

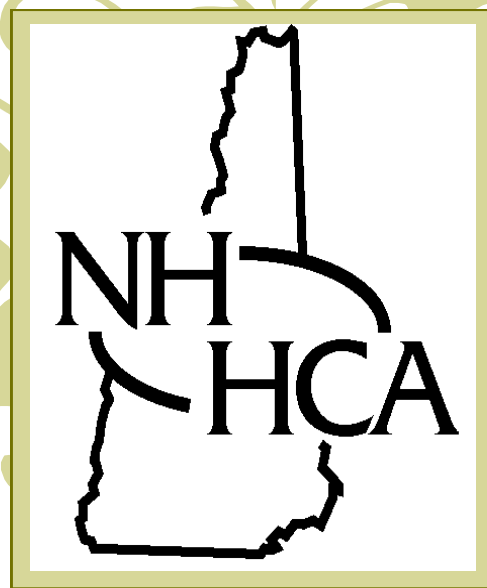


NURSE LEADERSHIP SERIES

PRESENTED BY
NEW HAMPSHIRE HEALTH CARE ASSOCIATION

LEADERSHIP EDUCATION FOR NURSES A SERIES OF FIVE TRAINING PROGRAMS

Are you interested in become an effective leader and offering better quality care? This five part training series is open to all of those in long-term care: nursing facilities, assisted living facilities and residential care facilities. The series is geared towards Directors of Nursing, Assistant Directors of Nursing, Senior Nurse Leaders and future Nurse Leaders. Participants who attend and complete four out of the five sessions will receive a NHHCA Nurse Leader Certification and be recognized the NHHCA Annual Meeting held in November.



NEW HAMPSHIRE HEALTH CARE ASSOCIATION
5 SHEEP DAVIS ROAD, SUITE E
PEMBROKE, NH 03275
(603) 226-4900 PHONE ☞ (603) 226-3376 FAX
WWW.NHHCA.ORG ☞ INFO@NHHCA.ORG

PROGRAM OVERVIEW

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 needs 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. This training articulates the scope of management and leadership competencies which are essential for nurse leaders working in skilled nursing, assisted living, and residential health care facilities.

SESSION DATES & CONTENT

Each sessions will be held from 9:00 am—4:00 pm. Registration begins at 8:30 am with a light continental breakfast. Lunch will be provided at 12:00 pm for each session.

SESSION I: NURSING LEADERSHIP AND DELEGATION

FEBRUARY 8, 2012 (WEDNESDAY)

- ✂ 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

SESSION II: THE NURSE LEADERSHIP’S ROLE IN SUCCESSFUL TRANSITIONS OF CARE

FEBRUARY 22, 2012 (WEDNESDAY)

- ✂ Develop a common understanding of care transitions and care coordination
- ✂ Describe the essential components in a Transitions Care Model
- ✂ Communicating essential information throughout health care facilities
- ✂ Explore interventions and implementation strategies to reduce avoidable hospitalization

SESSION III: FINANCE 101: EVERYTHING YOU NEED TO KNOW FROM FINANCE TO BUDGETS

MARCH 7, 2012 (WEDNESDAY)

- ✂ Develop a detailed understanding of the operating budget as a reflection of an organizations mission, policies and procedures and priorities.
- ✂ Explain the components of an operating budget, focusing on the nursing component
- ✂ Describe how to use an operating budget as the basis for financial improvement and improvement opportunities

SESSION IV: SUCCESSFUL PERFORMANCE IMPROVEMENT FOR NURSE LEADERS

MARCH 21, 2012 (WEDNESDAY)

- ✂ Describe the roles of the nurse leaders in the performance improvement process
- ✂ Explain principals and process of performance improvement in daily care delivery systems
- ✂ Describe requirements impacting regulatory compliance with performance improvements during the survey process
- ✂ Identify factors related to change in clinical quality outcome date from MDS 3.0

SESSION V: NURSING MANAGEMENT: THE HR MODEL

APRIL 4, 2012 (WEDNESDAY)

- ✂ Describe the components of management: planning, organizing, leading and mentoring
- ✂ Discuss the HR roles of the nurse supervisor: solving workplace problems, performance evaluations, job descriptions and evaluations
- ✂ Discuss the responsibility and legal obligation of the nurse supervisor in employment policies related to hiring and firing, FMLA, disciplinary actions

NURSE LEADERSHIP SERIES

SESSION & SPEAKER INFORMATION

This packet is to cover the general course content and registration information. Speaker bio's and detailed session descriptions will be provided through individual registration brochures. Individual registration brochures will be posted on the NHHCA website (www.nhhca.org) and mailed to all facility administrators. If you have any questions please contact the NHHCA office at 603-226-4900 or e-mail at info@nhhca.org.

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 polices 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 rate and NHHCA 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 a certificat and be recognized 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.

QUESTIONS

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 other 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: NHHCA, 5 Sheep Davis Road {Second Floor}, Pembroke, NH. NHHCA is located in 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 and the number of the building is difficult to see. There is a water fountain surrounded by a white fence in front of the building. 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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PLEASE
PLACE
STAMP
HERE

New Hampshire Health Care Association (NHHCA)

5 Sheep Davis Road

Suite E

Pembroke, NH 03275

Phone: 603-226-4900 Fax: 603-226-3376

E-mail: info@nhhca.org Website:

www.nhhca.org

NEW HAMPSHIRE HEALTH CARE ASSOCIATION PRESENTS: NURSE LEADERSHIP SERIES

Do you have a nurse that you would like to mentor, someone who has the potential to be a nursing leader? Are you or one of your current nursing leaders looking to refresh your management skills? Are you a new nurse leader looking for some education and direction?

Register for the NHHCA 5 part Nurse leadership series.
Sessions will begin February 8, 2012, taking place every other
Wednesday, ending on April 4, 2012.

Attend all five sessions or attend individual sessions.





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 the following 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 _____

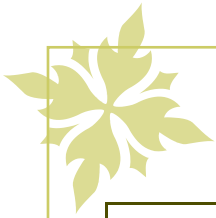
TITLE _____

E-MAIL _____

PLEASE SELECT ONE OF THE FOLLOWING :

- Attendee 2 will be registering to attend all five sessions
- Attendee 2 will be registering for the following 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
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**Fax registration to 603-226-3376 or register online at www.nhhca.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 the following 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 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 the following 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

PAYMENT

TYPE:

- Check
- Credit Card
- Invoice

TOTAL AMOUNT: _____

CHECK NUMBER: _____

CREDIT CARD TYPE:

- Visa
- MC
- Amex
- Discover

CREDIT CARD NO: _____

EXPIRATION: _____

NAME ON CARD: _____

SIGNATURE: _____



NEW HAMPSHIRE HEALTH CARE ASSOCIATION

5 Sheep Davis Road, Suite E, Pembroke, NH 03275

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E-mail: info@nhhca.org Website: www.nhhca.org