Nurse Executive Exam Review (Basic)

Course Description

This seminar is a facilitator-led didactic course focusing on the knowledge base needed by candidates to successfully sit for the nurse executive leadership exam. This includes nursing theory, leadership theory, financial foundations and communication skills.

Key Learning Outcome

- After completing the program, 80% of participants will report an increase in knowledge and confidence necessary to pass the certification exam.

Agenda

Sign-in begins at 7:30 am. Each day includes a one-hour lunch (on your own), as well as a morning and afternoon break of 15 minutes each. The order of lectures presented and break times may vary according to speaker preference.

Day 1, 8:00 am to 4:00 pm

Foundations of Leadership
Definition of Mission, Vision and Philosophy | Traditional Leadership Styles | Contemporary Leadership Styles | Theories of Leadership

Nursing Leadership Theory
Environmental | Interpersonal Relations | Nature of Nursing Needs | Equilibrium | Nursing Process | Caring Model | Cultural Care Diversity

Organizational Structure and Planning
Corporate Integration | Centralized vs. Decentralized Industry | Strategic Stakeholders | SWOT Analysis | Project Management | Gantt and RACI Charts

Federal Laws Related to Human Resources
Human Capital Management | Federal Workforce Flexibility Act | Family and Medical Leave Act | COBRA | Americans with Disabilities Act | Fair Labors Standard Act | Age Discrimination Act | Civil Rights Act—Title VII

Organizations and Entities
OSHA | Workers' Compensation | Equal Employment Opportunity Commission | Affirmative Action | Corporate Compliance | HIPAA

Labor Relations
The Wagner Act | Taft-Hartley Amendment | Process of Unionization | Collective Bargaining | Labor Grievances | Arbitration and Strike

Tools for Building a Team
Employee Assistance | Job Descriptions | Recruiting | Multigenerational Workforce | Just Culture | Group Think

Organizational Structure
Chain of Command | Span of Control | The Organizational Chart | Flat Organizational Structure | Sole Proprietorship | General Partnership | Corporation

Health and Public Policy
Mandatory Reporting | State-Mandated Reports | Communicable Diseases

Legal Foundations
Criminal Law | Civil Law | Professional Negligence/Malpractice | Liability in Nursing | Medicare Fraud and Abuse

Health Initiatives
Healthy People 2030 | Sullivan Commission and Diversity | IOM Future of Nursing

Financial Management
Payers | Budgets | Break-Even Charts | ROI | Cost-Benefit Ratio | Cost-Effectiveness Analysis

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Day 2, 8:00 am to 4:00 pm

Financial Considerations
Payment Options | Resource-Based Relative Value Scale System | HMO and PPO | Medicare and Medicaid

Nursing Workforce
Productive and Non-Productive Hours | Average Daily Census | Occupancy Rate | Profit per Inpatient Discharge | Full-Time Equivalent (FTE) | Nursing Hours Per Patient Day (NHPPD)

Knowledge Self-Evaluation
Quiz on Materials

Care Delivery Systems
Accrediting Bodies | Relationship-Based Care | Transforming Care at the Bedside | Family-Centered Care | Clinical Guideline, Pathway and Protocols

Model of Professional Nursing Practice Regulation
Scope & Standards of Practice | Ethics | Certification | Nurse Practice Act | Institutional Practice | Self-Determination

Professional Practice Models
Functional Nursing | Team Nursing | Primary Nursing | Disease-Management Model

Group Dynamics and Competency
Group Development | Orientation and Preceptorship | Competency Validation | Core Competency Framework | Organizational Transparency | Employee Performance | Lateral Violence/Incivility

Communication
Systems | Upward and Downward | Principles and Styles | Conflict and Challenges | Documentation

Quality Improvement
Process Improvement | Pareto Principle | Lean Thinking | Six Sigma | Analyzing Errors | Quality Indicators

Ethics and Advocacy
Autonomy | Justice | Beneficence | Non-Maleficence | Code of Ethics | Ethical Dilemmas | Advocates

Leadership Principles
Emotional Intelligence | Types of Conflict | Sources of Influence and Power | Changes Theories

Research and Data Collection
Institutional Review Board | Research Techniques | Evidence and Data | H-CAHPS | Data for Decision-Making

Accreditation

RN/LPN/LVN/Other: 13 Contact Hours

MED-ED, Inc is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation (**ANCC**).

MED-ED, Inc. is an approved provider by the following State Boards of Nursing: **Florida**/FBN 50-1286, **Iowa**/296, **California** #CEP10453.

If your profession is not listed, we suggest contacting your board to determine your continuing education requirements and ask about reciprocal approval. Many boards will approve this seminar based on the accreditation of the boards listed here.