

N443: Leadership and Management

Exam 1 Study Guide

Material that is covered on the exam includes assigned readings in the text, ATI, lecture presentations, and your notes. This study guide is not all inclusive but will help you focus on review for the exam.

Week 1: appx. 20% of exam

Text	ATI
Ch. 1: Decision making, problem solving, critical thinking, and clinical reasoning	Pg. 3-4
Ch. 2: Classical views of leadership and management	Pg. 3-4
Ch. 3: 21 st century thinking about leadership and management	Pg. 3-4

Ch. 1: Decision making, problem solving, critical thinking, and clinical reasoning

1. Know the concepts associated with critical thinking
2. Know the concepts associated with intuitive decision making
3. Know the factors that influence decision making in individuals

Ch. 2-3: Classical views of leadership and management, 21st century thinking about leadership and management

1. Know the characteristics of each type of leadership style
 - a. Authoritative
 - b. Democratic/participative
 - c. Laissez-faire
2. Identify when each style of leadership is appropriate
 - a. Authoritative
 - b. Democratic/participative
 - c. Laissez-faire
3. Identify characteristics of an effective leader
4. Identify ten fatal flaws of leadership

Week 3: appx. 50% of exam

Text	ATI
Ch. 20: Delegation/Prioritization	Pg. 4-10
Ch. 9: Time management	Pg. 3-4

Ch. 20: Delegation/Prioritization

1. Scope of practice licensed practical nurse (LPN), i.e. what can/cannot be delegated to an LPN
2. Scope of practice for unlicensed assistive personnel (UAP) i.e. what can/cannot be delegated to the UAP
3. Know the 5 rights of delegation
4. Identify inappropriate delegation
5. Considerations for delegation
6. Identify declining client condition or urgent needs to be seen (who to see first)
 - a. S/S of blood reactions, neuro changes, pulmonary embolism, anaphylaxis, compartment syndrome, autonomic dysreflexia
7. Setting priorities (do now, do later, do not do)

Ch. 9: Time management

1. Identify common time-wasters

Week 4: appx. 30% of exam

Text	ATI
Ch. 4: Ethical practice	Pg. 35-37
Ch. 5: Advance directives	Pg. 37
Ch. 6: Advocacy/patient rights	Pg. 35-37

Ch. 4: Ethical practice

1. Identify ethical dilemmas
2. Apply the different types of ethical principles
 - a. Autonomy
 - b. Beneficence
 - c. Fidelity
 - d. Justice
 - e. Nonmaleficence
 - f. Veracity
 - g. Paternalism
 - h. Confidentiality
3. Understand how the Doctrine of Double Effect applies in nursing

4. Identify the purpose of ethics committees, know what kind of scenarios are discussed

Ch. 5: Advance directives

1. Understand the differences between advance directives
 - a. Living will
 - b. Health care power of attorney
 - c. Health care surrogate
 - d. Do not resuscitate order

Ch. 6: Advocacy/patient rights

1. Identify client populations requiring nurse advocacy