

ENL052119-W



nebraska
health care learning center

1200 LIBRA DR STE 100
LINCOLN NE 68512-9628



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EXECUTIVE NURSE LEADERSHIP TRAINING

May 21-23 and June 25-27, 2019

NHCA Office, Vetter Family Learning Center
1200 Libra Drive, Suite 100, Lincoln, Nebraska 68512
Phone 402-435-3551

EXECUTIVE NURSE LEADERSHIP TRAINING

CONTENT

This program offers the nurse in an executive leadership role in a nursing facility vital information related to their position. Topics and critical issues include understanding the role; leadership and management training; problem solving; and staffing issues including levels of staffing, requirements and team work. Documentation, regulations and survey are also included.

OBJECTIVES

At the completion of the Executive Nurse Leadership Training, the participant will be able to:

1. Identify responsibilities required for the role of executive nurse leader.
2. Identify areas of development that are essential for success as an executive nurse leader.
3. Develop skills of the nurse leader to effectively administer the nursing department in a nursing facility.

REQUIREMENTS

- Must have a current active nursing license.
- Must be currently practicing nursing in a nursing facility.
- Classroom attendance is required.

AUDIENCE

This six-day program is designed specifically for directors of nursing and assistant directors of nursing in nursing facilities.

LEAD INSTRUCTOR/ FACILITATOR

Marcia Cederdahl, BS, RN, CHPN,
Director of Regulatory Guidance,
Nebraska Health Care Association,
Lincoln, Nebraska

SCHEDULE

MAY 21

- 8:30 a.m. – Registration
9:00 a.m. - 4:15 p.m.
- Role and Responsibilities
 - Communication
 - Group Process

MAY 22

- 8:30 a.m. - 4:00 p.m.
- Leadership vs. Management
 - Staff Development
 - Problem Solving

MAY 23

- 8:00 a.m. - 2:45 p.m.
- Self Development
 - Working with the Administrator

JUNE 25

- 8:30 a.m. – Registration
9:00 a.m. - 4:30 p.m.
- Survey and the Survey Process
 - Nursing Assistant
 - Medication Assistant
 - Paid Dining Assistant
 - Registry

JUNE 26

- 8:30 a.m. - 3:45 p.m.
- Wage and Hour Law
 - Medicare
 - Nursing Facility Level of Care Evaluation
 - Medicaid
 - Pre-admission Screening
 - Hiring, Discipline Issues, Termination/Investigations, etc.

JUNE 27

- 8:15 a.m. - 3:30 p.m.
- Medical Records and Documentation
 - Intergenerational Communication

CONTINUING EDUCATION CREDIT

This training meets the requirements for 36 hours of continuing education for license renewal of nurses as established by the Licensure Unit, Health Licensure and Investigation Section, Division of Public Health, Nebraska Department of Health and Human Services.

Participants must attend all days and must stay in the education program the entire time to receive full credit.

COLLEGE CREDIT

Training may be taken as credit or non-credit. The Nebraska Health Care Learning Center will award 3.5 hours of college credit upon successful completion of 36 hours of classroom instruction. See the Nebraska Health Care Learning Center Catalog (Date published: May 2018) for credit requirements. View and/or print this catalog at nehca.org.

HANDOUTS

Printed handouts will not be provided. **Handouts will be available online. Prior to the program, registrants will receive a link to the handouts. Please include your email address on the registration form.**

EVALUATIONS

Please provide your feedback on the program by completing the evaluation. A link to the online evaluation will be emailed to registrants.

Casual Dress for All Days!

Please bring a sweater or jacket to ensure your comfort in the classroom.



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EXECUTIVE NURSE LEADERSHIP TRAINING

NEBRASKA HEALTH CARE LEARNING CENTER POLICIES

The Nebraska Health Care Learning Center policies regarding admission, withdrawal, attendance, grades, transcripts, and refunds are located in the Nebraska Health Care Learning Center Catalog (Date published: May 2018). View and/or print this catalog at nehca.org.

REGISTER ONLINE OR BY MAIL OR FAX

To register online, go to nehca.org.
To register by mail or fax, use the attached enrollment form.

TUITION AND FEES

for the Executive Nurse Leadership Training Program

► Members* (per person) for All Six Days:

Total Member Cost on/before May 6.....	\$315
Total Member Cost after May 6	\$340
Make-up Day, Member (<u>cost per day</u>)	\$45

► Non-Members (per person) for All Six Days:

Total Non-Member Cost on/before May 6	\$630
Total Non-Member Cost after May 6	\$655
Make-up Day, Non-Member (<u>cost per day</u>).....	\$45

*Member rates apply to NNFA, NALA, LPNAN, and NHPCA members.

- ⇒ Payment must be included with registration.
- ⇒ The total cost includes the handout link, plus lunch and breaks for all days.
- ⇒ Rates apply whether or not the participant elects college credit.
- ⇒ Refer to the Absentee/Make-up Policy.



If a registrant has a disability that warrants special requirements, attach to the enrollment form a written description of the needs.

If a registrant has special dietary restrictions or requests, please notify us at least five days prior to the event.

Please bring a sweater or jacket to ensure your comfort in the classroom



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REFUND POLICIES

Students who withdraw from courses may receive a prorated refund. Refunds shall be mailed within 30 days of official request. If the official request occurs within 72 hours of registration/enrollment, a full refund is appropriate. The request must be in writing and postmarked within 72 hours of registration/enrollment. If official request occurs after 72 hours of registration/enrollment but before classes have begun, a \$150 administrative fee is NOT refundable and all remaining costs will be refunded. After classes have begun, a \$150 administrative fee is NOT refundable and remaining costs will be refunded as follows:

- Day 1 – 50 percent refund of cost after \$150 administrative fee is assessed minus materials.
- Day 2 – 25 percent refund of cost after \$150 administrative fee is assessed minus materials.
- Day 3 – no refund of cost.

After classes have begun, costs associated with course materials are nonrefundable.

SUBSTITUTIONS

Substitutions are accepted until the event begins. Substitutions are not possible once the event has started.

ABSENTEE/MAKE-UP POLICY

In order to receive credit, participants must attend all six days of the training. If a day is missed, it must be made up by attending that day the next time the training is offered. It is the responsibility of the participant to make registration arrangements for make-up days. There will be a \$45 charge for each make-up day.

RECORDING AND CELL PHONES

Material presented at this training is the property of the speakers or Nebraska Health Care Association. Therefore, recording of the sessions is not allowed. Cell phones should be turned off during education sessions.

HOTEL ROOM BLOCK

For the May 21-23, 2019, and June 25-27, 2019, training, a block of sleeping rooms is available for the nights of May 20-22 and June 24-26 at the hotels listed below.

Ask for the Nebraska Health Care Association group rate!

RESIDENCE INN • Phone 402-423-1555
5865 Boboli Lane, Lincoln, Nebraska 68516
Rate: \$99 per night • Release Date: May 7 and June 11, 2019

HAMPTON INN • Phone 402-420-7800
5922 Vandervoort Drive, Lincoln, Nebraska 68516
Rate: \$93 per night • Release Date: May 7 and June 11, 2019

HOLIDAY INN SOUTHWEST • Phone 402-421-1893
2500 Tamarin Ridge Road, Lincoln, Nebraska 68512
Rate: \$84.99 per night • Release Date: May 7 and June 11, 2019

Please make reservations as soon as possible to secure accommodations of your choice.



Nebraska Health Care Learning Center

Enrollment Form – Executive Nurse Leadership Training

Dates: May 21-23 and June 25-27, 2019

Location: Lincoln, Nebraska

Register online at nehca.org. Payment for tuition and fees must be included with enrollment.

To enroll by mail: Complete this enrollment form, include payment (use any of the payment methods listed below), and mail to Nebraska Health Care Learning Center, 1200 Libra Dr Ste 100, Lincoln NE 68512-9628.
Make a copy of this form for your records.

To enroll by fax: You must pay by credit card in order to enroll by fax. Complete this enrollment form, check "Credit Card" as payment method, complete credit card information, and fax the completed form to 402-475-6289.

A student's Social Security number is required as a condition of enrollment. A student's Social Security number constitutes an "educational record" under the Federal Educational Rights and Privacy Act (FERPA). That information will be disclosed only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

PLEASE PRINT

Social Security Number _____

Student Name (Last) _____ (First) _____ (MI) _____

Home Address _____

City _____ State _____ Zip _____

County _____ Phone (Day) _____ (Evening) _____

Email _____

Birth Date ____ / ____ / ____ Gender: M F

Race (used for statistical purposes only): Asian/Pacific Island Black/African American Hispanic/Latino
 Native American White/Non-Hispanic Other

Veteran Status or Dependant Using Military Benefits: Yes No

Resident Status: Resident of Nebraska Non-resident of Nebraska

Course Number: ENL052119

Course Title: Executive Nurse Leadership Training

Credit: 3.0 Quarter Credits

Total Cost on/before May 6: Member – \$315

Non-Member – \$630

Total Cost after May 6: Member – \$340

Non-Member – \$655

Make-Up Day(s) – \$45/Day – Circle Day(s): 1 2 3 4 5 6

If paying "Member" tuition and fees through a facility membership, provide facility name and city:

Facility Name _____ City _____

Check One Box (For Credit or Not For Credit):

For Credit (If requesting credit hours, must have high school transcript or equivalent on file with the Learning Center)

Not For Credit

Payment must be included.

NHCLC is unable to bill.

Billing Information: Check Cash Credit Card Money Order

If payment is by credit card, complete the credit card information in this box: ↓

Make checks and money orders payable to:

Nebraska Health Care Learning Center
1200 Libra Drive, Suite 100
Lincoln, Nebraska 68512-9628
Phone 402-435-3551
Fax 402-475-6289
Email education@nehca.org

Cardholder's Name (PRINT) _____

Credit Card # _____

Expiration Date _____ CVC # _____

Cardholder's Billing Address, City, State, Zip _____

Cardholder's Email _____

Signature _____

Your signature on the line above will authorize this transaction. ↑

Submission of this form indicates that I understand the following: My registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed. Should I officially drop, withdraw or cancel, any refund in tuition will be determined by the date I submit my request to the Learning Center. Failure to attend does not constitute an official drop/withdrawal. The personal information is correct as shown; changes in the personal information must include the appropriate documentation. Students enrolling in courses through the Nebraska Health Care Learning Center consent to being photographed and videotaped during educational sessions for the possible inclusion in educational materials published by the Learning Center, NHCF, NNFA, and NALA. It is the policy of the Nebraska Health Care Learning Center to provide equal opportunity and nondiscrimination in all admission, attendance and employment matters to all persons without regard to race, color, gender, religion, national origin, or disability. Inquiries concerning the Nebraska Health Care Learning Center policies on equal opportunity and nondiscrimination should be directed to the Director of the Nebraska Health Care Learning Center, 1200 Libra Drive, Suite 100, Lincoln, Nebraska 68512, phone 402-435-3551, fax 402-475-6289, or email nhclc@nehca.org.

Signature _____ Date _____