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Nurse Managers Survival Guide:

The Nurse Manager's Survival Guide, 4th Edition Tina M. Marrelli, 2017-10-16 Nurses are already nurse managers They must manage patient caseloads and care plans as well as supervise aides technicians and other care providers But moving from this type of organic management to a defined nurse manager role is not a natural progression Nurse managers must command a vast diverse and robust skill set and those skills must first be defined explained and operationalized for success In an environment that offers new managers little support where do they turn The Nurse Manager's Survival Guide 4th Ed provides an overview of a nurse manager s major roles and responsibilities all the fundamentals needed for success in one easy to use consolidated practical reference From tips on building the right team to budgeting basics time management tools and advice on taking care of one s self and their team author Tina Marrelli supplies the resources nurse managers need to excel in day to day operations The Nurse Manager's Survival Guide 4th Ed Tina M. Marrelli, 2017 Cover Praise Title Page Copyright Page Reviewers Dedication Acknowledgments About the Author Table of Contents Foreword Introduction Chapter 1 The Nurse Manager Role Today Chapter 2 Management Fundamentals An Overview Chapter 3 Human Resource Management Building the Right Team Chapter 4 Day to Day Operations Chapter 5 Effective Communications Driver for Safety and Quality Chapter 6 Effective Time Management Chapter 7 Resource Management and Budgeting Basics Chapter 8 Taking Care of Yourself and Your Team Chapter 9 When Bad Things Happen to Good Managers Chapter 10 Where to Go From Here Appendix The Nurse Manager's Survival Guide T. M. Marrelli, 1993 This guick reference handbook provides the nurse manager with practical tips and techniques for effective management in nursing It addresses crucial management activities and explores key interpersonal management responsibilities The Nurse Manager's Survival Guide T. M. Marrelli, Lynda S. Hilliard, 2004 This clear concise hands on guide provides practical realistic advice to nurse managers who have had little or no management training Updated to provide the most current health care management information available this third edition offers a new chapter on recruitment and retention new content on managing in community settings and new discussions on health care legislation including the Health Insurance Portability and Accountability Act HIPAA The Nurse Manager's Survival Guide T. M. Marrelli, 1997 A clear concise hands on guide to useful practical tips and techniques to ease the transition from staff nurse to staff manager The book includes stress generated by the reorganizing and restructuring occurring in healthcare facilities and examines major healthcare issues as well as concerns related to managed care 6 illus Nursing Management Secrets Polly Gerber Zimmermann, 2002 This book provides a basic overview of key areas that a nurse manager needs to know in order to manage effectively Beyond literature review and theories it will provide practical tips from the authors experience and expertise New ideas are presented for handling age old problems as well as for dealing with emerging issues Examples include office organization managing change resource utilization case management with a pattern that can be imitated generation X and handling multiple

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