use manual covers everything there is to know about transitioning into the NP role its rewards and its challenges This second edition includes several new chapters covering electronic health records the impact of health care reform promoting the NP role and choosing a doctoral program All of the original chapters have been revised or expanded with updated key points tables and vignettes supplying cutting edge knowledge and skills to help new NPs excel The only resource of its kind this book guides the reader through the entire process of becoming an NP from the initial decision to the selection of the right educational program to licensure It discusses the contractual relationship with institutions and related health providers along with legal and administrative issues Currently practicing NPs offer words of wisdom on how to survive the first year of practice and stories from the author and her colleagues provide an intimate look at everyday realities Organized for easy access to information and filled with humor the book features learning objectives quizzes checklists to facilitate decision making and other helpful tools Fast Facts in a Nutshell boxes highlight need to know information and useful tips and resource lists provide information on scholarships certification professional organizations and networking New to the Second Edition The dos and don'ts of electronic health records Surviving health care reform today and tomorrow Marketing the NP role to the nursing profession employers and the public The terminal degree in nursing PhD EdD or DNP Revised and expanded information in all chapters Updated key points vignettes and tables Nadine M Aktan PhD RN FNP BC received her bachelor's master's and doctoral degrees in nursing from Rutgers University College of Nursing and Graduate School in New Brunswick and Newark New Jersey She is currently chairperson and associate professor at William Paterson University in Wayne New Jersey teaching future nurses and nurse practitioners She also practices as a family nurse practitioner at the Immedicenter an urgent care family practice with locations in Clifton Bloomfield and Totowa New Jersey and as a maternal child community health nurse for Valley Home Care in Paramus New Jersey

**The Effective Nurse** Laura Mae Douglass, 1996 This practical text presents both the essentials of nursing management and leadership and concrete applications of the principles introduced Topics covered include managed care and managed competition case management and outcomes management change stress and burnout team building legal issues such as delegating staffing and nursing error cultural diversity the expanding role of nursing and computers in nursing Study aids are included such as

behavioural objectives itemised chapter summaries questions for study and discussion and Test Your Knowledge questions This edition has a perforated workbook section at the end of the text entitled Critical Thinking Activities and there is also expanded treatment of public health community health and home health visiting nurse services Guide to Nursing Management and Leadership Ann Marriner-Tomey, 2004 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 **Fast Facts for the School Nurse, Second Edition** Janice Loschiavo, MA, RN, NJ-CSN, Janice Loschiavo, 2015-03-09 This concise reference resource for school nurses offers straightforward guidelines to a range of daily tasks and nursing responsibilities including clinical protocols for safe management of common childhood illnesses accidents and emergencies legal and ethical considerations documentation high risk areas in school nursing practice and the requirements of both the Americans with Disabilities Act and the Individuals with Disabilities Education Act From publisher description *The New Nurse Manager* Donna Richards Sheridan, 1984 Cover to cover the New Nurse Manager provides proven professional advice to assist the new nurse manager cope successfully with the transition from nurse to manager communicate more effectively with colleagues develop staffing scheduling and supervisory skills and much more Each chapter includes up to 11 practical management exercises to enhance learning by doing plus a case example model answer and detailed references *Introduction to Leadership and Management in Nursing* Mary Louise Holle, Mary Elizabeth Blatchley, 1987 *The Nurse Manager's Guide to Computers* William W. Christensen, Phillip R. Rupp, 1986 **Handbook for First-line Nurse Managers** Joyce L. Schweiger, 1986 Advancing Professional Nursing Practice Joyce C. Clifford, Kathy J. Horvath, 1990 Key to the program is the recognition of nursing as a clinical discipline coupled with the integration of nursing leadership into the administration of the hospital **The Manual of Nursing Quality Assurance** Howard S. Rowland, 1987 **Manual of Staff Development** Lori Rodriguez, 1996 The MANUAL OF STAFF DEVELOPMENT is a practical resource that provides staff development educators and administrators with a compendium of useful tools and techniques to meet the rapidly changing professional development needs of their staff Drawn from hospitals through the U S and Canada the materials address such crucial and diverse activities as staff development certification finance quality marketing instructional design needs assessment program planning orientation preceptorship in service education competence assessment and evaluation This resource enables the staff development educator to benefit from the expertise and experience of numerous staff development experts saving the time and money required creating these programs and materials The Nurse Manager in the Emergency Department Margaret E. Miller, 1983 **Essentials of Nursing Management** Barbara Stevens Barnum, Catherine O. Mallard, 1989 Specifically for the first line manager the nurse with responsibility for managing the direct care of patients and supervising staff who deliver that care The New Zealand Nursing Journal, 1989 **Standards, Recommended Practices and Guidelines, 2006** AORN., 2006 AORN's classic

resource for perioperative practice brings together all of the Association's official positions and recommendations in one unique volume from professional practice standards to laser safety from competency statements to aseptic technique from clinical pathways to patient safety the 2006 edition features revised guidelines for safe medication practices and reuse of single use devices eight new position statements approved by the 2005 House of Delegates and expanded and updated competency statements for the perioperative nurse the perioperative advanced practice nurse and

**A Practical Guide to Managing the Multigenerational Workforce** Judith Lower, 2006 Bridge the generation communication gap It's hard to believe Almost three decades can separate your youngest staff members from the oldest While the 20 something Generation Y nurses are concerning themselves with flexible scheduling and paid time off their over 60 Traditional counterparts are light years away worrying about pension plans and professional recognition In between you have to contend with Generation X staffers and Baby Boomers who are clamoring for an entirely different set of needs and priorities Whatever you call them Generation Y or Millennials Traditionals or Silents Generation X Baby Boomers managing your multigenerational staff can add up to a very gnarly problem Don't let generation gaps lead to miscommunication and staff conflict In order to manage a multigenerational workforce successfully the nurse manager has to take into consideration each generation's unique priorities motivators skills communication styles and experiences That's a tall order for any manager but especially in today's stressful hospital environment Until now help has been hard to find Judith Ski Lower RN CCRN CNRN MSN a well known and highly respected nursing expert addresses the problem head on in her new book A Practical Guide to Managing the Multigenerational Workforce Skills for Nurse Managers Drawing on her many years of experience successfully managing across the generation gap Lower's helpful new book will show you how to Identify generational differences Identify the main characteristics and formative years of the Traditional Generation The Silents Baby Boomers Generation X and Generation Y so you can understand their reactions and what motivates them Recognize educational styles that work for each generation Online Classroom Self paced Hands on Discover different educational methods that appeal to multiple generations Identify and provide the feedback each generation wants and needs Silent Generation nurses may have little interest in annual performance reviews while Generation X nurses want feedback instantaneously Understand how to provide personal feedback and effective performance reviews Illustrate improved scheduling by understanding generational needs Silent Generation nurses may prefer a consistent schedule Generation Y nurses may require flexibility to meet the needs of their young families Understanding your staff's needs will help you create schedules that work for all Formulate retention strategies that work for every generation Generation X nurses may respond best to promotions or pay increases Baby Boomer nurses may be motivated by recognition and service awards Learn what feedback works best for each member of your staff Develop policies to embrace differences to manage more effectively Gain a better understanding of each generation's motivators and learning styles along with proven strategies to facilitate communication and encourage respect

Who should read this book Nurse managers directors of nursing chief nursing officers VPs of nursing nursing home administrators HR directors staff educators and RNs Table of contents Chapter 1 The Silent Generation Chapter 2 The Baby Boomers Chapter 3 Generation X Chapter 4 Generation Y Chapter 5 Schedules Chapter 6 Balancing work and life Chapter 7 Learning Chapter 8 Participation and involvement Chapter 9 Performance reviews feedback and promotions Chapter 10 Working together Chapter 11 Retention and Recognition Chapter 12 What will the future look like Learning Objectives List the names of the four generations currently in the workforce Identify key events that shaped the Silent Generation s formative years Evaluate how social and family circumstances affected the Silent Generation s characteristics Describe key events that shaped the Baby Boomer s formative years Evaluate the impact that social and family circumstances had on Baby Boomers Identify key events that shaped Generation X s formative years Discuss how social and family circumstances affected Generation X s characteristics Identify key events that shaped Generation Y s formative years Explain how social and family circumstances affected Generation Y s characteristics Discuss why disagreements between the generations may arise over scheduling Determine strategies for planning schedules that meet the needs of all generations Discuss what different generations want in terms of work life balance Identify holiday and vacation options that meet the needs of all generations Recognize the different learning styles of each generation Identify orientation strategies that can help Generation Y nurses become successful Explain why Silent and Baby Boomer generation nurses are often the only ones to sign up for committees Discuss how managers can encourage all generations to become involved in committees task forces and meetings Describe strategies for ensuring that performance appraisals meet the needs of all generations Develop strategies for the provision of ongoing feedback Examine the barriers that prevent effective multigenerational communication Discuss strategies a manager may use to encourage social interaction and team work Identify programs for helping older nurses remain in the workforce Develop programs for helping Generation Y achieve work life balance Discuss strategies for enhancing the workplace of the future

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