

*Leadership Program  
Designed for*

**NURSING HOME  
DIRECTORS OF  
NURSING**

The Foundation for Quality Care, the research and education affiliate of the New York State Health Facilities Association (NYSHFA) is pleased to announce that the Long Term Care Leadership Institute will be offering an **Advanced Director of Nursing** leadership program for applicants employed in the Northern Metro, New York City and Long Island regions of New York.

A brochure and program information sheet are enclosed, outlining the course content, eligibility criteria, dates, time and location. Along with this information is a participant application form, which must be completed and returned with the required supporting documentation by **Monday, August 12, 2013**.

Nursing Home Directors of Nursing must submit an application to be considered for the program. Those selected will receive a partial scholarship from the Foundation for Quality Care to attend the program. Participants selected for the program will be asked to contribute a fee of \$200 to defer some of the additional costs. Lunch and refreshments are included in the program, but all travel and other incidental expenses are the responsibility of the facility or the participant. This program is funded by a grant from the NYS Department of Health and Department of Labor – Health Workforce Retraining Initiative.

The upcoming **Advanced Director of Nursing** leadership education program can accommodate 25 participants. Historically, the number of applications has exceeded the number of available openings. The selection criteria will be based on the following: experience, education, the applicant's statement of how this program will enhance their professional development, a commitment to attending all sessions and a copy of a current RN license. The timeliness and completeness of the submitted application will also be considered. Also, preference will be given to Nursing Home Directors of Nursing who have successfully completed the basic course and / or those with over three years of experience.

If you have any questions, please feel free to contact Amy Fischer by phone at (518)-462-4800, Ext. 21 or by email at [afischer@thefqc.org](mailto:afischer@thefqc.org).

Sincerely,



Richard S. Patterson, Jr.  
Executive Director  
Foundation for Quality Care, Inc.



Nancy Leveille, RN, MS  
Leadership Institute Program Director  
Foundation for Quality Care, Inc.

Encl: Brochure  
Information Sheet  
Participant Application

**Application Deadline  
Extended!  
AUGUST 12, 2013**

## Cancellation Policy

CANCELLATIONS MUST BE RECEIVED TEN (10) BUSINESS DAYS PRIOR TO THE FIRST DAY OF THE PROGRAM TO ALLOW TIME TO OFFER THE SLOT TO ANOTHER APPLICANT.

CANCELLATIONS MUST BE SENT BY FAX, EMAIL OR US MAIL. CANCELLATIONS RECEIVED IN ACCORDANCE WITH THIS POLICY WILL BE ELIGIBLE FOR A REFUND OF THE PROGRAM FEE MINUS A \$75.00 ADMINISTRATIVE FEE PER CANCELLATION.

### Program Coordinators:

**Nancy Leveille, RN, MS**

Sr. Director., Member Operational Support  
New York State Health Facilities Association

**Karen Morris, RN, MS**

Director, Clinical & Quality Services  
New York State Health Facilities Association

**Richard S. Patterson, Jr.**

Executive Director  
Foundation for Quality Care, Inc.

**Gayle G. Farman, MPA**

Sr. Director of Resource Development  
Foundation for Quality Care, Inc.

**This program is funded through a grant received from the:**

**New York State  
Departments of Health and Labor  
Health Workforce Retraining Initiative**

*No commercial support was received for this educational activity.*

### College Credits:

*This six-week program has been submitted as a two credit graduate course to the State University of New York - Institute of Technology. To obtain credits you must have a bachelor degree from an accredited college or university.*

*THE FOLLOWING ADDITIONAL INFORMATION MUST ACCOMPANY YOUR APPLICATION:*

\*\*Letter of Interest describing your experience, level of education and how the program will assist you with professional development\*\*

\*\*Letter of Support from your sponsoring facility's administrator\*\*

\*\*Photocopy or online printout of your current NYS RN License\*\*

*ADDITIONAL BROCHURES & APPLICATIONS*

*CAN BE DOWNLOADED AT:*

*[www.thefqc.org](http://www.thefqc.org)*

*Please fax, email or mail your completed packet to:*

*Amy Fischer  
Program Assistant  
Foundation for Quality Care, Inc.  
33 Elk Street, Suite 300  
Albany, NY 12207*

*Tel: 518-462-4800, Ext. 21  
Fax: 1-877-893-5744  
[afischer@thefqc.org](mailto:afischer@thefqc.org)*

Long Term Care  
LEADERSHIP  
INSTITUTE

ADVANCED  
DIRECTOR  
OF NURSING  
PROGRAM

Leadership:  
"The Journey  
To Excellence"

Funded by:

The NYS Dept. of Health and  
Dept. of Labor Health Workforce  
Retraining Initiative

In partnership with  
SUNY Institute of  
Technology

Presented by the:

**FQC**

Foundation for Quality Care

An Affiliate of NYSHFA

## Program Overview

It is widely accepted that Skilled Nursing Facilities (SNF) are leading providers of quality health care in the United States. Given this fact, dynamic and results oriented leaders are essential. Directors of Nursing Services must be knowledgeable and possess the skills needed to motivate and direct staff, make the most of their limited resources and keep abreast of the rapidly changing needs of the profession.

The Advanced Director of Nursing Program will provide a unique learning environment for experienced Directors of Nursing to explore their role as leaders and discover innovative practice models to increase their organization's success.

This program was developed as the next level of training in response to the overwhelming success of our original Leadership Institute course for Directors of Nursing.

## Program Fees

The cost to selected participants is only \$200. The remaining cost of this program is being funded through a grant from the New York State Departments of Health and Labor Health Workforce Retraining Initiative.

*Travel and lodging expenses will be the responsibility of the applicant or the applicant's employer.*

## Who Should Attend

The Program is designed for **experienced Directors of Nursing**. Preference will be given to nurses who graduated from the Foundation for Quality Care's "Director of Nursing" course.

## Program Requirements

Must be currently employed as a Director of Nursing in a skilled nursing facility in the region of NYS specified in the Program Application, with a minimum of 3 years experience in the Director of Nursing role.

## Overall Program Objectives

Upon completion of this program, participants will be able to:

- ◆ Critique various leadership styles and their relationship to performance outcomes.
- ◆ Evaluate their current nursing department's quality improvement program and define its relationship to the organization's goals.
- ◆ Formulate systems and policies to enhance clinical and financial operations.
- ◆ Critically examine their organizations culture and its effect on workforce satisfaction and performance.

## Course Outline

### Session 1

- ◆ Leadership Styles and Quality Performance through Systems Management

### Session 2

- ◆ Change Theory and Coaching for Improved Employee Performance

### Session 3

- ◆ Finance and Corporate Compliance for the Director of Nursing

### Session 4

- ◆ QIS Survey and Innovative Practice Models

### Session 5

- ◆ Professional Practice and Legal Aspects of Nursing Service Management

### Session 6

- ◆ Leading Successful Teams: Taking your Team to the next Level

## CONTINUING EDUCATION CREDITS:

*This continuing nursing education activity was approved by New Hampshire Nurses' Association Commission on Continuing Education, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.*

## 2013 ADVANCED DIRECTOR OF NURSING PROGRAM INFORMATION

- Program Location:** **LaGuardia Marriott**  
102-05 Ditmars Boulevard  
East Elmhurst, NY 11369  
Phone: 718-565-8900
- Program Dates:** Session 1: Thursday, September 26, 2013  
Session 2: Thursday, October 10, 2013  
Session 3: Thursday, October 24, 2013  
Session 4: Thursday, November 7, 2013  
Session 5: *Tuesday, November 26, 2013*  
Session 6: Thursday, December 5, 2013
- Session Times:** 9:00 AM - 3:00 PM
- Attendance:** Participants are expected to attend all sessions.
- Enrollment Fee:** **\$200.00 per participant**  
*Note: Payment is due upon enrollment acceptance.*
- Attire:** Business casual.
- Meals:** Lunch and refreshments will be provided.
- Travel / Accommodations:** If needed, participant's responsibility.
- Questions:** Contact: Amy Fischer, Program Assistant  
Phone: 518- 462-4800, Ext 21  
E-Mail: [afischer@thefqc.org](mailto:afischer@thefqc.org)  
Fax: 1-877-893-5744

*This program is funded through an educational grant received from the NYS Department of Health and NYS Department of Labor Health Workforce Retraining Initiative.*

*Long Term Care Leadership Institute*  
**2013 ADVANCED DIRECTOR OF NURSING  
PROGRAM APPLICATION**

APPLICANT NAME:		APPLICANT TITLE:	
ORGANIZATION NAME:		ORGANIZATION'S TELEPHONE NUMBER:	
ORGANIZATION'S STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
APPLICANT'S HOME ADDRESS:	CITY:	STATE:	ZIP CODE:
CELL PHONE #:	EMAIL ADDRESS (REQUIRED):		
HOME PHONE #:			
ADMINISTRATOR'S NAME:	ADMINISTRATOR'S EMAIL ADDRESS:		
IF YOU GRADUATED FROM THE FOUNDATION'S DIRECTOR OF NURSING PROGRAM PLEASE INDICATE THE MONTH AND YEAR BELOW:  MONTH: _____ YEAR: _____		SPECIAL DIETARY NEEDS: <input type="checkbox"/> KOSHER	
		<b>Applicant Must Be an RN  and working in either the Northern  Metro, New York City or Long Island  region of New York.</b>	
NYS RN LICENSE #: _____			

***The following additional information must accompany your Application:***

- ◆ Letter of Interest describing your experience, level of education, and how the program will assist you with professional development.
- ◆ Letter of Support from the sponsoring facility's Administrator.
- ◆ Photocopy or online printout of your current New York State RN License.

***APPLICATION  
DEADLINE  
EXTENDED:  
AUGUST 12, 2013***

*Please Email / Mail / Fax  
Completed Application  
and additional documentation to:*

**Amy Fischer, Program Assistant  
Foundation for Quality Care, Inc.  
33 Elk Street, Suite 300, Albany, NY 12207  
Phone: 518-462-4800 ext. 21  
afischer@thefqc.org  
FAX: 1-877-893-5744**