

NURSE LEADERSHIP SERIES

SESSION I: NURSING LEADERSHIP AND DELEGATION

WEDNESDAY, FEBRUARY 8, 2012
8:30 AM REGISTRATION
9:00 AM-4:00 PM

The long-term care profession is constantly evolving and ever changing. These changes require nurse leaders who possess the skills needed to motivate and direct staff, make the most of limited resources and keep on top of the rapidly changing need of the long-term care profession.

The New Hampshire Health Care Association has developed a five part educational program that will teach you new skills, fine-tune existing knowledge, explore leadership techniques, and operationalize the skills and competencies needed to be a nurse leader.



NEW HAMPSHIRE HEALTH CARE ASSOCIATION
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PEMBROKE, NH 03275
(603) 226-4900 PHONE ☎ (603) 226-3376 FAX
WWW.NHHCA.ORG ☎ INFO@NHHCA.ORG

NURSE LEADERSHIP SERIES

SESSION I: NURSING LEADERSHIP AND DELEGATION



Do you find it difficult delegating tasks to other staff members?

Do you find it easier / faster to do the work yourself rather than to give it to someone else?

When you leave work do you feel guilty about work that was left undone?

Are you fearful of holding others responsible for their work?

This training session is designed to help you learn how to delegate better and to feel comfortable with your decisions as a leader.

The provision of nursing care in the long-term care setting is becoming increasingly more multifaceted. Effective delegation is an essential and complex skill that is crucial for the nurse to master in order to provide safe patient care in this environment. Ineffective delegation can create situations where care is missed or delayed which can lead to falls, pressure ulcers or other poor outcomes. Nurses need to have a wide range of knowledge and critical thinking skills in order to effectively delegate. However, delegation is a skill that must be learned and not all nurses feel adequately prepared. Furthermore, it takes practice and time to enhance the skill of effective delegation.

This is a one day course to enhance your knowledge and understanding of the skill of effective delegation. We will review the legal parameters governing the legal authority to delegate as outlined by the NH Nurse Practice Act. We will review the definition of delegation and discuss the five rights of delegation outlined in the Joint Statement on Delegation by the ANA and the NCSBN. We will address the importance of interpersonal relationships and communication. This will be an interactive session utilizing case scenarios to work in small groups to simulate actual situations to allow each participant the time to practice having critical conversations regarding delegated tasks. You will learn effective communication techniques and how they can help promote teamwork.

Nursing homes will continue to receive residents who are acutely ill and require complex care. Being able to effectively delegate is a valuable skill that ensure positives outcomes for residents and leaves you feeling good about the work you have performed.

OBJECTIVES:

- ✂ Describe the role of the New Hampshire Board of Nursing in defining the legal parameters for nursing practice, which includes delegation. (RSA 326-B; Nur 100-800)
- ✂ Define the term delegation and describe the delegation process including the “Five Rights of Delegation”
- ✂ Discuss the responsibility of the nurse for supervision of delegated tasks
- ✂ Explore the relationship between communication and the delegation process
- ✂ Demonstrate the application of these principals utilizing various case scenarios

SPEAKER BIO:

Nina Worsley, RN, BSW, Quality Improvement Specialits, Northeast Health Care Quality Foundation
Nina Worsley is a Quality Improvement Specialist at the Northeast Health Care Quality Foundation (NHCQF), the Medicare Quality Improvement Organization (QIO) for the states of Maine, New Hampshire, and Vermont. She joined NHCQF in July of 2009. Ms. Worsley is one of NHCQF’s clinical leads for the Centers for Medicare & Medicaid Services’s (CMS’s) nursing home quality improvement programs for Maine, New Hampshire and Vermont. Ms. Worsley came to Northeast Health Care Quality Foundation from Morning Star Care Center in Fort Washakie, Wyoming. Prior to NHCQF, she had extensive experience in home health and long term care settings as well as state agencies. Ms. Worsley has experience working in California, Colorado, New Hampshire and Wyoming. She has an Associates Degree in Sacramento City College, a Bachelor of Science Degree in Dietetics from the University of California and a Master of Social Work Degree from California State University.

NURSE LEADERSHIP SERIES

SESSION SCHEDULE:

All five sessions will be held at the NHHCA Office in Pembroke. Sessions will begin at 9:00 am and conclude at 4:00 pm. Lunch will be provided at 12:00 pm for each session.

SESSION I: Nursing Leadership and Delegation | *February 8, 2012*

SESSION II: Nursing Leaderships Role in Successful Transitions of Care | *February 22, 2012*

SESSION III: Finance 101: Everything you need to know from finance to budgets | *March 7, 2012*

SESSION IV: Successful Performance Improvement for Nurse Leaders | *March 21, 2012*

SESSION V: Nurse Management: The HR Model | *April 4, 2012*

FEE

The fee for each session will cover a light continental breakfast and lunch. NHHCA Payment Policies apply to all of the five sessions. For a complete list of policies and procedures please visit www.nhhca.org.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
SINGLE SESSION:	\$130.00	\$195.00
ALL 5 SESSIONS: *	\$520.00	\$850.00

** Must be the same person registered & attending all 5 sessions in order to receive the discount. Must sign up for all five sessions on one registration sheet, cannot sign up for each session individually to receive the discount.*

Sessions are stand alone programs and can be attended as a single session or as a group. Those who choose to attend as a group package will receive a discount in fee and will receive a Nurse Leader Certification.

NURSE LEADER CERTIFICATION

Participants who attend four of the five sessions will become NHHCA Certified Nurse Leaders. All those who have attended and completed four of the five sessions will receive their certification and recognition of completion at the NHHCA Annual Meeting on November 16, 2012.

PAYMENT

Payment can be in the form of Check or Credit Card (Visa, MC, Amex, Discover). Please make checks payable to: NHHCA or New Hampshire Health Care Association. If you have a question about payment, need to make a payment over the phone or need to receive an invoice please contact Emily Owens at 603-226-4900 x 10 or eowens@nhhca.org.

QUESTION

For questions related to the Nurse Leadership Program please contact Shannon Pichette at 603-226-4900 x 13 or spichett@nhhca.org. For questions related to payment please contact Emily Owens at 603-226-4900 x 10 or eowens@nhhca.org.

CE CREDITS

Full CE hr. credit applies to all five sessions. Attendees will receive 6 CE hrs for each fully attended session. This program is certified through the New Hampshire Health Care Association as an approved provider of continuing education hours by NH Board of Examiners of Nursing Home Administrators. For all others please verify with your licensing / certification board for credit approval.

INCLEMENT WEATHER

In the event of inclement weather, the New Hampshire Health Care Association will make a decision concerning cancellation by 6:00am on the day of the program. Only in the event of a cancelation/ delay of start of class, the NHHCA will post information on the main page of the website (www.nhhca.org) and all who provided e-mail addresses will be notified via e-mail. If a session is canceled due to inclement weather, every effort will be made to reschedule the program by the following Wednesday.

LOCATION

All five sessions will be held at the NHHCA Office, 5 Sheep Davis Road, Suite E {Second Floor}, Pembroke, NH. NHHCA is located in Pembroke Place: a yellow two story building across from Dunkin Donuts & the Meat House at the corner of Manchester Street and Route 106/Sheep Davis Road. The building is set back a little from the road. Please park in the lots labeled "Conference /Meeting Parking". Parking in front of and on the sides of the building are for tenants and short term parking only. Handicapped parking is located on the left side of the building.



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New Hampshire Health Care Association (NHHCA)

5 Sheep Davis Road

Suite E

Pembroke, NH 03275

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NEW HAMPSHIRE HEALTH CARE ASSOCIATION PRESENTS: NURSE LEADERSHIP SERIES SESSION I: NURSING LEADERSHIP AND DELEGATION

Wednesday, February 8, 2012

8:30 am Registration

9:00 am—4:00 pm

Hosted at: NHHCA Office, Pembroke, NH

Session I, of a five part series, is training on how to enhance your delegation skills to become a more effective leader.





NURSE LEADERSHIP SERIES

REGISTRATION

PLEASE PRINT

FACILITY _____

MAILING ADDRESS _____

CITY _____

STATE & ZIP CODE _____

CONTACT PERSON _____

CONTACT PHONE _____

CONTACT E-MAIL _____

ATTENDEE 1 :

FIRST NAME _____

LAST NAME _____

TITLE _____

E-MAIL _____

PLEASE SELECT ONE OF THE FOLLOWING :

- Attendee 1 will be registering to attend all five sessions
- Attendee 1 will be registering for an individual session(s). Please mark all that apply
 - Session I: Nursing Leadership and Delegation, February 8, 2012
 - Session II: Nursing Leaderships Role in Successful Transitions of Care, February 22, 2012
 - Session III: Finance 101: Everything You Need to Know from Finance to Budgets, March 7, 2012
 - Session IV: Successful Performance Improvements for Nurse Leaders, March 21, 2012
 - Session V: Nurse Management: The HR Model, April 4, 2012

ATTENDEE 2 :

FIRST NAME _____

LAST NAME _____

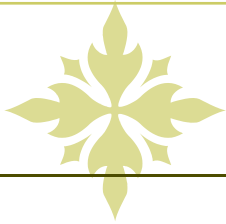
TITLE _____

E-MAIL _____

PLEASE SELECT ONE OF THE FOLLOWING :

- Attendee 2 will be registering to attend all five sessions
- Attendee 2 will be registering for an individual session(s). Please mark all that apply
 - Session I: Nursing Leadership and Delegation, February 8, 2012
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 - Session III: Finance 101: Everything You Need to Know from Finance to Budgets, March 7, 2012
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**Fax registration to 603-226-3376 or register online at www.nhca.org
Please be sure to submit both registration pages.**



NURSE LEADERSHIP SERIES REGISTRATION

PLEASE PRINT

ATTENDEE 3 :

FIRST NAME _____

LAST NAME _____

TITLE _____

E-MAIL _____

PLEASE SELECT ONE OF THE FOLLOWING :

- Attendee 3 will be registering to attend all five sessions
- Attendee 3 will be registering for an individual session(s). Please mark all that apply
 - Session I: Nursing Leadership and Delegation, February 8, 2012
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 - Session III: Finance 101: Everything You Need to Know from Finance to Budgets, March 7, 2012
 - Session IV: Successful Performance Improvements for Nurse Leaders, March 21, 2012
 - Session V: Nurse Management: The HR Model, April 4, 2012

ATTENDEE 4 :

FIRST NAME _____

LAST NAME _____

TITLE _____

E-MAIL _____

PLEASE SELECT ONE OF THE FOLLOWING :

- Attendee 4 will be registering to attend all five sessions
- Attendee 4 will be registering for an individual session(s). Please mark all that apply
 - Session I: Nursing Leadership and Delegation, February 8, 2012
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 - Session III: Finance 101: Everything You Need to Know from Finance to Budgets, March 7, 2012
 - Session IV: Successful Performance Improvements for Nurse Leaders, March 21, 2012
 - Session V: Nurse Management: The HR Model, April 4, 2012

PAYMENT

TYPE:

Check Credit Card Invoice

TOTAL AMOUNT: _____

CHECK NUMBER: _____

CREDIT CARD TYPE:
CREDIT CARD
NUMBER:

Visa MC Amex Discover

EXPIRATION: _____

NAME ON CARD: _____

SIGNATURE: _____

