

Nursing Management Strategies - Questions and answers reveal the secrets to successful nursing management

**Author: Polly Gerber Zimmerman
Published by Hanley & Belfus, 2002,
243 pages ISBN 1-56053-529-6**

This is a small book that is packed full of information for new nurse managers and for more experienced managers as well. The foundation of the book is to provide information on common issues and topics that concern nurse managers. The book has six sections entitled: management role differences; planning and organization; staffing; directing and controlling; meeting standards; and related topics. Within each section there are chapters that discuss such topics as management and leadership styles, managing budgets, recruitment and retention, coaching and mentoring, ethics, and managing your career. I especially liked the chapter on managing generation X employees. This chapter reviews the characteristics of the generation X nurse, and the differences between generation X and the baby boom nurses. It also explains how best to communicate to the generation X nurse. In the chapter on recruitment and retention, see what the author has to say about recruiting Canadian nurses.

The format used is question and answer, with the answers written in point form, which makes for easy reading. The information is concise and includes

valuable pearls, tips, memory aids, bulleted lists, and tables for quick review. The bibliography is extensive.

While this has been written by an American author with an American audience in mind – hence the chapters on managed care and regulatory issues, there is much information that is germane to any manager, new or old, from any country. ❖

**Reviewed by Valerie Eden,
RN, BN, ENC(C), MDE**

Budgeting concepts for nurse managers (Third Edition)

**Author: Steven A. Finkler
Published by W.B. Saunders, 2001,
431 pages ISBN 7216-7802-5**

I wish that I had known about this book when I became a manager six years ago. While I learned about budgeting, variance analysis, and FTE requirements through on-the-job experience (and much trial and error), this book would have helped to provide me with the additional knowledge, tools, and techniques to help me understand the concepts as well as increase my skill in budgeting for a busy emergency department.

The goal of this book is to improve the budgeting skills of new and veteran managers. The information covers a wide range of budgeting skills, and is directed toward the first-line manager who has the immediate responsibility of planning and controlling his/her unit budget. There are

also chapters that address benchmarking and productivity that will be of interest to mid-level and top nurse executives.

The concepts discussed in the book are relevant for many health care settings such as hospitals, clinics, home care agencies, and hospices, to name a few.

The format of the book makes for easy reference if you are interested in a specific concept, because chapter outlines are provided in the table of contents. Each chapter has identified goals and at the end of the chapter there is a summary and implications section for the manager. Each chapter identifies additional reading as well as a suggested reading list at the end of the book. A glossary is provided at the back of the book that provides definitions for unfamiliar terms. The appendix contains formulas, sample budget sheets, and worksheets.

While the world of budgeting might seem like foreign territory, this book has been written at a level that assumes no previous financial experience, and it explains concepts clearly using actual situations that managers encounter. This book could assist you in improving your communication with your finance department and improve your ability to participate in the yearly budgeting process. ❖

**Reviewed by Valerie Eden,
RN, BN, ENC(C), MDE**

outlook

Conference watch

Emergency Nursing – “A Kaleidoscope”- May 3-4, 2003, Regina, Saskatchewan

National Emergency Nurses Conference, sponsored by Saskatchewan Emergency Nurses Group

For more information or to request a brochure contact: National Conference Publicity Chairperson, Emergency Department, Pasqua Hospital, 4101 Dewdney Ave., Regina, SK S4T 1A5

Emergency Nurses Interest Group of Alberta (ENIG)

AGM and Emergency Nursing Conference, October 3-5, 2003, Delta Lodge, Kananaskis

- There will be a Peds CTAS workshop on October 3 prior to conference. For more information contact: Shelly Anderson: mygang@sprint.ca, Pam Little: pamordon@telusplanet.net, or Troy Sebastian: hiopd@nwshr.com

The Nuts and Bolts of ED Nursing

Regional Emergency Nursing Conference, May 2004, Charlottetown, PEI

For further information, contact: Celie Walsh-Gallison: celie_gallison@hotmail.com