

N443: Leadership + Management

Exam II 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 5: Appx. 30% of Exam

Text	ATI
Ch. 5: Legal and legislative issues	pg. 35-42, 65

Ch. 5: Legal and legislative issues

1. Know the implications for the Good Samaritan Law
2. Know what incidents require completion of an incident report
3. Know what to include in an incident report
4. Know where to submit the incident report
5. Know how to document the incident report
6. Know the nurse's role in obtaining informed consent
7. Know what must be included in informed consent
8. Know when implied consent is appropriate
9. Understand what constitutes battery
10. Provide an example of battery
11. Understand what constitutes negligence
12. Provide an example of negligence
13. Know common ways to maintain client confidentiality

Week 6: Appx. 30% of Exam

Text	ATI
Ch. 12: Organizational structure	--
Ch. 19: Organizational, interpersonal, and group communication in team building	--

Ch. 12: Organizational structure

1. Know the difference between formal and informal structure
2. Know how to read an organizational chart related to decision-making authority
3. Know the implications of a manager's span of control
4. Know the difference between internal and external stakeholders
5. Know who is involved in shared governance
6. Know the outcomes of hospitals associated with Magnet status

Ch. 19: Organizational, interpersonal, and group communication in team building

1. Know which factors will increase clear communication
2. Know the tenants of grapevine communication
3. Know examples of nonverbal communication
4. Identify if an individual of the healthcare team has a reason to access health records of a client
5. Know what constitutes PHI
6. Know the different stages of group communication:
 - a. Forming
 - b. Storming
 - c. Norming
 - d. Performing

Week 7: Appx. 15% of Exam

Text	ATI
Ch. 7: Organizational planning	--
Ch. 8: Planned change	--

Ch. 7 + 8: Organizational planning/planned change

1. Know the components of proactive planning
2. Know barriers to effective change
3. Know how a nurse manager can effectively role model a change
4. Know the principles of Lewin's Change Theory
 - a. Unfreezing
 - b. Movement
 - c. Refreezing
5. Know the differences between young and aged organizations

Delegation/Prioritization: Appx. 25% of Exam

1. Implications of having a client on isolation
 - a. Herpes zoster
 - b. C. Diff
 - c. MRSA
2. UAP scope of practice
3. LPN scope of practice
4. Nursing implications: Administering blood products, complications of abdominal surgery, S/S of DKA, complications of sickle cell disease
5. Making assignments/cohorting clients