



2018 NURSING LEADERSHIP SYMPOSIUM

Symposium Series Schedule

- **Session #1:** *April 10-12 – The Professional Role and Standards of the Executive Leader – Director of Nursing*
- **Session #2:** *May 8-10 – Efficient and Effective Resource Management Strategies*
- **Session #3:** *June 12-14 – External Requirements and Standards*
- **Session #4:** *July 24-26 – The Leader Within – Nurse Executive Leadership Skills*
- **Session #5:** *Aug. 21-23 – Organizational Structures for Tomorrow's Clients and Employees – Strategic Planning*

Meeting Sites

April, May, July and August (Sessions 1,2,4,5) will be held at the Franciscan Retreat Center, 116 8th Ave SE in Little Falls, MN

June (Session 3) will be held at the Embassy Suites Minneapolis North, 6300 Earle Brown Drive, in Brooklyn Center, MN

Event sponsored by



About the Program's Five-Month Design

The Nursing Leadership Symposium develops new and emerging leaders in aging services. It is designed for nurses new or moving into an executive level nurse leader position in skilled nursing care centers to understand the scope of the role and the foundational elements of the job.

This exceptional five-part program helps professionals make a successful transition from clinical care to the role of a professional executive nurse leader. Participants will develop the visionary leadership qualities that leverage knowledge and innovation to create a framework which supports progressive care models and delivers quality of life for those served.

Professionals who attend this series will enhance their skills in leadership, critical thinking, management, strategic planning, communications and innovative team development. They will learn to streamline and improve processes and systems, define new clinical approaches to services and build a valuable network of other peer professionals

The Symposium is a 15-day interactive program strategically scheduled over five months to maximize learning and provide timely supportive consultation. It combines lecture, discussion, experiential learning, self-assessment, independent assignments, research of issues and practices in small work groups and opportunities to interact with guest experts.



Who Should Attend

If you hold the position of Nurse Executive, Director of Nursing, Nurse Manager, or are an emerging nurse leader, this Symposium is for you. It is also appropriate for the supportive nursing leadership positions often referred to as Associate, Assistant, Supervisor, and the emerging nurse leader who aspires to a nurse leadership role for organizations doing succession planning for a soon-to-be retiring nurse leader.

Why You Should Attend

- Gain heightened awareness and techniques for blending professional and regulatory standards.
- Explore trends and challenges of meeting the needs of older adults.
- Study best practices for incorporating resident/client choice into organizational practices and operations.
- Learn how to foster safe and satisfying work environment practices.
- Benefit from face-to-face conversations with regulators.
- Enhance team building skills.
- Gain techniques for conducting effective meetings and engaging participants.
- Take home quality improvement tools.
- Develop a network of colleagues throughout the state.

SESSION #1

THE PROFESSIONAL ROLE AND STANDARDS OF THE EXECUTIVE LEADER – DIRECTOR OF NURSING

April 10 – 12, 2018

Franciscan Retreat Center of Little Falls

Moving into the role of director of nursing leadership from other nursing positions within older adult services requires a different set of skills, knowledge and mindset – that of a leader. This first program in the series is specifically designed to prepare the new nursing leader to understand and take on the responsibilities of the key leadership role of Executive Nurse Leader/Director of Nursing (DON) by exploring the scope of the position. Essential topic areas include the role of the professional nurse leader based on professional and regulatory standards, a working knowledge of Minnesota's Nurse Practice Act, evaluating the performance of nursing personnel and establishing the direction in an environment of constant change.

LEARNING OBJECTIVES

- Determine who establishes the professional standards of practice for a nurse executive.
- Define the state and federal regulatory standards of a nurse leader.
- Describe areas in which the scope of practice of an LPN and RN differ per the Minnesota Nurse Practice Act.
- Understand the responsibilities of reporting to the Board of Nursing a licensed nurse whose practice does not follow the Nurse Practice Act.
- Identify responsibilities of the nurse leader when planning, organizing, staffing, directing, controlling and making decisions.
- Learn three ways research can be utilized to establish quality day-to-day nursing practice.

Schedule and Program Content:

Tuesday, April 10

Presenter for the day: Liz Sether

8:30 a.m.	Registration and Continental Breakfast
9 a.m.	Evaluating the Nursing Organization Based on Professional Standards
10:45 a.m.	Establishing Program Systems, Policies and Procedures with Principles of Shared Governance
Noon	Lunch
1 p.m.	Developing, Implementing and Evaluating Quality
2:45 p.m.	Budget Trends, Forecast and Preparation
4:30 p.m.	Adjourn

Schedule includes breaks at 10:30 a.m. and 2:30 p.m.



Wednesday, April 11

- 8 a.m. Continental Breakfast
9 a.m. **Serving the Public within the Scope of Nursing Practice**
Presenter: Shirley Brekken
Noon Lunch
1 p.m. **Day-to-Day Practice for the Nurse Leader While Preparing and Strategizing for the Future**
Presenter: Brad Haugen
2:45 p.m. **Holding Nursing Personnel Accountable for Professional Standards of Practice**
Presenters: Brad Haugen and Liz Sether
4:30 p.m. Adjourn
Schedule includes breaks at 10:30 a.m. and 2:30 p.m.

Thursday, April 12

- 8 a.m. Buffet Breakfast in the Cafeteria
9 a.m. **Research: A Friend to Nursing For Improving Health Outcomes**
Presenter: Bernita Missal
Noon Lunch
1 p.m. **Evidence Based Practice Research Case Studies**
3 p.m. **Introduction to Utilizing and Mastering Change Theory and the Nurse Leader as a Change Agent through Chaos**
Afternoon Presenter: Liz Sether
4:30 p.m. Adjourn
Schedule includes breaks at 10:30 a.m. and 2:45 p.m.



SESSION #2: EFFICIENT AND EFFECTIVE RESOURCE MANAGEMENT STRATEGIES

May 8 – 10, 2018
Franciscan Retreat Center of Little Falls

Because the nursing department is typically the largest in terms of a budget, it is essential for the nurse leader to become savvy in both financial and human resource management. This session will focus on developing the participants' knowledge base of how resident care is reimbursed in Minnesota, what financial and outcome data should be monitored, and trends impacting funding in Minnesota. Participants will also develop skills in predicting and reducing employee turnover and its related costs, and learn how to avoid potential legal liabilities resulting from objectionable work place behaviors.

LEARNING OBJECTIVES

Financial management

- List key financial strategies for the nurse executive.
- Describe three ways to successfully maximize reimbursement and manage your Medicare system to eliminate denials.
- Identify similarities and differences in documentation requirements of Medicare, 3rd party payors and routine professional documentation.
- Name five data sources to plan, implement and manage a budget.

Human resource management

- Identify risks for the nurse leader related to hiring and firing of personnel.
- Discuss several causes of employee turnover and explore interventions to prevent or reduce it.

Strategic management

- Know how to develop operational objectives, goals and strategies.
- Learn how to promote nursing image and opportunities.

This day is brought to you by



Schedule and Program Content:

Tuesday, May 8

Presenters for the day: Caryn Adams and Dave Brenne

8 a.m.	Registration and Continental Breakfast
9 a.m.	Establishing Systems to Maximize Reimbursement
Noon	Lunch
1 p.m.	Talking Finance with the Administrator: Cost Reports, Rate Setting, Medical Review, Consolidated Billing
4:30 p.m.	Adjourn
<i>Schedule includes breaks at 10:30 a.m. and 2:30 p.m.</i>	



Wednesday, May 9

- 8 a.m. Continental Breakfast
- 8:30 a.m. **Employment Practices: An Overview of What the Nurse Leader Needs to Know**
- Relevant EEO Regulation
 - A Framework for Effective People Management
 - Hiring: Getting the Information You Need
 - Personnel Practices and Performance Reviews
- Presenter: Barry Lane*
- 11:30 a.m. Lunch
- Noon **Discipline and Discharge: Preventing and Minimizing Risk**
- Working with Difficult People**
- Presenter: Barry Lane*
- 2 p.m. **Nursing Workforce: Yesterday, Today and Tomorrow**
- Presenter: Liz Sether*
- 4:30 p.m. Adjourn

Thursday, May 10

- 8 a.m. Buffet Breakfast in the Cafeteria
- 9 a.m. **Managing Objectionable Behavior in the Workplace**
- Presenter: Rebecca Coffin*
- 10:45 a.m. **Creating a Safe and Satisfying Work Environment**
- Presenter: Liz Sether*
- Noon Lunch
- 1 p.m. **Minnesota Case Mix and MDS Scoring Practices**
- Presenters: Nadine Olness and Sandra Nelson*
- 3 p.m. **Applying Interventions to Reduce Turnover**
- Presenter: Liz Sether*
- 4:30 p.m. Adjourn
- Schedule includes breaks at 10:30 a.m. and 2:45 p.m.*



SESSION #3:

EXTERNAL REQUIREMENTS AND STANDARDS

June 12 – 14, 2018

Embassy Suites Minneapolis North, Brooklyn Center

Nursing leaders are expected to help the organization maintain regulatory compliance. This session is designed to familiarize nurse leaders with various federal and state regulations impacting licensed care facilities in Minnesota. Key staff representing the primary agencies charged with oversight of regulations will describe their agency's roles and what they require of organizations in caring for older adults.

LEARNING OBJECTIVES

- Name five external agencies that regulate standards for older adult services.
- List elements required to plan and write a Plan of Correction (POC) for the citations cited by MDH as a result of a survey.
- Describe how the nurse leader can best assure regulatory compliance.
- Know how a nursing assistant achieves and maintains status on the Minnesota Department of Health Registry.
- Identify information needed within one hour, within four hours, by end of first day, and within 24 hours after the survey team arrives.
- Describe the benefits for the nurse leader to monitor Quality Indicators.
- Describe the reports required for the agencies including OSHA, MDH, OHFC, SMDA, Nurse Assistant Registry; with content, time frames where the report is submitted.

Schedule and Program Content:

Tuesday, June 12

8 a.m.	Registration and Continental Breakfast
8:30 a.m.	Survey Preparedness and Compliance <i>Presenter: Mary Absolon</i>
10:30 a.m.	LeadingAge Minnesota Website: The Value in Staying Connected <i>Presenter: Jodi Boyne</i>
11:30 a.m.	Lunch
Noon	Reporting Vulnerable Adult Incidents <i>Presenter: From MN Department of Health, to be announced</i>
2:15 p.m.	Understanding the Difference Between License and Certification <i>Presenter: Jon Lips</i>
4 p.m.	Compliance Readiness – Every Day <i>Presenter: Liz Sether</i>
5 p.m.	Adjourn

Schedule includes breaks at 10 a.m. and 2 p.m.





Wednesday, June 13

- 7 a.m. Breakfast
- 8 a.m. **Nurse Assistant Registry and Education**
Presenter: Bonnie Wendt
- 9 a.m. **Criminal Background Checks and Getting the Results**
Presenter: Michelle Klegon
- 11 a.m. Lunch
- Noon **Survey Plan of Correction Response and Dispute Resolution**
Presenter: Rob Rodè
- 2:15 p.m. **OSHA**
Presenter from Minnesota OSHA to be announced
- 3:30 p.m. **Working with Your Medical Director**
Presenter: Dr. Jane Pederson
- 4:30 p.m. Adjourn
Schedule includes a break at 2:30 p.m.

Thursday, June 14

- 7:30 a.m. Breakfast
- 8 a.m. **Leveraging Clinical Information for QI – Sources of Quality Indicators and Benchmarks**
Presenter: Liz Sether
- 10:30 a.m. Break
- 10:45 a.m. **PIPP, QIPP and Alphabet Soup**
Presenter: Kim Class
- 11:45 a.m. Lunch
- 12:30 a.m. **Quality and Innovation**
Presenter: Kathie Nichols
- 2 p.m. **Safe Medical Device Act**
Presenter: Liz Sether
- 3 p.m. Adjourn
Schedule includes a break at 10:30 a.m.



SESSION #4:

THE LEADER WITHIN – NURSE EXECUTIVE LEADERSHIP SKILLS

July 24 – 26, 2018

Franciscan Retreat Center of Little Falls

Moving into the position of a director of nursing or top nursing management means one will assume a key leadership role within the organization which has a direct effect on the organizational culture, work environment, client satisfaction and employee attitudes. This position requires a new set of skills in addition to clinical skills. This session is designed to develop nursing leaders' management and leadership skills by assessing their own styles, making the transition to leadership, studying numerous theories of management and leadership which can be utilized in day-to-day work settings, providing ideas for building teams to accomplish organizational goals, identifying change needs, providing tips for communicating effectively with residents or clients, their families and staff; and learning to successfully cope with conflicts that naturally arise in working with people.

LEARNING OBJECTIVES

- Identify five strengths of your leadership style.
- Describe the key elements of successful communication and how effective communication styles and skills can help when dealing with conflict.
- Discuss what it means to develop a high-performance team and how to do so.
- Learn ways to best handle conflict or violence in the workplace or resolve disagreements.
- Understand leadership characteristics and why they are important for the nurse leader.
- Describe two personal or professional changes necessary for you to successfully transition to a leader.

Schedule and Program Content:

Tuesday, July 24

Presenter for the day: Barry Lane

8 a.m.	Registration and Continental Breakfast
8:30 a.m.	Discovering Your Own Leadership and Management Styles
Noon	Lunch
1 p.m.	Applying Appropriate Situational Leadership Skills Impact of Leader Styles on Creating a Trusting Environment
4:30 p.m.	Adjourn

Schedule includes breaks at 10:30 a.m. and 2:30 p.m.

Wednesday, July 25

Presenter for the morning: Barry Lane

8 a.m.	Continental Breakfast
8:30 a.m.	Effective Communication Styles and Skills
Noon	Lunch
	<i>Afternoon Facilitator: Liz Sether</i>
1 p.m.	Handling Conflict and Violence in the Workplace
2:45 p.m.	Class Exercise: Establishing a Workplace Violence Prevention Program
5 p.m.	Adjourn

Schedule includes breaks at 10:30 a.m. and 2:30 p.m.



Thursday, July 26

Presenter for the day: Liz Sether

- 7:30 a.m. Breakfast Buffet in the Cafeteria
 - 8:30 a.m. **Tips for Successful Transition to the Role of a Professional Executive Nurse Leader**
 - 10:45 a.m. **Work-Life Experience: Stories of the Journey from Staff Nurse to Nurse Leader**
 - Noon Lunch
 - 1 p.m. **Transforming Staff into a High-Performance Team**
 - 3 p.m. Adjourn
- Schedule includes a break at 10:30 a.m.*



SESSION #5:

ORGANIZATIONAL STRUCTURES FOR TOMORROW'S CLIENTS AND EMPLOYEES – STRATEGIC PLANNING

August 21 – 23, 2018

Franciscan Retreat Center of Little Falls

The long-term care community and the profession of nursing have experienced many changes over the last few years, such as the quality of care standards, emphasis on quality of life issues, high acuity level of residents and tenants who are admitted with more functional and complex clinical needs and fewer qualified employee candidates. The federal OBRA regulations state: “the nursing home must provide services to meet the resident’s needs and be provided in such a way that the resident will attain or maintain their highest practicable, physical, mental and psychosocial well-being.” Therefore, it is critical that the delivery of care model and supporting systems will empower not only nursing, but also the interdisciplinary team to be responsive, creative and flexible in meeting resident needs and expectations.

LEARNING OBJECTIVES

- Understand organizational theory and its relationship to delivery of care systems.
- Describe what a delivery of care model is and explore examples that promote residents’ rights and autonomy.
- List examples of what makes delivery of care person-centered.
- Discuss how as a nurse leader you can facilitate and promote person-centered care, culture change and resident/client rights.
- Learn how to establish and implement a plan for making change.
- Write a 12-month planned program of performance to enable successful achievement of one’s desired and visualized course of action.

Schedule and Program Content:

Tuesday, August 21

Presenter for the day: Liz Sether

- 8 a.m. Registration and Continental Breakfast
- 8:30 a.m. **Current Delivery of Care Models and New Practice Case Studies**
On-site Learning Tour – Experience first-hand stories about valuable practices, what is working and what has been learned through challenges and efforts over time. Hear one leader’s story of initiating a delivery-of-care model and sustaining the philosophy and energy.
- 5 p.m. Adjourn (Evening Dinner included)
This program includes lunch and two breaks



Wednesday, August 22

- 8 a.m. Continental Breakfast
8:30 a.m. **Leadership Resilience in Nursing**
Presenter: Liz Sether
Noon Lunch
1 p.m. **Promoting and Facilitating Resident Rights**
Presenter: Jane Brink
3 p.m. Adjourn to an evening session at Linden Hills Conference and Retreat Center
4 p.m. **Nursing's Future Dialogue – in a nursing salon-style setting**
Hosted by Marie Manthey, Founder/ Owner of Creative Health Care Management
6 p.m. Celebration Dinner (included in registration fee)
7 p.m. Adjourn
This program includes two breaks



Thursday, August 23

Presenter for the day: Liz Sether

- 7:30 a.m. Breakfast Buffet in the Cafeteria
8:30 a.m. **Pulling It Together, Making It Happen and Establishing the Course of Action for the Future**
10:45 a.m. **Finalize the Written 1 Year Planned Program of Performance to Achieve the Desired and Visualized Course of Action**
Noon Lunch
12:30 p.m. **Share Action Plans with Participants followed by Presentation of Course Completion Certificates**
2:30 p.m. Adjourn
This program includes a break at 10:30 a.m.

ABOUT THE FACILITATOR



Elizabeth Sether is the Nurse Consultant and Policy Analyst for LeadingAge Minnesota. She has many years of experience working in long-term care as a director of nursing, assistant administrator, consultant and speaker. Her academic background includes a degree in nursing, advanced studies in health services administration (patient administration and long-term care) and a Master's degree in hospital administration. She is a licensed Minnesota nursing home administrator and a certified nurse administrator.

Liz designed LeadingAge Minnesota's nursing leadership training series twenty-seven years ago, and continues to update the content and faculty each year to provide the most accurate, timely and relevant training available. As an integral part of the program, you'll see her in action in a variety of ways as the program facilitator, a faculty member and a mentor to nursing leaders – making a difference in what you learn and the experience you gain.

Liz' number one goal for this series is to prepare and enable nurse leaders to lead change for a successful future to advance population health while improving resident care experience.



ABOUT THE NURSING SALON FORMAT AND ITS HOST

Minnesota nursing legend Marie Manthey conducts an evening nursing salon with Symposium participants. A salon engages a group in thoughtful conversation which challenges and sometimes amazes each participant as they form and inform conversation. Participants can easily connect and share experiences in this informal, stress-free setting. The sharing of information results in insights, shared wisdom, deep connectivity and understanding of the depth of values.

Marie Manthey, Founder/Owner of Creative Health Care Management, Primary Care Nursing Theorist and International Consultant and Speaker.



SYMPOSIUM PRESENTERS

Caryn Adams, RN, MSN, Manager, Wipfli LLP, Milwaukee, Wis.

Jodi Boyne, Vice President of Public Relations, LeadingAge Minnesota, St. Paul

Shirley Brekken, Executive Director, Minnesota Board of Nursing, St. Paul

Dave Brenne, Senior Consultant, Wipfli LLP, Milwaukee, Wis.

Jane Brink, Client Advocate, Minnesota Regional Ombudsman at Office of the Ombudsman for Long Term Care, Brainerd

Kim Class, RN, Quality Improvement Coordinator, Minnesota Department of Human Services, St. Paul

Rebecca Coffin, Partner, Voigt, Klegon and Rodè, St. Paul

Brad Haugen, Director of Nursing, Stewartville Care Center, Stewartville

Debbie Kasper, RN, BSN, Director of Nursing, Perham Living, Perham

Michelle Klegon, Attorney, Klegon Law Office, Minneapolis

Barry Lane, Principal, Uphill Consulting, Detroit Lakes

Jonathan Lips, J.D., Vice President of Legal and Regulatory Affairs, LeadingAge Minnesota, St. Paul

Marie Manthey, Author, Theorist, International Speaker and Founder of Creative Health Care Management, Minneapolis

Bernita Missal, PhD, RN, Faculty, Bethel University, St. Paul

Sandra Nelson, Program Manager, Case Mix Review, Minnesota Department of Health, St. Paul

Kathie Nichols, RN, BSN, CRRN, Nursing Home Liaison, Stratis Health, Bloomington

Nadine M. Olness, RN, Minnesota RAI Coordinator, Minnesota Department of Health, St. Paul

Jane Pederson, MD, MS, Director of Medical Affairs, Stratis Health, Bloomington; and Past President, Minnesota Association of Geriatrics Inspired Clinicians (MAGIC), Minneapolis

Robert Rodè, Attorney, Voigt, Rodè and Boxeth, LLC, St. Paul

Elizabeth Sether, Nurse Consultant/Policy Analyst, LeadingAge Minnesota, St. Paul

Bonnie Wendt, Nurse Specialist, Nursing Assistant Registry, Minnesota Department of Health, St. Paul

MEETING SITES

April, May, July and August (Sessions #1, 2, 4, 5)

Franciscan Retreat Center, 116 Eighth Ave SE, Little Falls
320.632.2981

June (Session #3)

Embassy Suites Minneapolis North, 6300 Earle Brown Drive, Brooklyn Center
763.560.2700

GENERAL INFORMATION

Continuing Education Credits

This program has been designed to meet the continuing education requirements for the Minnesota Board of Nursing for contact hours.

Accommodations

Information on affordable and nearby accommodations in the Little Falls and Brooklyn Center areas will be sent to registered participants.

Registration Information and Fees

Full Symposium Series (all five sessions):

LeadingAge Minnesota Members - \$1,975 per person for series

Prospective members - \$2,400 per person for series

Individual session registration:

LeadingAge Minnesota Members - \$430 per person, per session

Prospective members - \$525 per person, per session

Single day registration:

LeadingAge Minnesota Members - \$150 per person, per day

Prospective members - \$180 per person, per day

The registration fee for the five-session package includes a 3-ring notebook for course materials with paid registration. All registration fees (the series or individual sessions) include instructor handout materials, refreshment breaks, continental breakfasts and lunches, and dinners on 8/22 and 8/23. Registration is limited and on a first-received basis. Registration cut-off date/cancellation notice: five (5) working days before the start of each session to receive a refund. All cancellations are subject to a \$25 processing fee. No-shows will be billed the full session fee. Missed sessions will incur a \$50 fee to make up the following year. LeadingAge Minnesota reserves the right to cancel any session or the entire program series.



Questions

About the program: Liz Sether lsether@leadingagemn.org

About registration or lodging:

Ashley Rogers, arogers@leadingagemn.org

Local calls: 651.645.4545

Greater MN: 800.462.5368

How to Register

Register online at <https://store.leadingagemn.org/eventlist> with your member user name and password. Confirmation of program registration is sent by email within 3 working days and will include a paid statement or an invoice for unpaid registration. Contact Ashley Rogers arogers@leadingagemn.org for registration assistance or if your registration has not been confirmed.

How to Know if You Are Registered

Confirmation of program registration is sent within three working days of receipt of registration and will include a paid statement or an invoice for unpaid registration. Contact Ashley Rogers if your registration has not been confirmed.

Registration Options for the 2018 Nursing Leadership Symposium

OPTION 1:

Entire Series: Sessions #1-5 (15 Intensive Days)

OPTION 2:

Individual 3-day sessions

Session #1 – April 10-12

Session #2 – May 8-10

Session #3 – June 12-14

Session #4 – July 24-26

Session #5 – August 21-23

OPTION 3:

Individual days of interest



2550 University Avenue West
Suite 350S
St. Paul, MN 55114
651.645.4545 / 800.462.5368
www.LeadinAgeMN.org