



Nurse Executive Exam Review, Basic & Advanced

Course Description

The purpose of this activity is to enable the learner to prepare to successfully pass the Basic or Advanced ANCC certification exam. The course combines knowledge-based lectures so that the nursing leaders will have a review of current trends, important leadership skills and essential management concepts designed specifically for current nursing leaders. Day 1 will provide a review of leadership and management, problem solving and quality management, nursing research, evidence-based practice and human capital management. Day 2 will provide information on nursing innovation and technology, healthcare policy, communication fundamentals of finance, unionization, and legal and ethical issues. This review is not an introduction to management or leadership, but a comprehensive update for professional nurses already in leadership positions. Test-taking strategies will also be reviewed.

Eligibility

Nurse Executive, Basic Exam

Who is eligible to take this exam? All requirements must be completed prior to application for the examination.

- Hold a current, active RN license in a state or territory of the United States or the professional, legally recognized equivalent in another country.
- Hold a baccalaureate or higher degree in nursing.
- Held an administrative position at the nurse executive level, OR a faculty position teaching graduate students nursing administration, OR a nursing management or executive consultation position, for at least 24 months full-time equivalent in the last five years.
- Completed 30 hours of continuing education in nursing administration within the last three years. This requirement is waived if you have a master's degree in nursing administration.

Nurse Executive—Advanced Exam

Who is eligible to take this exam? All requirements must be completed prior to application for the examination.

- Hold a current, active RN license in a state or territory of the United States or the professional, legally recognized equivalent in another country.
- Hold a master's or higher degree in nursing, or hold a bachelor's degree in nursing and a master's in another field.
- Held an administrative position at the nurse executive level, OR a faculty position teaching graduate students executive level nursing administration, for at least 24 months full time equivalent in the last five years.
- Have completed 30 hours of continuing education in nursing administration within the last three years. This requirement is waived if you have a master's degree in nursing administration.

Program Learning Outcomes

This program prepares the learner to:

- Describe the Nurse Executive, Basic and Nurse Executive—Advanced Certification Exams, test plans and the practice requirements to sit for the exams.
- Construct a study plan for the exam based on understanding the blueprint and domains of practice covered.
- Identify common mistakes and pitfalls that are made during studying and testing for the exam.
- Recall the core components covered in the exam through didactic supplementation and test questions.

Agenda

Sign-in begins at 7:30 am. Each day includes a one-hour lunch (on your own), as well as a morning and afternoon break of 15 minutes each. The order of lectures presented and break times may vary according to speaker preference.

Day 1, 8:00 am to 4:30 pm

- 0800 **Welcome and Introduction**
- 0810 **Leadership and Management**
Leadership Theories | Contemporary Leadership | Change Theory | Organization and Structure | Patient Care Delivery Models | Accrediting Bodies
- 0930 **Break**
- 0945 **Leadership and Management (cont.)**
Coaching and Mentoring | Precepting | Emotional Intelligence | Strategic Visioning and Planning
- 1100 **Problem Solving Standards and Quality Management**
Key Concepts in Performance Improvement | Safe Patient Handoff | Culture of Safety | Stakeholder Satisfaction | Value-Based Purchasing | Risk Management | Credentialing and Privileging | Patient Safety | Employee Safety
- 1200 **Lunch**
- 1300 **Nursing Research, Evidence-Based Practice and Nursing Theories**
Creating a Culture of Inquiry | Types of Research | Important Concepts in Research | IRB Approval | Research in Practice | Evidence-Based Practice | Nursing Theories
- 1430 **Break**
- 1445 **Human Capital Management**
Federal and State Laws | Human Resource Utilization and Benefits | Recruitment, Orientation and Retention | Counseling and Coaching Employees | Generational Diversity | Employee Satisfaction
- 1600 **Test-Taking Strategies**
Why Certify? | Gather Personal Resources | Review of Web References | Information Materials from ANCC | Institute a Study Plan | Know Your Test-Taking Style | Specific Test-Taking Skills
- 1630 **Adjourn**

Day 2, 8:00 am to 4:30 pm

- 0800 **Questions from Day 1**
- 0815 **Nursing Innovation and Technology**
Managing Creativity | Information Technology | Meaningful Use | The Role of Nursing Informatics | Today's Healthcare and Information Technology | Nursing Documentation | Consumers and Electronic Health Records | Telehealth
- 0930 **Break**
- 0945 **Healthcare Policy**
Nursing and Healthcare Policy | Government | Key Current Legislative Issues | Implications for Healthcare | Healthy People 2020 | High Priority Leading Indicators | Healthcare Policy and the Funding of Healthcare | Value-Based Purchasing | Accountable Healthcare Organizations
- 1045 **Communication**
Principles of Effective Communication | Bullying | Communication Styles | Conflict Management
- 1200 **Lunch**

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- 1300 **Fundamentals of Finance and the Budget Process**
Basics of Budgets | Business Plans | Business Proposals | Pro Forma Statements | Cost Benefit Analysis | Financial Formulas | Nursing Workload Principles | Contractual Agreements | Marketing and the Role of the Nurse Executive
- 1400 **Unionization**
Leadership and Collective Bargaining | Major Body of Labor Laws | Public vs. Private Organizations and Collective Bargaining | Unions | The ANA and Collective Bargaining | The Rights of Management | Elections | Unionization | Unfair Labor Practices | Right to Work States
- 1445 **Break**
- 1500 **Legal and Ethical Issues**
Negligence | Malpractice | Nursing Accountability and Liability | Professional Development | Privacy and Confidentiality | Contracts | Professional Advocacy | Patient Bill of Rights | Patient Self-Determination | Ethical Theories | Ethical Decision Making | ANA Code of Ethics
- 1600 **Test-Taking Review | Q & A Session**
- 1630 **Adjourn**

Accreditation

RN/LPN: 14 Contact Hours

Med-Ed, Inc. is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Med-Ed, Inc. is an approved provider by the following State Boards of Nursing: **Florida**/FBN 3215, **Iowa**/296, **California** #CEP10453.

If your profession is not listed we suggest contacting your board to determine your continuing education requirements and ask about reciprocal approval. Many boards will approve this seminar based on the accreditation of the boards listed here.

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