

## **Management and Leadership Study Guide Exam 1**

### **Question breakdown:**

Prioritization/ Time Management- 13

Delegation- 10

Communication/ Conflict- 9

Manage a team- 7

Math calculation – 1

### **Question style:**

Standard multiple choice - 35

Select all that apply – 4

Fill in the blank - 1

### **Competency 1- Prioritization and Time Management**

1. Describe how to manage time and prioritize when faced with multiple complex tasks
2. Use prioritization principles to determine which patient from a group should be seen first. You will
3. Differentiate between acuity and ratio-based staffing models. Define the use of an acuity-based staffing model

### **Competency 2 - Delegation**

1. Define the delegation "rights." What tasks can be delegated to an LPN? A UAP (Unlicensed Assistive Personnel)?
2. List causes, approaches and solutions to various issues related to delegation, and how to handle resistance. Under delegation, Over delegation, Improper delegation
3. Understand RN vs Unlicensed Personnel scope of practice and delegated tasks allowed. Refer to our Nurse Practice Act
4. Defend why delegation skills are needed for RNs to be successful in their role

### **Competency 3- Collaboration and Communication**

1. Define the different types of conflict, stages of conflict, strategies of conflict management and strategies of conflict resolution
2. Identify steps in revolving conflict
3. Understand important cultural considerations when communicating with patients and families
4. Understand and provide examples for each part of SBAR
5. Describe/define the characteristics of effective communication skills
6. Describe necessary components and stages of promoting successful change

### **Competency 10 – Teams**

1. Demonstrate understanding of various aspects of planned change, including stages and responses. (ie Lewin's change theory)
2. Describe leadership styles, including authentic, servant, emotionally intelligent leadership

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web show and tell sometimes called show and share or sharing time is the practice of showing something to an audience and describing it to them usually a toy or other children s oriented item in the united kingdom north america new zealand and australia it is a common classroom activity in early elementary school 1

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web show and tell taps into children s natural curiosity asking a question such as who makes you happy or what do our senses tell us as the focus for each unit activities encourage children to explore the question while learning the language they need to

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web tell the students why it has special significance for you note this works better if there is an anecdote or story attached to your object now put the students into groups in breakout rooms and ask them to show and talk about their objects when they have finished you can ask students which was the most interesting object they saw show

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