Prioritization

• You may have learned a great deal about this:
  • Studying NCLEX Questions
  • In Leadership Class/Clinical
  • Through other clinicals as your number of patients increased in load

• Will be one of the skills that will need to be mastered
  • Remember that this comes with time... be patient with yourself

  Write down for us.... What are your biggest concerns about prioritization/organization???

• We are going to hope to give some information to help 😊
Prioritization - As you begin working

• First…. Arriving early 20-30 minutes can set the tone for the day... and allow you to assess the surroundings mentally readying yourself

• So you are getting report...
  • What should you ask
    • Don’t feel shy to ask the off going nurse what you need to start to prioritize your day
      • Upcoming procedures/testing
      • Upcoming labs (especially important or timed labs- cardiac enzymes, PTT)
      • ADL/physical needs
      • Special treatments- IV’s and fluids, wound care, dressing changes IV, central lines, tubing, etc.
      • Concerns for the patient including needed follow up by you

• Utilizing SBAR and bedside report will help you start prioritization and catch needed information
Prioritization

• Some of this may sound familiar
  • Per Joyce L. Nelson MS,RN,NES
    • See the importance in thinking about your own thinking- (Metacognition) and reflecting

• As you begin to arrange your day:
  • “What are you going to do first? Why?”
  • “Which is more important? Why?”
  • “What could happen if you do not do this now”?  
  • “What is most important to the patient”? Listen to them

• *Do you think this process of self-questioning will actually slow you down in your day?

• As you look back on your day- you are learning the routine of the unit
  • Think through your decisions, reflect on them, dialogue with other nurses
    • Even journaling has been found to help in reflection
    • Reflection as a new nurse will help you see the “whole picture” of the day- what went well, what did not
Prioritization

• Set some goals for yourself during the day

• You start at 0700- by 0900 all assessments and morning documentation will be completed, you can start pulling medications and have those completed by 1030, so you can get caught up on new Dr’s orders after she visited this morning...

• You have this great plan and poof…. It all goes awry and you get behind
  • This is okay 😊 Flexibility and resilience to understand this is going to happen is key to moving forward and learning from each day
    • Taking the day hour by hour may work to lower stress and not focus on all the things that have to be done for the rest of the shift
      • A bad shift does not make you a bad nurse
Prioritization/Organization

• What is the purpose of carrying an “organizational sheet”?
• There are many sheets out there that can help
  • Can use one that is pre-made
  • Or you can make your own
  • ***Most important is that it is functional for you!!!!
Organization of Care

• Learn to cluster care
  • Combining interventions will improve your efficiency & reduce wasted energy
  • Clustering care also benefits patients especially at night= reduces sleep deprivation

• Clustering by
  • **Tasks**: What all can you do while you’re in the patient’s room?
    • Complete assessment along with passing medications
  • **Location**: What patient rooms are closer together?
  • **Time**: What tasks need completed around the same time? Example: 14:00 Lovenox injections on several patients
  • **Concepts/Skills**: What if 3 patients need new IVs? Grab your supplies & go room to room
Communication

• Preceptors! Help us
  • Learn all you can from your preceptor

• Actually any experienced nurse/charge nurse/nurse manager can help
  • Have some “go to” people that can answer questions for you
    • There are not dumb questions
      • Some nurses question when new nurses don’t ask any questions

• If you need help ask!!!
  • Be specific on what you need help with when asking for help

• Take all feedback and debrief sessions
  • And learn how to repeat or refine processes
    • In fact ask for feedback on your performance and during performance appraisals
Patients & Family: Communication Skills

• Communication: What is the scariest for you?
  • Talking to Patients?
  • Talking to Families?

• Communicating with Patients & Family Members
  • LISTEN to their concerns. They want to be heard
  • If patient gives permission, explain what you’re doing to the family
  • Sit down with them, at their level instead of standing
  • Do not make promises. Do not say everything will be alright
    • Ask them how they’re feeling.
    • Ask what you can do to help
  • When family members are distraught: find a quiet area where you can sit with them
    • They may be sleep deprived, in shock, and stressed to the max

• Will get better and better at this as you gain experience
  • Have confidence in yourself as you are communicating
The Art of Delegation

• Principle of Delegation: The nurse is responsible & accountable for the outcome

• You cannot do it all: delegating is vital for your survival

• 5 Rights of Delegation:
  • **Right Task**: Is this task appropriate to delegate?
  • **Right Circumstance**: Is the patient stable for the task?
  • **Right Person**: Know what the nursing assistant can do at your facility.
  • **Right Directions & Communication**: Be clear & specific. Be respectful & thankful
  • **Right Supervision & Evaluation**: Follow up to make sure delegated task is completed
The Art of Delegation

• Step 1 Assess and Plan
  • First decision- is the care routine and standard
    • If illness or patient is not stable- do not delegate!
      • If task is complex, needs problem solving or innovation, and outcome may be unpredictable- do not delegate

• Important
  • Do not delegate the nursing process
    • We have a duty to answer for the nursing process
  • We have to take into account the skill of the delegate

• Step 2- Communication
  • If your delegate does not understand what is to be done just lends to problems
    • Very important:
      • Discuss how the task if to be accomplished
      • Be clear and concise- especially when to report back with results
The Art of Delegation

Step 3- Surveillance and Supervision
  • Oversight as needed
  • Follow up with reported results-intervene if noted change in condition

• Step 4- Evaluation and Feedback
  • Was the delegation successful
  • Acknowledge the employee for successful delegation
Survival and Resiliency

• When accepting a position be aware of
  • Residency, onboarding, and orientation procedures/time

• Be a team player
  • Get to know your co-workers and those from other disciplines
    • They help you so help them when you can

• You don’t/won’t know everything
  • That is okay!!!

• Take time for yourself to reflect and regenerate
  • If you do not retreat from work demands and regenerate you cannot take care of your patients
    • Be aware of how you cope with stress
    • Get sleep!
Transitioning to Practice

Resource for Transition Webinar—Might be beneficial and is free!


- Also others at cost

- [https://ww2.learningext.com/newnurses.htm](https://ww2.learningext.com/newnurses.htm)
Transition to Practice

• First of all know that you can do this!!!

• It will take practice and time but your perseverance will pay off in
  • Your development
  • The care of your patients, family, and community

• The puzzle pieces will all begin to fit

What questions do you have for us?
References


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