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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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