

General Information:

The First Line Nurse Manager Program will be limited to 20 participants.

Eligibility:

Applicants may be an RN or LPN.

Program Fee:

This program is grant funded and offered to at no cost. *Travel expenses will be the responsibility of the applicant or the applicant's facility.*

Certificate of Completion:

The Long Term Care Leadership Institute will award a Certificate of Completion from the Foundation for Quality Care, Inc.

Additional brochures and applications are available at:

www.thefqc.org

Please send completed application and information to:

**Christina Johnson
Program Assistant
Foundation for Quality Care, Inc.
33 Elk Street, Suite 300
Albany, NY 12207
Tel: 518-462-4800, Ext. 21
Fax: 518-426-4051**

No commercial support was received for this educational activity.

33 Elk Street, Suite 300
Albany, NY 12207

Foundation
for
Quality
Care

**Long Term Care
LEADERSHIP
INSTITUTE**

***FIRST LINE
NURSE
MANAGER
TRAINING PROGRAM***

***This program is
offered to
Nurse Managers,
Supervisors and Charge
Nurses in Skilled
Nursing Facilities***

Presented By:

Foundation

An Affiliate of

for
Quality
Care



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Program Overview:

It is widely accepted that Skilled Nursing Facilities (SNF) are leading providers of quality health care in the United States. Given this fact, dynamic and results-oriented leaders are essential. Nurse Managers / Supervisors serve a vital role in ensuring quality care for residents in long term care facilities.

The Foundation for Quality Care has been awarded grant funding for the First Line Nurse Manager program. This eight day program will improve the opportunity to learn new leadership skills, fine-tune existing knowledge, explore supervisory strategies, and operationally apply the skills and competencies that are needed to be an effective First Line Nurse Manager in today's SNF setting.

What You Will Take Away:

- ◆ Gain insight and information related to the principles of supervision and standards of practice needed First Line Managers.
- ◆ Identify and develop competencies of a First Line Manager.
- ◆ Obtain practical, working knowledge for First Line Manager in today's SNF environment.
- ◆ Certificate will be issued upon successful program completion.

The program is funded by the following grant:
NYS Dept. of Health and Dept. of Labor
Health Workforce Retraining Initiative

Eight Day Program:

Supervision in Long Term Care: First Line Nurse Manager Training

Session 1

- ◆ Leadership Competencies
- ◆ Scope of Practice
- ◆ Modified Myers-Briggs

Session 2

- ◆ Supervision in Long Term Care: Defining Responsibilities

Session 3

- ◆ Time and Stress Management
- ◆ Documentation Systems

Session 4

- ◆ Communication and Leadership
- ◆ Conducting Effective Meetings

Session 5

- ◆ Coaching and Performance Appraisals
- ◆ Delegation
- ◆ Coaching Practice

Session 6

- ◆ Preventing and Solving Problems
- ◆ Conducting Successful Investigations

Session 7

- ◆ Conflict Prevention and Resolution
- ◆ Sexual Harassment Prevention Strategies

Session 8

- ◆ Team Building
- ◆ Continuous Quality Improvement

Program Objectives:

Upon completion of this program, participants will be able to:

- Identify and enhance the responsibilities and competencies needed to be an effective First Line Manager.
- Articulate the standards of care and scope of practice of RNs in long term care.
- Identify effective communication skills related to effective meetings, delegation of tasks and team building.
- Demonstrate coaching and problem solving skills.
- Critically examine "real life" supervisory scenarios and conflict resolution.
- Assess the role of the first line manager in continuous quality improvement.

Contact Hours

This activity has been submitted to the New York State Nurses Association for approval to award contact hours. The New York State Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Program Staff

Nancy Leveille, RN, MS

NYSHFA Sr. Director., Member Operational Support

Karen Morris, RN, MS

NYSHFA Director, Clinical & Quality Services

Richard S. Patterson, Jr.

Executive Director, Foundation for Quality Care, Inc.

Gayle Farman, MPA

*Sr. Director of Resource Development
Foundation for Quality Care, Inc.*

First Line Nurse Manager Program
PROGRAM INFORMATION

Program Location: Manhattan Location To Be Announced

Program Dates: Session 1: Tuesday, January 25, 2011
Session 2: Tuesday, February 1, 2011
Session 3: Tuesday, February 8, 2011
Session 4: Tuesday, February 15, 2011
Session 5: Tuesday, March 1, 2011
Session 6: Tuesday, March 8, 2011
Session 7: Tuesday, March 15, 2011
Session 8: Tuesday, March 22, 2011
Snow Date: Tuesday, March 29, 2011

Session Times: 9:00 AM - 3:00 PM

Attendance: Participants are expected to attend all sessions.

Attire: Business casual.

Meals: Lunch and refreshments will be provided.

Travel/Accommodations: If needed, participant's responsibility.

Questions: Contact: Christina Johnson
Phone: (518) 462-4800, Ext 21
E-Mail: cjohnson@thefqc.org

IMPORTANT: *Applications and additional information must be received no later than November 29, 2010.*

This program is valued at \$1,500 per participant and is funded through an educational grant received from New York State Department of Health and Department of Labor Health Workforce Retraining Initiative.

Long Term Care Leadership Institute
**FIRST LINE NURSE MANAGER PROGRAM
APPLICATION**

Applicant Name:	Applicant Title:
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Organization Name:	Organization's Telephone Number:
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Organization's Street Address:	City:	State:	Zip Code:
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Home Address:	City:	State:	Zip Code:
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Home Telephone Number:	Applicant 's E-Mail Address:
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County Where Employed:	Administrator's E-Mail Address:
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Special Accommodations / Needs:	All Applicants MUST be employed in one of the following counties: New York, Kings, Bronx, Queens, and Richmond.
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<p><i>The following additional information must accompany your Application:</i></p> <ul style="list-style-type: none">◆ Statement of interest describing your experience, level of education and how the program will assist you with professional development.◆ Letter of support from the your sponsoring facility's administration.◆ Copy of your current New York State LPN or RN License.

APPLICATIONS MUST BE RECEIVED BY NOVEMBER 29, 2010

Please Mail / Fax Completed Application and additional documentation to:

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