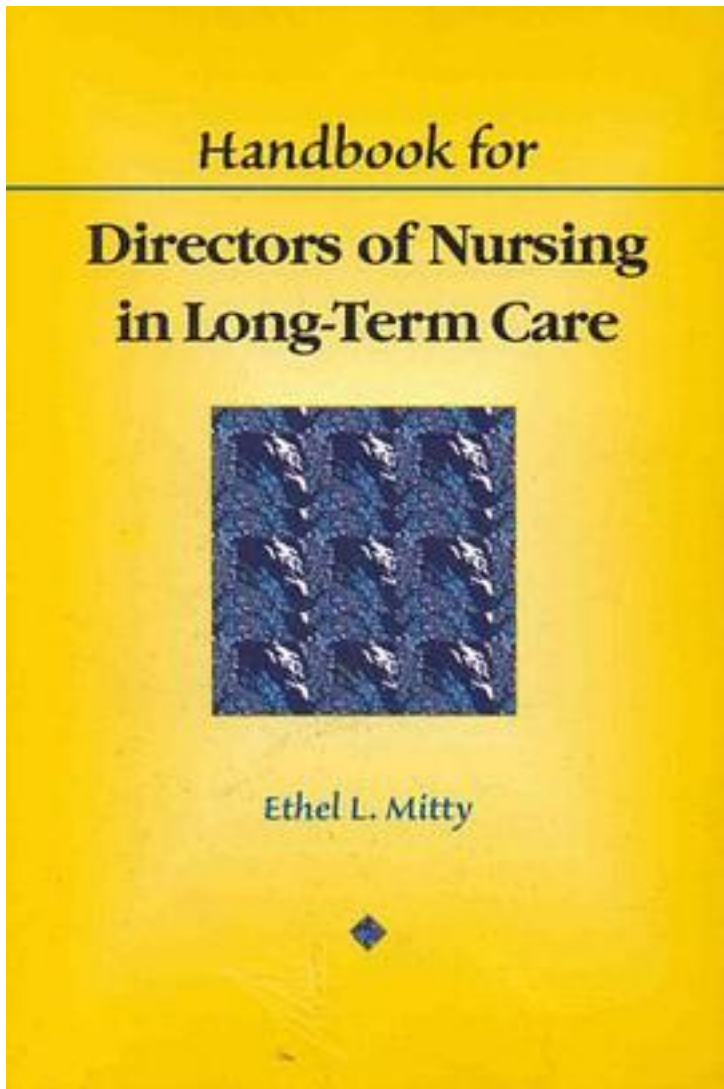


Quick Reference for Directors of Nursing in Long-term Care



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This book provides the theory, principles, methods and tools for the nurse manager or leader of a long-term care facility. It is a complete source of information and instruction on every aspect of nursing administration. The book contains more than 150 guidelines, flow sheets, communication, assessment and feedback procedures that can be implemented with little or no modification by the novice or experienced directors in every kind of long-term care facility. Faculty and students of nursing management will rely on this book as a step-by-step "how to" on subjects ranging from development of a mission statement, selection of a nursing theory, construction of a policy and procedure manual, hiring, interviews, inservice education, selection of an information system, conflict resolution and decision-making to performance evaluation, continuing quality assurance, strategic planning and marketing, and analysis of effectiveness. The student will learn how a nursing director can analyze leadership style, select a nursing delivery system, prepare for survey, construct the departmental budget, compute infection rate, and prepare an annual report.

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