

**Leadership Program
Designed for
FIRST LINE NURSE
MANAGERS**

**Nursing Supervisors
Nurse Managers
Charge Nurses**

The Foundation for Quality Care, the research and education affiliate of the New York State Health Facilities Association (NYSHFA) is pleased to announce that the Long Term Care Leadership Institute will be offering a **First Line Nurse Manager** leadership program in the Long Island region. This program is funded by a grant from the New York State Dept. of Health and Dept. of Labor Health Workforce Retraining Initiative.

A brochure and program information sheet are enclosed, outlining the course content, eligibility criteria, dates, time and location. Along with this information is a participant application form, which must be completed and returned with the required supporting documentation **prior to Wednesday, February 15, 2012.**


This upcoming First Line Nurse Manager leadership program can accommodate 20 participants. Given our past experience, we expect the number of applications will far exceed the number of available openings. We encourage applicants to apply early.

The selection criteria will be based on: education, experience, applicant's statement of how this program will enhance professional development and a letter of support from the sponsoring facility Administrator, noting the applicant will be able to attend all sessions. The timeliness and completeness of the submitted application and the number of applicants from a single facility will also be considered.

More than one applicant from a facility can apply. If more than one applicant applies from a facility, the Administrator or Director of Nurses should prioritize applicants for possible selection.

If you have any questions, please feel free to contact Amy Fischer by phone at (518)-462-4800, Ext. 21 or by e-mail at afischer@thefqc.org.

Sincerely,


Richard S. Patterson
Executive Director
Foundation for Quality Care


Nancy Leveille
Senior Director, Member Operational Support
NYSHFA

Copy: Administrator
Director of Nursing
Nurse Educator / Staff Development Coordinator

Encl: Brochure
Information Sheet
Participant Application

Application Deadline

**WEDNESDAY
FEBRUARY 15, 2012**

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 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:

***Amy Fischer
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
afischer@thefqc.org***

No commercial support was received for this educational activity.

Cancellation Policy:

Cancellations must be received (10) business days prior to the first day of the program to allow time to offer the slot to another applicant. Cancellations must be sent by fax, e-mail or US Mail.

The following additional information must accompany your Application:

- ◆ Statement of Interest describing your experience, level of education, and how the program will assist you with professional development.
- ◆ Letter of Support from your sponsoring facility's administration.
- ◆ Copy of your current New York State LPN or RN License.

**Application
Deadline:**

**WEDNESDAY,
FEBRUARY 15, 2012**

Apply Early !!!

**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 The:

Foundation
for
Quality
Care

An Affiliate of NYSHFA

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 INFORMATION

Program Location: **Huntington Hills Center for Health & Rehab**
400 South Service Road
Melville, NY 11747
Telephone: 631-439-3000

Program Dates:

Session 1:	Tuesday, March 20, 2012
Session 2:	Tuesday, March 27, 2012
Session 3:	Tuesday, April 3, 2012
Session 4:	Tuesday, April 17, 2012
Session 5:	Tuesday, April 24, 2012
Session 6:	Tuesday, May 1, 2012
Session 7:	Tuesday, May 8, 2012
Session 8:	Tuesday, May 15, 2012

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:	Amy Fischer, Program Assistant
Phone:	518- 462-4800, Ext 21
E-Mail:	afischer@thefqc.org
Fax:	518-426-4051

***This program is funded through an educational grant received from
New York State Department of Health and Department of Labor
Health Workforce Retraining Initiative (HWRI)***

Long Term Care Leadership Institute
**FIRST LINE NURSE MANAGER
 PARTICIPANT 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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APPLICANT'S HOME ADDRESS:	CITY:	STATE:	ZIP CODE:
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CELL PHONE #:	EMAIL ADDRESS: (REQUIRED)
HOME PHONE #:	

SPECIAL ACCOMMODATIONS OR DIETARY NEEDS:
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COUNTY WHERE EMPLOYED:	ALL APPLICANTS MUST BE EMPLOYED IN NASSAU / SUFFOLK COUNTY.
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ADMINISTRATOR'S NAME:	ADMINISTRATOR'S EMAIL ADDRESS:
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- The following additional information must accompany Application:***
- ◆ Statement of interest describing professional experience, education, and how the program will assist with professional development.
 - ◆ Letter of support from sponsoring facility's administration.
 - ◆ Copy of current New York State RN or LPN License.

APPLICATION DEADLINE

WEDNESDAY
FEBRUARY 15, 2012

***Please Email / Mail / Fax
 Completed Application
 and additional documentation to:***

Amy Fischer
 Foundation for Quality Care, Inc.
 33 Elk Street, Suite 300, Albany, NY 12207
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