

<<护理管理者指南>>

图书基本信息

书名：<<护理管理者指南>>

13位ISBN编号：9780323023290

10位ISBN编号：0323023290

出版时间：2004-1

出版时间：Elsevier Science Health Science div

作者：Marrelli, T. M./ Hilliard, Lynda S.

页数：395

版权说明：本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问：<http://www.tushu007.com>

<<护理管理者指南>>

内容概要

This clear, concise, hands-on guide provides practical, realistic advice to nurse managers who have had little or no management training. Application-oriented, it eases the transition from staff nurse to staff manager with useful tips and specific guidelines that are helpful to both new and experienced nurse managers. Updated to provide the most current health care management information available, the 3rd edition of this handbook offers a new chapter on recruitment and retention, new content on managing in community settings, and new discussions on health care legislation, including the Health Insurance Portability and Accountability Act (HIPAA).

<<护理管理者指南>>

书籍目录

1 The Nurse Manager Role Today Middle Management Dilemma Role Transition What Does the Nurse Manager Do? Utilizing Power Effectively Change Management Your Orientation Meetings With Peer Managers Taking Time to Take Stock The Model of the Future: Patient-Centered Care Important Realizations Summary: Appendix 1-1: Job Description/Competency Review Appendix 1-2: Checklist of Key Information about Important Services and Departments
2 Management: An Overview Sandra Whittier Management: What Is It? What is Leadership? The Management Environment The Growth of a New Manager Styles of Management Communication and Team Building The Nursing Process Records Management Nursing Management by Objectives Management Theories Organizational Chart Mentoring
3 Human Resource Management by
4 Recruitment and Retention of Staff: A Strategic Overview by Barbara Faruggio
5 Day-to-Day Operations by Lynda
6 Effective Communication by Margaret Sharp and
7 Effective Time Management by
8 Resource Management and Budgeting Basics by
9 Legal Issues and Risk Management by
10 Taking Care of Yourself and Your Staff by
11 When Bad Things Happen to Good Managers by
12 The Nurse Manager in Home Care Community Health and Hospice by
13 Where to from Here? Index

<<护理管理者指南>>

版权说明

本站所提供下载的PDF图书仅提供预览和简介，请支持正版图书。

更多资源请访问:<http://www.tushu007.com>