The First 100 Days Nurse Leader Action Plan

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| **Competency Area** | **Action Steps** |
| **Personal Mastery** | 1. Meet 1:1 with your boss to clarify his/her expectations
2. Request a leader-mentor in the organization
3. Review your position description & evaluation criteria
4. Determine what committees/meetings you should attend
5. Avoid making any major changes
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| **Interpersonal Effectiveness** | 1. Meet 1:1 with each direct report and ask what is going well on the unit, what needs to changed, what are their unique strengths and what do they expect of you.
2. Schedule meetings with key stakeholders such as pharmacy, central supply, ED, nutrition, quality improvement
3. Hold your first staff meeting
4. Inform staff of your communication style
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| **Human Resource Management** | 1. Review the position descriptions of each staff position and evaluation criteria
2. Learn about the recruitment process to fill vacancies
3. Review unit/department turnover data
4. Determine how performance management challenges should be managed
5. Read the union contract
6. Evaluate the staffing/scheduling process
7. Compile a staff profile – generation/years of experience/time on unit/certifications
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| **Financial Management** | 1. Clarify your role in the budget process and the budget cycle
2. Review every cost center in your budget and get help if needed from the CFO
3. Assess use of overtime on the unit
4. Determine how equipment is requested
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| **Systems Thinking** | 1. Review six months of performance data and the top 5 DRGs for the unit/department
2. Focus on solving at least one frustrating process or problem.in your area to achieve an early win
3. Do an assessment of the political and cultural issues in the organization
4. Review the strategic plan/payer mix for the organization
5. Review the organizational chart
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| **Caring for Self/Staff/Patients** | 1. Set work hours to maintain your equilibrium and a sustainable pace
2. Choose one resiliency behavior to implement into your daily schedule.
3. Establish a routine for patient rounding
4. Develop a process to regularly recognize staff
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