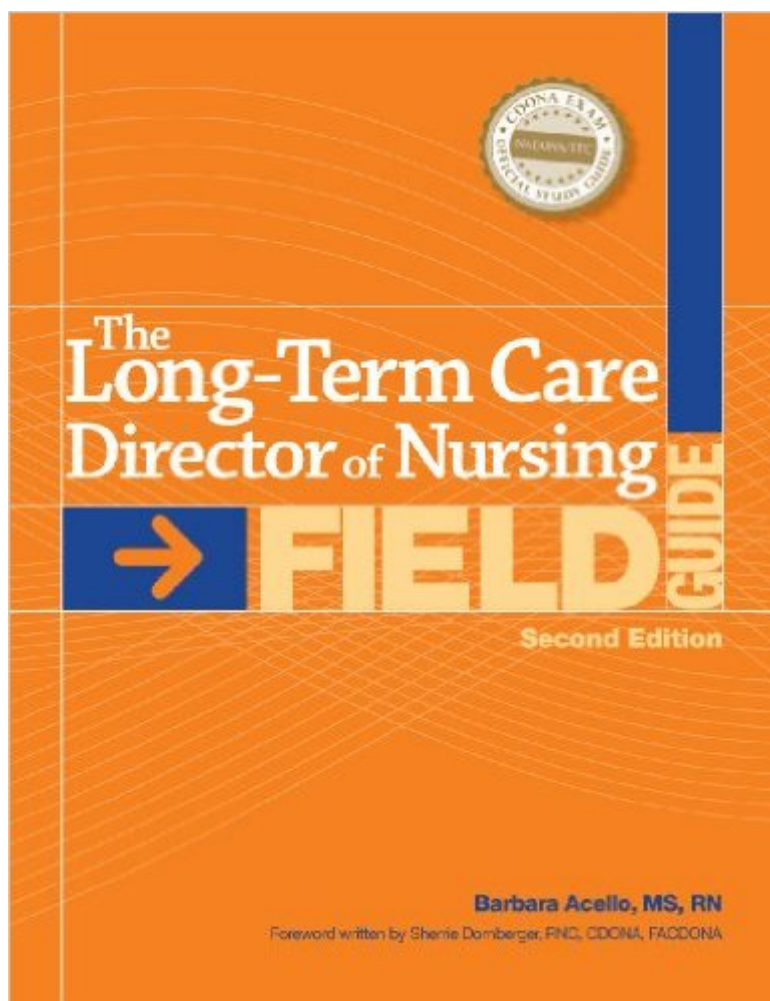


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# The Long-Term Care Director Of Nursing Field Guide, Second Edition



## Synopsis

The official study guide for NADONA certification. Make confident and correct decisions with the only Director of Nursing (DON) guide endorsed by the National Association of Directors of Nursing Administration in Long-Term Care (NADONA). Whether your goal is certification, recertification, or on-the-job training, *The Long-Term Care Director of Nursing Field Guide, Second Edition*, is a must-have resource to improve quality of care, cut costs, and sharpen your leadership and management skills. New and veteran DONs will benefit from this updated edition, which includes guidance on quality indicator surveys (QIS), MDS 3.0, new audit threats, and more. *The Long-Term Care Director of Nursing Field Guide, Second Edition* will help you:

- Prepare your facility for either a traditional survey or a QIS by implementing risk management best practices
- Withstand MAC, RAC, ZPIC, CERT, and MIC scrutiny by improving documentation
- Create and manage a budget that best fits the needs of your facility
- Build and motivate a competent, cohesive staff by employing smart hiring practices, an effective orientation program, and a positive work environment
- Prepare for the C-DONA certification exam with the only study guide to have earned NADONA's seal of approval

**What's New**

- Clear comparison between the traditional survey process and QIS process
- Guidance on creating a budget that works for your facility
- Tactics to avoid audit scrutiny
- Tips to understanding the appeals process
- Overview of the MDS 3.0 with a focus on activities of daily living, pain, and pressure ulcer assessment and care
- NADONA's endorsement as the official study guide for the C-DONA exam

**Take a look at the Table of Contents**

**Section I: Skills for directors of nursing**

- Successful orientation of the newly hired manager
- Designing an effective process
- Leadership
- Qualities of effective leadership
- Four basic leadership styles
- Communication
- Ways to improve communication
- The art of active listening
- Finance and budgeting
- The strategic plan
- Developing the budget
- Capital budget
- operating costs
- Understanding the fiscal year

**Section II:**

- Employee relations
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- New employee orientation and training
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- Time management and delegation
- Conflict management
- The disciplinary process and termination
- Performance evaluations
- Job performances
- Employee issues
- Due diligence

**Section III: Resident Care**

- MDS 3.0 assessment
- Basic coding
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- specific changes, reverse staging, and more
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- Standards of care
- Abuse and neglect
- Restraints

**Section IV: Risk Management and Quality Control**

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- Navigating the rating system
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- Quality indicator survey
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- State surveys
- Audits
- RACs, MACs, CERTs, and ZPICs
- Audit appeals process

## Book Information

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## Customer Reviews

Barbara Acello, MS, RN, is an independent nurse consultant and educator. She has worked in long-term care for more than 33 years. In addition to owning and operating a school for nursing assistants, she helped to write and develop mandatory state curricula for nurse aides and EMTs. Foreword by: Sherrie Dornberger, RNC, CDONA, FACDONA, is a gerontological nursing consultant, with more than 30 years of long-term care director of nursing experience. She assists long-term care facilities on subjects such as policy and procedures, inservicing, MDS, electronic transmissions, nursing administration, recruitment and retention, abuse and neglect, falls, and DON search and placement. She is also the current president of the National Association of Directors of Nursing Administration.

Received this book and questioned whether or not it was new. It was not in a shrink wrap and both the front and back covers were full of scratches. ..looked used. For the money paid, I expected better quality upon delivery. Returned it the same day.

The book arrived looking like a dog had chewed the corner of it. Pages were stuck together and the entire right top corner was destroyed. Paying that much for a book you'd expect it to come in good condition.

Great information at your finger tips ... There was no need for me to use any other book for the exam

The book confirmed some questions I had. It is a good reference book when you are in your survey window

The item delivered seemed used because it was spirally bound and seemed unprofessionally done haphazardly. (pages were not evenly placed together, the paper color differs some are not as white as the rest). I searched from publisher for other version but I could not find any that was published in spiral bound. I was in a hurry to use it that I did not bother to return. I want to return if I could. The cost is more than a hundred dollars. I felt I was ripped off or cheated whoever sold me that book. This is the reason why I stopped ordering nursing books from . So disappointing.

Very helpful and informative. Using it as a new DON.

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