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Why getting results should be every nonprofit manager's first priority A nonprofit manager's fundamental job is to get results, sustained over time, rather than boost morale or promote staff development. This is a shift from the tenor of many management books, particularly in the nonprofit world. Managing to Change the World is designed to teach new and experienced

nonprofit managers the fundamental skills of effective management, including: managing specific tasks and broader responsibilities; setting clear goals and holding people accountable to them; creating a results-oriented culture; hiring, developing, and retaining a staff of superstars. Offers nonprofit managers a clear guide to the most effective management skills Shows how to address performance problems, dismiss staffers who fall short, and the right way to exercising authority Gives guidance for managing time wisely and offers suggestions for staying in sync with your boss and managing up This important resource contains 41 resources and downloadable tools that can be implemented immediately. Focusing on twenty major obstacles to effective time management, a guide to using time well offers practical solutions to the problem. Approx. 228 pages UNIQUE! Three-part organization first establishes foundational knowledge and then provides exercises with health scenarios of increasing difficulty to help you build confidence in your prioritization, delegation, and patient assignment skills. Evidence-based guidelines and treatment protocols reflect the latest research studies and best practices. Variety of question types and case studies prepare you for the Next-Generation NCLEX-PN® exam's new question formats and new focus on critical thinking. Practice quizzes on the Evolve website include all of the book's questions and allow you to create a virtually unlimited number of practice sessions or tests in Study Mode or Exam Mode. Focus on coordinated care addresses the NCLEX-PN's heavy emphasis on prioritization, delegation, and patient assignment. N/A From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a

straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

An essential NCLEX practice book for nursing students on prioritization, delegation, and supervision. These three topics are critical for anyone taking the NCLEX, and this book will enhance your skills in these areas. Contained in this book are practice questions and answers that challenge the student as well as teach important learning points. Question formats used in the book are: Multiple Choice, Select All That Apply, and Sequence questions. This book is aimed at those taking the RN exam, though LPN students can also gain from the book. Master the critical-thinking and test-taking skills you need to excel on the clinical judgment, prioritization, and delegation questions on the NCLEX-RN®. Over 1,000 questions in the text and online focus on clinical judgment, management decisions, setting priorities for client care, and delegating tasks. This must-have workbook helps students learn the prioritization and delegation skills needed to survive nursing school, pass the NCLEX-RN® examination, and make the transition to practice in today’s healthcare environment. Consisting of three parts plus an answer key, this resource provides numerous opportunities for students to review cases and answer questions similar to those they will see on the NCLEX-RN examination - including questions in alternate-item formats . Part 1, written by delegation expert Ruth Hansten, is an introduction that provides a practical review of clinical delegation skills and serves as a framework for the exercises that follow. Part 2 consists cases of patients who have relatively straightforward health problems followed by NCLEX examination-style questions focusing on prioritization, delegation, and assignment. Part 3 consists of complex, unfolding cases involving patients who have multiple health conditions, as well as complex patient assignments. An introduction by prioritization and

delegation expert Ruth Hansten explains the importance of developing sound clinical skills and judgment in the areas of prioritization, delegation, and assignment. NCLEX-style questions help students develop fundamental skills in prioritization, delegation, and assignment and become familiar with the NCLEX examination format. Questions in Parts 2 and 3 are organized by body system and by complexity, respectively, to allow for easy use with any medical-surgical nursing text. Both sections of exercises give students essential hands-on practice in prioritizing (deciding what to do first), delegating (giving specific tasks to assistive personnel and supervising satisfactory completion of those tasks), and assignment (giving responsibility for the overall care of particular patients to appropriate personnel). The questions in Part 3 are more complex than those in Part 2, allowing students to master core concepts using unambiguous cases before applying this knowledge to patients with more complicated, multidimensional case presentations. Flexible organization allows the workbook to be used with any Elsevier medical-surgical nursing text. The answer key provides rationales for correct as well as incorrect answers, reinforcing the concepts presented in each unit. Questions follow NCLEX style, and about 10% represent the new alternate-item question format. The workbook is three-hole punched and perforated for convenience. Master the critical-thinking and test-taking skills you need to excel on the prioritization, delegation, and management questions on the NCLEX-RN®. Three sections provide you with three great ways to study. In the first section, you'll find individual and multiple client care-focused scenario questions organized by disease process with rationales and test-taking hints. The second section features seven clinical case scenarios with open-ended, NCLEX-style questions. The third section is a comprehensive, 100-question exam. The thoroughly updated edition reflects the current NCLEX test plan and contains more than 5,000 test questions to help students practice taking the exam. The book contains more questions than any other NCLEX-RN review and includes more pharmacology-related questions. This is a Pageburst digital textbook; the product description may vary from the print textbook. Prioritization, Delegation, and Assignment: Practice Exercises for the NCLEX® Examination is the only review book on the market with a focus on prioritization and management of care—just like the current NCLEX Examination itself! The workbook's unique approach establishes your foundational knowledge and then provides exercises of increasing difficulty to help you build confidence in your prioritization, delegation, and

patient assignment skills. It offers unique preparation for the NCLEX Examination and effectively equips you to practice in today's fast-paced healthcare environment. The only workbook available that provides in-depth practice with prioritization, delegation, and assignment questions similar to those you'll see on the NCLEX Examination, including questions in alternate item formats Unique three-part organization that (1) equips you with foundational skills to make sound decisions, then helps you apply those skills (2) in straightforward scenarios and (3) then in complex health scenarios In-depth Answer Key at the back of the book that provides not only the correct answer but also a detailed rationale and an indication of the focus of the question, whether prioritization, delegation, supervision, or patient assignment. Expanded content focus to include psychiatric/mental health, OB/maternity, and pediatrics along with med-surg areas New chapters on infection control and obstetrics and maternity Greater emphasis on questions involving core body systems and related health problems, such as diabetes and cancer, to best prepare you for the conditions you are most likely to encounter on the NCLEX Examination and in clinical practice Four new unfolding cases addressing long-term care, pediatrics, psychiatric/mental health nursing, and OB/maternity Additional emphasis on medication safety equips you to take appropriate actions to prevent or remediate medication errors Multiple-select questions revised to include at least 5 response choices each, keeping you up to date with the full range of NCLEX Examination item formats What makes a good nurse leader or patient care manager? Nursing Delegation and Management of Patient Care, 3rd Edition provides a comprehensive, evidence-based guide to the skills and competencies you need to lead effectively. Coverage includes a wide range of management concepts, such as prioritization, delegation, and care management in a hospital setting. To prepare you for today's healthcare challenges, the book helps you master the staff nurse's role in human resource management, relationship management, diversity, and shared decision making. From noted educators Kathleen Motacki and Kathleen Burke, this text prepares you for success on the Next Generation NCLEX® exam and helps you meet the job requirements of magnet-status hospitals. Comprehensive coverage addresses the roles and responsibilities of the manager of patient care position, core competencies required of nurses caring for patients, and a wide range of management concepts that new nurses need to know before they enter practice. Strong focus on "management of care" includes areas in which you will be tested on the NCLEX-RN® examination, such as prioritization, delegation, and

assignment. Clinical Corner and Evidence-Based Practice boxes include real-world tips and advice on patient or client management, as well as current research and best practices. NCLEX® Examination Questions at the end of each chapter help you review important content. Learning features in each chapter include objectives, key terms, critical thinking case scenarios, and application exercises. Expert author team represents years of teaching experience in nursing leadership and management. NEW! Next Generation NCLEX® (NGN) examination-style case studies at the end of each section familiarize you to the way that content will be tested in the new NGN exam. NEW! Leadership roles/competencies and evidence-based practice examples are included from across the care continuum: ambulatory care, long-term care, and community-based care. NEW! Content on management in a culturally diverse healthcare environment relates to both hospital staff and patients. NEW! Additional Evidence-Based Practice boxes relate to "innovation" topics in leadership and management. NEW! Updated organization reflects the Magnet Recognition (2019) and Pathways to Excellence (2016) standards, allowing you to learn the skills and competencies that magnet status hospitals require when hiring nurses. Now there's a Canadian edition of the book that is often called the 'the best NCLEX(R) exam review book ever! Saunders Canadian Comprehensive Review for the NCLEX-RN(R) Examination provides everything your students need to prepare for the NCLEX exam -- complete content review and over 5,100 NCLEX examination-style questions in the book and online. This is the first edition to put the NCLEX-RN(R) exam in a Canadian context. An Evolve companion website includes instructor resources that make it easy to integrate this book into any course, along with detailed feedback and assessment for your students' work. Don't make the mistake of assuming the quality of the questions is the same in all NCLEX exam review books, because only this book includes the kind of questions that consistently test the critical thinking skills necessary to pass today's NCLEX exam. Even better, all answers include detailed rationales to help students learn from their answer choices, as well as test-taking strategies with tips on how to best approach each question. Written by the most trusted name in NCLEX review, Linda Anne Silvestri, and featuring special resources to help Canadian students succeed, this is THE book of choice for NCLEX preparation. Read any customer review or ask your colleagues to see why there's nothing else like it! With a strong focus on the key areas included on the NCLEX-RN Exam's "management of care" section, Nursing Delegation and Management of Patient Care, 2nd Edition prepares you to

successfully prioritize, assign, and delegate nursing care to other members of the health care team. It provides the latest information on the roles and responsibilities of the staff nurse related to the management of patient care, the core competencies required of the nurse caring for patients, as well as a wide range of leadership and management concepts nurses need to confidently manage patients within a hospital unit. This new edition is organized according to the new 2014 Magnet Standards of Practice to help you learn the skills and competencies magnet status hospitals require when hiring nurses. Learning objectives, key terms, critical thinking case scenarios, and application exercises in each chapter provide you with plenty of opportunities for review. A trusted author team with years of teaching experience in nursing leadership and management introduce current content related to the management of patient care in today's health care setting. NEW! A new table of contents reorganized according to the 2014 Magnet Standards. NEW! Addresses the competencies of the nurse's role with respect to the 2014 Magnet Standards. Coverage includes the latest information on the roles and responsibilities of the manager of patient care position, core competencies required of nurses caring for patients, and a wide range of management concepts new nurses need to know before entering practice. Emphasis on the NCLEX Exam "management of care" areas that you will be tested on, such as prioritization, delegation, and assignment. Clinical Corner and Evidence-Based Practice boxes within most chapters include real-world tips and advice on patient and client management, plus the latest research on practices relevant to chapter topics. NEW! End-of-chapter and Evolve NCLEX questions include analysis and application-level questions. NEW! The latest RN design gives this edition a fresh new feel that is easier to follow. Approx. 374 pages Management-of-care focus addresses the emphasis on prioritization, delegation, and patient assignment in the NCLEX-RN® Examination. Three-part organization first establishes foundational knowledge and then provides exercises with scenarios of increasing difficulty to help you build confidence in your prioritization, delegation, and patient assignment skills. Part One: Introduction provides a concise foundation and practical guidelines for making prioritization, delegation, and patient assignment decisions. Part Two: Prioritization, Delegation, and Assignment in Common Health Scenarios provides practice in applying the principles you've learned to relatively straightforward health scenarios involving single patients or simple patient assignments. Part 3: Prioritization, Delegation, and Assignment in Complex

Health Scenarios includes unfolding cases involving patients with progressively more complicated health problems or challenging assignment issues, demonstrating the progression of typical health scenarios and helping you learn to "think like a nurse." Answer keys follow each chapter and provide the correct answer plus a detailed rationale. Practice quizzes on the Evolve website include all of the book's questions in an interactive format that allows you to create a virtually unlimited number of practice sessions or tests in Study Mode or Exam Mode. NEW and UNIQUE! Updated question formats prepare you to succeed on the Next-Generation NCLEX-RN® Examination (NGN) by including the latest item types and highlighting each with a distinctive icon. NEW and UNIQUE! Next-Generation NCLEX Questions chapter includes only NGN-style questions to help you focus your study time on these new question formats and optimize your chances for success on the NGN. NEW! Dozens of additional questions and answers provide more review and practice for the increasingly challenging NCLEX-RN Exam. NEW! Updated content throughout matches the latest evidence-based guidelines and treatment protocols. "I'm so stressed out, I am not ready to take this NCLEX® exam, I think I will wait 2 more months". Sound familiar? Stop procrastinating! The time is now. Finally! A simplified, non-threatening NCLEX® review book. Take a simulated 101 question practice exam and learn how to answer NCLEX® style questions. Find out how to prioritize, delegate and think critically. Finally! "Nursing exams made easy". Brought to you by the directors of Ready to Pass Inc. Are you ready to pass? you find yourself rushing to finish work before its deadline? Are you constantly multitasking as a way to get more done? Does time seem to get away from you? If you answered yes to any of these questions, it may be time for you to learn the benefits of time management.-- Simply put, time management is the process of organizing and prioritizing your activities so you work smarter-not harder. Proper time management is a skill that enables you to control your days and the activities that go into them. But how do we even start to tackle all the forces that work against us? "How to Manage Time" breaks down the art of time management in an easy to follow format. Using a 7-step process with definitions, breakdowns, and explanations, this will become your go-to guide towards true efficiency. It strips away all the extraneous, unnecessary information and leaves you only with what is truly essential. These 7 steps use a customizable approach, so your effort in managing time is strategic, effective, and long lasting. The steps will ensure that you attack your trouble areas first, understand specifically what

isn't working, and start from there. Start recognizing the areas you are mismanaging and all the ways you can change. YOU WILL LEARN: ? How to plan effectively. ? The best ways to prioritize tasks. ? To delegate and outsource your work. ? How to say no. ? To start focusing on single tasks. ? How to eliminate distractions. ? How to manage your days. ? To regain control of your life. We are all given the same amount of time. Then why are some people better at managing it than others? It's up to you to start learning and start acting. Taking responsibility for your work can be a daunting task, but it has never been easier with these 7 steps. Start making the most of the time that is given to you today! Sandra Smith's Review for NCLEX-RN®, Thirteenth Edition is a comprehensive and current evidence-based RN content review. Following the latest NCLEX-RN exam blueprint, it features 2,500 NCLEX® formatted practice questions with detailed answers and rationales that stimulate critical thinking. The reader-friendly approach includes a clear and concise outline format with study guidelines and test-taking strategies. It also covers all of the latest trends, evidence-based treatment guidelines, and additional updated information needed for safe clinical practice and patient care. New to this edition is an expanded emphasis on patient safety, the National Patient Safety Goals and NCLEX® examination preparation, ties to QSEN competencies, and a greater focus on evidence-based clinical practice. Please note, Navigate TestPrep must be purchased separately. UNIQUE! Three-part organization first establishes foundational knowledge and then provides exercises with health scenarios of increasing difficulty to help you build confidence in your prioritization, delegation, and patient assignment skills. Evidence-based guidelines and treatment protocols reflect the latest research studies and best practices. Variety of question types and case studies prepare you for the Next-Generation NCLEX-PN® exam's new question formats and new focus on critical thinking. Practice quizzes on the Evolve website include all of the book's questions and allow you to create a virtually unlimited number of practice sessions or tests in Study Mode or Exam Mode. Focus on coordinated care addresses the NCLEX-PN's heavy emphasis on prioritization, delegation, and patient assignment. AN INSTANT NEW YORK TIMES BESTSELLER • A REESE'S BOOK CLUB PICK Tired, stressed, and in need of more help from your partner? Imagine running your household (and life!) in a new way... It started with the Sh*t I Do List. Tired of being the "shefault" parent responsible for all aspects of her busy household, Eve Rodsky counted up all the unpaid, invisible work she was doing for her family—and then sent that list to her husband, asking for things to change.

His response was...underwhelming. Rodsky realized that simply identifying the issue of unequal labor on the home front wasn't enough: She needed a solution to this universal problem. Her sanity, identity, career, and marriage depended on it. The result is Fair Play: a time- and anxiety-saving system that offers couples a completely new way to divvy up domestic responsibilities. Rodsky interviewed more than five hundred men and women from all walks of life to figure out what the invisible work in a family actually entails and how to get it all done efficiently. With 4 easy-to-follow rules, 100 household tasks, and a series of conversation starters for you and your partner, Fair Play helps you prioritize what's important to your family and who should take the lead on every chore, from laundry to homework to dinner. "Winning" this game means rebalancing your home life, reigniting your relationship with your significant other, and reclaiming your Unicorn Space—the time to develop the skills and passions that keep you interested and interesting. Stop drowning in to-dos and lose some of that invisible workload that's pulling you down. Are you ready to try Fair Play? Let's deal you in. Prioritization, Delegation, and Assignment: Practice Exercises for the NCLEX® Examination is the only review book on the market with a focus on prioritization and management of care—just like the current NCLEX Examination itself! The workbook's unique approach establishes your foundational knowledge and then provides exercises of increasing difficulty to help you build confidence in your prioritization, delegation, and patient assignment skills. It offers unique preparation for the NCLEX Examination and effectively equips you to practice in today's fast-paced healthcare environment. The only workbook available that provides in-depth practice with prioritization, delegation, and assignment questions similar to those you'll see on the NCLEX Examination, including questions in alternate item formats Unique three-part organization that (1) equips you with foundational skills to make sound decisions, then helps you apply those skills (2) in straightforward scenarios and (3) then in complex health scenarios In-depth Answer Key at the back of the book that provides not only the correct answer but also a detailed rationale and an indication of the focus of the question, whether prioritization, delegation, supervision, or patient assignment. Expanded content focus to include psychiatric/mental health, OB/maternity, and pediatrics along with med-surg areas New chapters on infection control and obstetrics and maternity Greater emphasis on questions involving core body systems and related health problems, such as diabetes and cancer, to best prepare you for the conditions you are most likely to encounter on the NCLEX Examination and

in clinical practice Four new unfolding cases addressing long-term care, pediatrics, psychiatric/mental health nursing, and OB/maternity Additional emphasis on medication safety equips you to take appropriate actions to prevent or remediate medication errors Multiple-select questions revised to include at least 5 response choices each, keeping you up to date with the full range of NCLEX Examination item formats An easy-to-read text focusing on all areas of nursing to aid in successful preparation for the NCLEX-RN. A unique feature of this book is the test-taking strategies included in each chapter. Additionally, students will find content review, practice tests at the end of each chapter with answers and rationales for right and wrong answers and a free CD-ROM that includes the 2,700 practice questions from the text plus 600 additional practice questions. A self-discipline strategist, motivational speaker and the New York Times best-selling author of Take the Stairs brings his trademark high-energy approach and can-do attitude to stalled productivity, providing a simple yet powerful paradigm that will set readers free to do their best work. The NCLEX-PN exam is not just about what you know—it's about how you think. Kaplan's NCLEX-PN Prep Plus uses expert critical thinking strategies and targeted sample questions to help you put your expertise into practice, apply the knowledge you've gained in real-life situations, and face the exam with confidence. In NCLEX-PN Prep Plus, Kaplan's all-star nursing faculty teaches you essential strategies and critical-thinking techniques you need to apply your knowledge. Proven Strategies. Realistic Practice. 9 critical thinking pathways to break down what exam questions are asking 6 end-of-chapter practice sets to help you put critical thinking principles into action 2 full-length practice tests to gauge your progress—one in the book, one online Detailed rationales for all answer choices, correct and incorrect Techniques for mastering the computer adaptive test format Expert Guidance In-depth content review, organized along the exam's "Client Needs" framework 60 minutes of video tutorials on the ins and outs of the NCLEX-PN Kaplan's learning engineers and expert psychometricians ensure our practice questions and study materials are true to the test We invented test prep—Kaplan (www.kaptest.com) has been helping students for 80 years, and our proven strategies have helped legions of students achieve their dreams With NCLEX-PN Prep Plus you can study on-the-go. Log in from anywhere to watch video tutorials, review strategies, and take your online practice test. Pharmacology can be difficult. But with the right text, understanding drugs and how they work doesn't have to be! Using easy-to-follow language and engaging learning tools — like Memory

Joggers, Clinical Pitfalls, Do Not Confuse, and Drug Alerts — the second edition of Understanding Pharmacology: Essentials for Medication Safety helps readers really understand how drugs work. In addition to the popular critical thinking activities from the first edition, the second edition also includes more chapter review questions, updated content, and a new organization that centers on the different body systems. For students who have a limited background in the sciences and want complete preparation for licensure exams and clinical practice, there is no better choice than Understanding Pharmacology, 2nd Edition! Entire unit reviewing math, weights and measures, and dosage calculation minimizes readers' anxiety and promotes medication safety. Clever, easy-to-recognize margin icons help visual learners remember essential side effects of drugs. Simplified heading structure replaces intimidating terminology (i.e. pharmacokinetics) with simplified language (How These Drugs Work) to increase understanding of concepts. Drug Alert!, Do-Not-Confuse, and Clinical Pitfall boxes highlight important tips for safe medication administration. Memory Jogger boxes help readers remember important drug information. Get Ready for Practice sections at the end of each chapter include key points, chapter review questions, and critical thinking activities to reinforce learning. 10th grade reading level uses straightforward, everyday language to really enhance readers' understanding of pharmacology concepts. Incorporation of adult learning theory features both a simple to complex organization of material along with answers to why readers need to learn something. NEW! Body system organization helps readers better understand drugs that are specific to particular body systems. NEW! More chapter review questions have been added to the text. All review questions are now organized into one of two categories: Test Yourself on the Basics and Test Yourself on Advanced Concepts. Prioritization, Delegation, and Assignment: Practice Exercises for the NCLEX® Examination, 4th Edition is the original and most popular NCLEX review book on the market focused exclusively on building prioritization, delegation, and patient assignment skills! Using a unique simple-to-complex approach, this best-selling text establishes your foundational knowledge of management of care, then provides exercises of increasing difficulty to help you transition to practice in today's fast-paced healthcare environment. This new edition features more than 60 pages of additional questions, a completely new pharmacology chapter and questions, a content re-alignment to match the latest National League for Nursing guidelines for delegation and patient assignment, increased inclusion of LGBTQ-related scenarios, updated

infection control coverage, and much more! Answer keys offer a detailed rationale and an indication of the focus of the question to encourage formative assessment. Interactive practice quizzing on Evolve allows you to create a virtually unlimited number of practice sessions in Study Mode or Exam Mode. Emphasis on the NCLEX Examination's management-of-care focus addresses the heavy emphasis on prioritization, delegation, and patient assignment in the current NCLEX-RN® Examination. Updated content throughout matches the latest evidence-based guidelines and treatment protocols. Improved navigation and usability with color tabs on the edges of the book's pages and with answers directly following each chapter. UNIQUE! Three-part organization establishes foundational knowledge and then provides exercises of increasing difficulty to help you build confidence in your prioritization, delegation, and patient assignment skills. NEW! More than 60 pages of new questions provide additional practice prepare you for the prioritization, delegation, and patient assignment questions on the NCLEX-RN® Exam. NEW! Pharmacology chapter and expanded pharmacology questions throughout prepare you for the strong pharmacology focus of the latest NCLEX-RN® Exam. NEW! Re-alignment of delegation and assignment content and answer key coding to reflect the latest National League for Nursing (NLN) guidelines on what constitutes delegation and what constitutes patient assignment. NEW! Increased emphasis on infection control addresses the growing problems of antibiotic resistance and the rapid spread of infectious disease resulting from our globally mobile society and from growing resistance to vaccination. NEW! Increased inclusion of LGBTQ scenarios and healthcare concerns prepares you for patient-centered care with LGBTQ clients. Prepare for the Next-Generation NCLEX-RN® Exam (NGN) and gain the clinical judgment skills you need to manage patient care safely and effectively! Prioritization, Delegation, and Assignment: Practice Exercises for the NCLEX-RN® Examination, 5th Edition is the first and the most popular NCLEX-RN Exam review book focused exclusively on building management-of-care clinical judgment skills. What's more, this bestselling review is now enhanced for the NGN with new NGN-style questions! Beginning with concepts relating to prioritization, delegation, and assignment decisions, the workbook guides you through patient care scenarios and exercises progressing from simple to complex. All of the book's questions are provided in an interactive online format on the Evolve website in tests that simulate the latest NCLEX-RN Exam. Written by a team of noted educators led by Linda A. LaCharity, this review prepares you for

success on the NGN and in clinical practice like no other! Management-of-care focus addresses the emphasis on prioritization, delegation, and patient assignment in the NCLEX-RN® Examination. Three-part organization first establishes foundational knowledge and then provides exercises with scenarios of increasing difficulty to help you build confidence in your prioritization, delegation, and patient assignment skills. Part One: Introduction provides a concise foundation and practical guidelines for making prioritization, delegation, and patient assignment decisions. Part Two: Prioritization, Delegation, and Assignment in Common Health Scenarios provides practice in applying the principles you've learned to relatively straightforward health scenarios involving single patients or simple patient assignments. Part 3: Prioritization, Delegation, and Assignment in Complex Health Scenarios includes unfolding cases involving patients with progressively more complicated health problems or challenging assignment issues, demonstrating the progression of typical health scenarios and helping you learn to "think like a nurse." Answer keys follow each chapter and provide the correct answer plus a detailed rationale. Practice quizzes on the Evolve website include all of the book's questions in an interactive format that allows you to create a virtually unlimited number of practice sessions or tests in Study Mode or Exam Mode. NEW and UNIQUE! Updated question formats prepare you to succeed on the Next-Generation NCLEX-RN® Examination (NGN) by including the latest item types and highlighting each with a distinctive icon. NEW and UNIQUE! Next-Generation NCLEX Questions chapter includes only NGN-style questions to help you focus your study time on these new question formats and optimize your chances for success on the NGN. NEW! Dozens of additional questions and answers provide more review and practice for the increasingly challenging NCLEX-RN Exam. NEW! Updated content throughout matches the latest evidence-based guidelines and treatment protocols. With forty well-structured and easy to follow topics to choose from, each workbook has a wide range of case studies, questions, and activities to meet both the individual or organization's training needs. Whether studying for an ILM qualification or looking to enhance the skills of your employees, 'Super Series' provides essential solutions, frameworks and techniques to support management and leadership development. This quick-access guide for novice nurse preceptors walks through, step-by-step, how to successfully orient new nurses to the hospital environment. Preceptors are key to staff retention, job satisfaction, improved quality of care, patient safety and transition to

practice. For the busy novice nurse preceptor who believes they do not have the time or preparation to be a nurse preceptor, Fast Facts for the Nurse Preceptor, Second Edition explains all the requisites for demonstrating, guiding, and mentoring new nurses through the process of delivering safe, evidence-based, patient-centered care. The second edition builds upon the foundation of the first to address more complicated challenges preceptors face. While reviewing the basics like shift organization, prioritization, communication, delegation, and conflict resolution, this orientation guide delineates the essential qualities of a competent preceptor and their primary responsibilities. It discusses the knowledge and skills a successful preceptor must impart to new nurses while acclimating to a variety of teaching and learning styles. Chapters discuss how to recognize the warning signs of a struggling preceptee, work through a preceptee's "transition shock," and help new nurses to develop critical thinking skills. Abundant case studies highlight common and challenging precepting situations. New to the Second Edition: Updated with FIVE completely new chapters: Selection, Education, and Retention of the Preceptor Preceptee Learning and Preceptor Teaching Styles The Challenging Student Precepting the Accelerated BSN and Advanced Practice Nurse (APRN) The Unsafe Preceptee and How to Avoid "Failure to Fail" Key Features: Helps preceptors to serve as excellent role models, mentors, and teachers for new nurses Offers quick-access, step-by-stop guidance with short paragraphs and bulleted information Uses case studies to highlight both common and challenging precepting scenarios Includes evidence-based content throughout Contains competency assessment and evaluation forms Prioritization, Delegation, and Assignment: Practice Exercises for the NCLEX® Examination is the only review book on the market with a focus on prioritization and management of care-just like the current NCLEX Examination itself! The workbook's unique approach establishes your foundational knowledge and then provides exercises of increasing difficulty to help you build confidence in your prioritization, delegation, and patient assignment skills. It offers unique preparation for the NCLEX Examination and effectively equips you to practice in today's fast-paced healthcare environment. UNIQUE! Emphasis on the NCLEX Management-of-Care Focus: LaCharity is the only workbook available that focuses on the NCLEX Exam's management-of-care focus No other book on the market addresses the heavy management-of-care emphasis - consisting of prioritization, delegation, and patient assignment - of the current NCLEX Examination (17-23% of the 2013 NCLEX-

RN Exam). Graduating seniors report that LaCharity has been invaluable in preparing them to pass the NCLEX Exam and enter into practice. UNIQUE! Three-Part Organization: The book consists of three parts, each of which builds on the previous one: . Part 1: Introduction; Part 2: Prioritization, Delegation, and Assignment in Common Health Scenarios; Part 3: Prioritization, Delegation, and Assignment in Complex Health Scenarios. This organization establishes foundational knowledge and then provides exercises of increasing difficulty to help students build confidence in their prioritization, delegation, and patient assignment skills. It also helps students move from passing the NCLEX-RN Exam to "hitting the ground running" as they transition into clinical practice. Part 1: Introduction: Part 1, consisting of a chapter by delegation expert Ruth Hansten, provides guidelines for prioritization, delegation, and patient assignment decisions. The Introduction provides a concise, practical foundation on which Parts 2 and 3 build. Part 2: Prioritization, Delegation, and Assignment in Common Health Scenarios: Organized by body system, the chapters in Part 2 begin to give students practice in applying the principles from Part 1 to relatively straightforward scenarios involving single patients or simple patient assignments. Straightforward NCLEX-style multiple-choice, multiple-select, ordering, and short-answer questions help students develop and build confidence in prioritization, delegation, and patient assignment skills while working within the confines of relatively simple health scenarios. Part 3: Prioritization, Delegation, and Assignment in Complex Health Scenarios: Unfolding cases in Part 3 gradually immerse students in realistically complex clinical situations involving patients with complicated health problems or challenging assignment issues. These unfolding cases build on the skills learned in Part 2 to equip students to make sound decisions in realistic, complex health scenarios involving complicated health problems and/or challenging patient assignment decisions. The "unfolding" nature of each case realistically demonstrates the progression of typical health scenarios and helps students learn to "think like nurses" by developing what Benner (2010) calls "clinical imagination." Answer Key: The in-depth Answer Key at the back of the book provides not only the correct answer but also a detailed rationale and an indication of the focus of the question, whether prioritization, delegation, supervision, or patient assignment. Detailed rationales encourage formative assessment, in which students learn as much from answering incorrectly as they do from answering correctly. Expanded content focus to include psychiatric/mental health, OB/maternity, and pediatrics along with med-surg areas New chapters on

infection control and obstetrics Pamphlet is a succinct statement of the ethical obligations and duties of individuals who enter the nursing profession, the profession's nonnegotiable ethical standard, and an expression of nursing's own understanding of its commitment to society. Provides a framework for nurses to use in ethical analysis and decision-making. Brian Tracy gives the advice of doing the most difficult task first so that you can feel positive about yourself and move on to the other tasks of the day. Lippincott NCLEX-RN Alternate-Format Questions, 7th edition is designed to help anyone preparing to take the RN licensing examination. This updated 7th edition has everything needed for students to be fully prepared to answer every type of question found on the NCLEX. More than 600 questions include multiple-response, drag-and-drop, hotspot, audio, chart, graphic option, and fill-in-the blank questions. Also included are two comprehensive tests with 100 questions each. Rationales are clear and detailed and cover correct as well as incorrect answers. Test-taking strategies help students dissect each question to its core components and provide keys to choosing the right answer. The book reviews all the topics covered on the actual NCLEX-RN. Hundreds of questions at the application level or above prompt active learning and higher-order thinking. Questions are aligned with the National Council of State Boards of Nursing (NCSBN) 2019 RN test plan and are written in the style used on the licensing examination. An accompanying PassPoint trial provides an additional opportunity for students to practice for NCLEX while also giving a glimpse of the full PassPoint experience. Practical and comprehensive, this essential resource helps you plan individualized care for clients in a variety of settings, including acute care, extended care, and home care environments. It features 33 detailed nursing diagnosis care plans and 65 disease/disorder care plans that are keyed to specific expected outcomes and interventions. This book also includes the popular Online Care Planner that allows you to edit and print standardized nursing diagnosis care plans. Offers the most in-depth care plans of any planning book, fostering critical thinking and promoting effective clinical decision-making. 33 separate nursing diagnosis care plans provide detailed interventions with rationales and documentation guidelines for the most common nursing diagnoses. 65 comprehensive care plans serve as a complete reference for the most common disorders in acute care, extended care, and home care settings. Body system organization makes content easy to locate. Nursing/collaborative diagnoses are linked to actions and rationales. Specific points for discharge teaching serve as guidelines for planning

client education. A complete discussion of caring for older adult clients and changes that occur with aging helps you understand the unique considerations of caring for this population group. A new care plan format focuses on prioritized nursing interventions, interventions that can be delegated, and documentation criteria, as well as differentiating between independent and collaborative nursing actions. Features 8 new nursing diagnosis care plans on topics such as comfort, confusion, contamination, decision-making, falls/injury, unstable glucose level, risk-prone health behavior, and self-care. Includes 9 new disease/disorder care plans for Abdominal Trauma, Alzheimer's Disease, Asthma, Enteral Nutrition, Intravenous Conscious Sedation, Internal Radiation Therapy (Brachytherapy), Mechanical Ventilation, Parkinson's Disease, and Total Parenteral Nutrition. Evidence-based practice content presents the latest research findings and standards of care. Updated NANDA nursing diagnoses, NIC interventions, and NOC outcomes reflect the latest nursing taxonomies. An open, user-friendly design makes it easy to quickly locate essential information. The companion Evolve website features 71 new narrated 3D pathophysiology animations that correspond to disorders content in the text. The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

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