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.

Who is eligible to take this exam? All requirements must be completed prior to application for the examination.

- Hold a current, active RN license in a state or territory of the United States or the professional, legally recognized equivalent in another country.
- Hold a baccalaureate or higher degree in nursing.
- Hold at least 2,000 hours of experience in a leadership, management or administrative role with a primary responsibility for the daily operations and outcomes of one (1) or more unit(s)/departments within the last three years.
- Completed 30 hours of continuing education in nursing administration within the last three years. This requirement is waived if you have a master’s degree in nursing administration.

Program Learning Outcomes
This program prepares the learner to:

- Self-report at a 90% rate an increased knowledge and confidence in an ability to successfully pass the Nurse Executive Basic 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

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

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**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 | Return on Investment | Cost-Benefit Ratio | Cost-Effectiveness Analysis

**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.

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.

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