

Long –Term Care (LTC) Nursing Leadership Toolkit

The LTC for Long –Term Care Nurse Leaders is designed based on the results of a study by the Christine E. Lynn College of Nursing, Florida Atlantic University conducted with Florida LTC Directors of Nursing and funded by the Florida Blue Foundation: Development of Current and Future Long-Term Care Nurse Leaders for the State of Florida: Challenges, Opportunities and Leadership Development Needs. The following table is a compilation of resources for the identified needs of the leaders.

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Directions

To open a hyperlink (blue) that displays in the **Resource** or **Description** columns:

- Hover over the hyperlink, then press **Ctrl + Click**, or
- Hover over the hyperlink, **right-click** your mouse, then select **Open Hyperlink**, or
- Copy and paste the hyperlink in the **URL** column in to your Internet browser (**Ctrl + C**; **Ctrl + V**)
- Manually type the hyperlink in the **URL** column in to your Internet browser

Note: If your computer access is not restricted by pop-up blockers, you can follow steps a, b, c, or d using the hyperlink in the **Short Link** column.

Topic	Resource	Description	URL	Short Link
Leadership model specific to LTC leaders	Meeting the Leadership Challenge in Long-term Care: What You Do Matters (Farrell, Brady & Frank)	Text and method for enhancing leadership in long term care	http://www.bandfconsultinginc.com/WhatYouDoMatters/WhatYouDoMatters/Welcome.html	http://bit.do/dc7yT
Resources for LTC Nursing Leadership Development	The Leadership Challenge (Kouzes and Posner)	The Five Practices of Exemplary Leadership Model	http://www.leadershipchallenge.com/about-section-our-approach.aspx	http://bit.do/dc7yd
	Kouzes and Posner's 5 Practices of Exemplary Leadership and 10 Commitments of Leadership	Worksheet and Action plan	https://offices.nsuok.edu/Portals/17/pdfs/Kouzes_Posner_Leadership_Development_Info.pdf	http://bit.do/c9hK8
Leadership Self-Assessment Tools	Nurse Manager Skill Inventory	Tool allows the nurse manager to perform a self-evaluation that can be paired with the nurse manager's supervisor's assessment to create an individualized professional development plan.	http://www.aone.org/resources/nurse-manager-skills-inventory.pdf	http://bit.do/dc837

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	The Leadership Challenge www.leadershipchallenge.com	Leadership Practices Inventory (LPI) (Kouzes and Posner)	www.leadershipchallenge.com/ProductsCategories/assessments.aspx	http://bit.do/dc84d
LTC Leadership Education	American Health Care Association www.ahcancal.org	Leadership Excellence Workbook	https://www.ahcancal.org/quality_improvement/leadership_excellence/Pages/LeadershipExcellenceWorkbook.aspx	http://bit.do/dc84h
	Gerontological Nursing Leadership Academy	18 month mentored gerontological nursing leadership development experience offered by Sigma Theta Tau, Nursing Honor Society	http://www.nursingsociety.org/learn-grow/leadership-new/international-leadership-institute/geriatric-academy	http://bit.do/c9hP7
	Pathway to Excellence in Long Term Care Program	A new organizational credential to recognize healthcare facilities that have created positive work environments where nurses can flourish	http://www.nursecredentialing.org/Documents/PathwaytoExcellence/LTC-Docs/Helping-LTC-Facilities.pdf	http://bit.do/dc9px
	Implementing Change in LTC: Practical guide to transformation	Designed to assist organizations, and the staff who work there, to implement changes that will improve care quality	https://www.pioneernetwork.net/Data/Documents/Implementation_Manual_ChangeInLongTermCare%5B1%5D.pdf	http://bit.do/ddcRr
	NurseLEAD Online Training Program	Training program to help charge nurses and team leaders become more effective coaches, leaders, supervisors for front line staff	http://www.leadingage.org/NurseLead.aspx	http://bit.do/ddczR
	HCA/NCAL Quality Initiative	Resources for quality assurance/performance improvement in LTC from American Healthcare Association	https://www.ahcancal.org/quality_improvement/Pages/default.aspx	http://bit.do/ddcDf
	FAU College of Business	Certificate in Healthcare Leadership Program	http://business.fau.edu/executive-education/open-enrollment/course-offerings/leadership/course3322/index.aspx#.V9Q0RvkrJrQ	http://bit.do/ddgB2

Topic	Resource	Description	URL	Short Link
LTC Leadership Competencies	American Health Care Association (AHCA)	Competencies for Senior Nurse Leaders in LTC	https://www.ahcancal.org/quality_improvement/leadership_excellence/Documents/competencies_report.pdf	http://bit.do/ddeNP
	American Association of Nurse Executives www.aone.org	Nurse Executive Competencies Post-Acute Care	http://www.aone.org/resources/nec-post-acute.pdf	http://bit.do/ddcBe
	Pioneer Network www.pioneernetwork.net	Nurse Competencies for Nursing Home Culture Change	https://www.pioneernetwork.net/Providers/ForNurses/	http://bit.do/ddcBj
Professional Organizations	American Health Care Association (AHCA)		https://www.ahcancal.org/about_ahca/Pages/default.aspx	http://bit.do/ddcBw
	National Association of Directors of Nursing Administration in Long-Term Care (NADONA LTC)		www.nadona.org	
	National Gerontological Nursing Association (NGNA)		www.ngna.org/	
	Gerontological Nursing Advanced Practice Nurses Association (GAPNA)		www.gapna.org/	
	American Association of Directors of Nursing Services (AADNS)		www.aadns-ltc.org	
Leadership blogs/online newsletters	Long Term Care Leader AHCA LTC Leadership Blog		www.longtermcareleader.com	
	Hartford Institute for Geriatric Nursing	Hartford Institute for Geriatric Nursing News and Blog	https://hign.org/geriatric-news	http://bit.ly/2ki580s
	AADNS Leadership Blog		http://www.aadns-ltc.org/Resources/News-Feed	http://bit.do/ddcB8
	The Emerging Leader Blog by Rose Sherman		www.emergingrleader.com	
	TedTalks on Leadership		http://www.ted.com/search?cat=ss_all&q=leadership	http://bit.do/ddcCx
	McKnights News		http://www.mcknights.com/about-us/section/284/	http://bit.do/ddcCG

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Long Term Post-Acute Services (LTPAC) – Communication and Collaboration Across the Continuum of Care	Improve post-acute care coordination	Paper with suggestions for hospitals and LTC facilities	https://www.advisory.com/research/cardiovascular-roundtable/studies/2014/re-admissions-reduction-toolkit/stage-3-coordinating-pac	http://bit.do/ddePm
	Interact (Interventions to Reduce Acute Care Transfers from Nursing Homes) Toolkit	CMS endorsed interventions to reduce transfers from nursing homes to hospitals	https://interact2.net/tools_v4.html	http://bit.do/ddgB6
	Root cause analysis of transfers of skilled nursing facility patients to acute hospitals: Lessons learned for reducing unnecessary hospitalizations	Evidence-based study on unnecessary hospital readmissions from nursing homes	https://interact2.net/docs/publications/RCA%20on%20SNF%20Transfers%20Overview%20JAMDA%20March%202016.pdf	http://bit.do/ddePF
	Consensus-derived interventions to reduce acute care transfer (INTERACT)-compatible order sets for common conditions associated with potentially avoidable hospitalizations	Evidence-based study utilizing INTERACT interventions	https://interact2.net/docs/publications/INTERACT%20Compatible%20Order%20Sets%20JAMDA%202015.pdf	http://bit.do/ddePN
	Is this really an emergency? Reducing potentially preventable emergency department visits among nursing home residents	Evidence-based study on decision making about emergency department transfers from nursing home	https://interact2.net/docs/publications/JAMDA%20Editorial%20on%20ED%20Visits%20published%20May%202015.docx.pdf	http://bit.do/ddePR
	Go to the hospital or stay here?	Evidence-based decision guide for patients and families	http://www.decisionguide.org/	
Quality Improvement in Nursing Homes	IOM Report: Improving the Quality of Long-Term Care		https://www.nap.edu/catalog/9611/improving-the-quality-of-long-term-care	http://bit.do/ddePW
	National Nursing Home Quality Improvement Campaign		https://www.nhqualitycampaign.org/	http://bit.do/ddgCd
	Nursing Home Quality Assurance and Performance Improvement (QAPI)		https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/QAPI/qapiresources.html	http://bit.do/ddePY

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Recruitment and Retention-Orientation, Preceptor and Mentor Programs, Staff Development, Collaboration with Schools of Nursing	IOM Report: Retooling for an Aging America: Building the Health Care Workforce		http://www.nationalacademies.org/hmd/Reports/2008/Retooling-for-an-Aging-America-Building-the-Health-Care-Workforce.aspx	http://bit.do/ddeP2	
	Recommended Baccalaureate Competencies and Curricular Guidelines for the Nursing Care of Older Adults		http://www.aacn.nche.edu/geriatric-nursing/AACN_Gerocompetencies.pdf	http://bit.do/ddeP5	
	ACHA Toolkit: Staff Stability - 4 Key Strategies to Retain New Hires and Reduce Employee Turnover			https://www.ahcancal.org/nca/quality/qualityinitiative/Pages/Staff-Stability.aspx	http://bit.do/ddeP8
	AANAC Mentor Match Program			https://www.aanac.org/Get-Involved/Mentor-Program	
	Introducing Peer Mentoring in LTC settings			https://www.ahcancal.org/nca/quality/qualityinitiative/Documents/Peer%20Mentoring%20Program.pdf	
	On-line geriatric nurse residency program			https://gerires.nursing.wisc.edu/	
	Resources for Creating Exemplary Clinical Experiences for Students in Nursing Homes	Important suggestions to enhance student learning and interest in LTC nursing		https://www.nursing.umn.edu/centers/center-aging-science-and-care-innovation/center-projects/clinical-teaching-nursing-homes	http://bit.do/ddeQf
	Florida Center for Nursing	State Workforce Center to address Florida nursing shortage – statistics on nursing workforce across the continuum		https://www.flcenterfornursing.org/	http://bit.do/ddgCg
Director of Nursing Certification Exams/Preparation	NADONA Certified Director of Nursing Exam		https://www.nadona.org/exams/	http://bit.do/ddgCk	
	NADONA Certified Director of Nursing Exam Preparation Materials		https://www.nadona.org/certification-preparation/	http://bit.do/ddgCn	

Topic	Resource	Description	URL	Short Link
courses	American Nurses Credentialing Center Gerontological Nursing Certification Exam Information		http://www.nursecredentialing.org/Certification/ExamResources/Eligibility/ECategory/GerontologicalNurseEligibility.html	http://bit.do/ddeQJ
	American Nurses Credentialing Center Preparation Materials for ANCC Gerontological Nursing Certification Exam		https://learn.ana-nursingknowledge.org/products/Gerontological-Nursing-Review-and-Resource-Manual-Contact-Hours	http://bit.do/ddeQL
	The Consortium of New York Geriatric Education Centers Preparation Course for ANCC Gerontological Nursing Certification Exam		http://www.nygec.org/nyu	http://bit.do/ddgCr
	ANCC Gerontological Nursing Exam Preparation Study Guide		http://www.springerpub.com/gerontological-nurse-certification-review-second-edition.html?gclid=CN-R3f3KvswCFQcKaQodJe4MmQ	http://bit.do/ddeQN
	AHCA Preparation Course for ANCC Gerontological Nursing Certification Exam		https://www.ahcancal.org/quality_improvement/GeroNursePrep/Pages/default.aspx	http://bit.do/ddeQR
	Videos on Gerontological Nursing Certification		https://www.youtube.com/watch?v=QxUwmdrgsN4	http://bit.do/ddgCs
	Research on ANCC Certification and Hospital Readmissions	Evidence-based study examining the effect of national gerontological nursing certification on hospital readmissions	http://www.longtermcareleader.com/2016/09/ahcancal-research-finds-nursing.html?utm_source=feedburner&utm_medium=email&utm_campaign=Feed%3A+blogspot%2FfraahN+%28LONG+TERM+CARE+LEADER%29	http://bit.do/ddeQV
Gerontological Nursing	Sigma Theta Tau International's Center for Nursing Excellence in Long-Term Care	Educational programs/resources for professional nurses in LTC	http://www.centerfornursingexcellence.org	http://bit.do/ddgCz

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Resources for Professional Development	Geriatric Nursing Leadership Academy	Educational materials and programs to support the knowledge, professional development and leadership growth of LTC nurses	http://www.nursingsociety.org/learn-grow/leadership-new/international-leadership-institute/geriatric-academy	http://bit.do/ddeQ4
	Facilitated Learning to Advance Geriatrics (FLAG) Program/NEXus	Programs to prepare faculty to teach gerontological nursing	http://www.nhcgne.org/leadership-development/gerontological-nursing-faculty-development	http://bit.do/ddeRj
	The Hartford Institute for Geriatric Nursing		https://hign.org	
	Royal College of Nursing Scotland: A positive choice: Everyday stories of nursing excellence in older people's care	Beautiful example of sharing the work of gerontological nurses to encourage a positive image	https://www.rcn.org.uk/news-and-events/news/a-positive-choice-rcn-publishes-older-peoples-nursing-stories	http://bit.do/ddeRF
	FHCA: VIDEOS OF NURSING IN LTC	Hear and see LTC nurses share their passion for their work	https://www.facebook.com/FloridaHealthCareAssociation/videos	http://bit.do/ddeRM
	Florida's High Quality Nursing Centers	Information on LTC facilities in Florida to enhance public awareness	http://eldercareflorida.com/care-conversations/videos/	http://bit.do/ddeRX
Best practice Gerontological Nursing Resources for Staff Education	GeriatricsCareOnline.org	Resources to improve care for older adults	www.GeriatricsCareOnline.org	http://bit.do/ddgCD
	Hartford Try This Series Assessment	Evidence-based resources for gerontological nursing	https://consultgeri.org/tools/try-this-series	http://bit.do/ddgCG
	Consultgerim.org	Evidence-based resources for gerontological nursing	https://consultgeri.org/	http://bit.do/ddgCM
	Comprehensive Geriatric Assessment	Good teaching resource to improve holistic assessment skills	http://ocw.tufts.edu/data/42/499797.pdf	http://bit.do/ddeSe
	Gerontology Case Studies	Useful for improving critical thinking skills of staff and students	http://www.nursingprofessor.co/gerontology-resources-for-teaching-academic-year-2015-2016/gerontology-case-studies	http://bit.do/ddeSr

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	Case Study With Hospital Transfer	Used for teaching and assisting nurses in decision making about hospital transfers from LTC using INTERACT tools	https://interact2.net/docs/Case%20Studies/Case_Study_with_Hospital_Transfer.pdf	http://bit.do/ddeSH
	Case Study Without Hospital Transfer		https://interact2.net/docs/Case%20Studies/Case_Study_without_Hospital_Transfer.pdf	http://bit.do/ddeSN

Long –Term Care (LTC) Nursing Leadership Toolkit –Recommended Books

Book Title	URL	Short Link
Boltz, M., Capezuti, L., Fulmer, T. T., & Zwicker, D. (2016). <i>Evidence-based geriatric nursing protocols for best practice</i> .	http://www.springerpub.com/evidence-based-geriatric-nursing-protocols-for-best-practice-fifth-edition.html	http://bit.do/ddeS5
Touhy, T. & Jett, K. (2016). <i>Toward Healthy Aging: Human Needs and Nursing Response</i> . 9 th ed.	https://www.amazon.com/dp/0323321380/ref=pd_lpo_sbs_dp_ss_1?pf_rd_p=1944687682&pf_rd_s=lpo-top-stripe-1&pf_rd_t=201&pf_rd_i=0323073166&pf_rd_m=ATVPDKIKX0DER&pf_rd_r=A3HW2F14WAK7C31JV1N4	http://bit.do/ddeS9
Touhy, T., & Jett, K. (2017). <i>Gerontological Nursing & Healthy Aging</i> , 5 th ed.	https://www.amazon.com/Ebersole-Gerontological-Nursing-Healthy-Aging/dp/0323401678/ref=dp_ob_title_bk	http://bit.do/ddeTe
Miller, C. (2014). <i>Nursing for Wellness in Older Adults</i> . 7 th ed.	https://www.amazon.com/Nursing-Wellness-Adults-Miller-AHN-BC/dp/1451190832	http://bit.do/ddeTh
Eliopoulos, C. (2017). <i>Gerontological Nursing</i> 9 th ed.	https://shop.lww.com/Gerontological-Nursing/p/9780060000387?promocode=WD03LCZZ&gclid=CjwKEAiArIDFBRce_9DJi6Or0UcSJAAK1nFvg_VITtwKN2t38P9ZlvxekyYjNPrY5DxB33RN54xysRoCHm3w_wcB	http://bit.do/ddeU3
Eliopoulos, C., (2015). <i>Fast Facts for the Long-term Care Nurse: What Nursing Home and Assisted Living Nurses Need to Know in a Nutshell</i>	https://www.amazon.com/Fast-Facts-Long-Term-Care-Nurse/dp/0826121985	http://bit.do/ddeU7
Sullivan-Marx, E., & Gray-Miceli, D. (2008). <i>Leadership and management skills for long term care</i> .	http://www.springerpub.com/leadership-and-management-skills-for-long-term-care.html	http://bit.do/ddeU9
Lange, J (2016). <i>Enhancing Staff Retention in Person-Centered Care Environments for Older Adults</i>	http://www.healthpropress.com/product/enhancing-staff-retention-in-person-centered-care-environments-for-older-adults/	http://bit.do/ddeVd