

Fostering scholarships; conquering to-do lists

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QThe foundation associated with my hospital doesn't offer scholarships to nurses who've returned to school to attain a higher degree. Do you have suggestions for how I might be able to convince them otherwise?

This is perfect timing for you to put together a proposal for your foundation based on the report "The Future of Nursing: Leading Change, Advancing Health," which was released October 5, 2010.¹ The collaborative committee developed four key messages, but the one that will be most beneficial to you in your proposal is the recommendation that "nurses should achieve higher levels of education and training through an improved education system that promotes seamless academic progression."¹ A recommendation from this key message was to increase the proportions of nurses with baccalaureate degrees to 80%

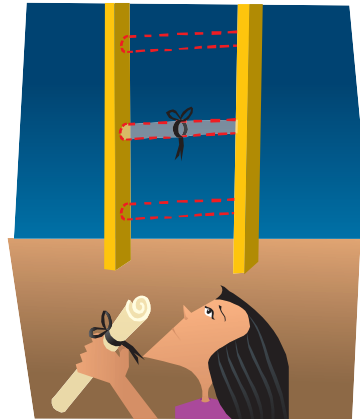
by 2020. To achieve this goal, hospital organizations will need to have strong partnerships with schools of nursing that will provide a seamless mechanism for nurses to obtain their bachelor's of science in nursing (BSN). The infrastructure that will be needed should include a tuition reimbursement program, a culture of fostering professional development, and possibly the provision of a salary differential for BSNs.

Your proposal will need to include your current percent of diploma, associate's degree, and BSN nurses. Project out a BSN per-

centage goal for each year for your organization to meet the 80% BSN goal by 2020. Include in your proposal financial implications for tuition reimbursement, salary differential, loan forgiveness, and partnerships with schools of nursing. The call for foundations to support and make investments in the nursing workforce will be instrumental in healthcare organizations achieving the goal of 80% of the RN workforce having a BSN by 2020.

REFERENCE

1. Institute of Medicine. The Future of Nursing: Leading Change, Advancing Health. <http://iom.edu/Reports/2010/The-Future-of-Nursing-Leading-Change-Advancing-Health.aspx>.



QMy "to-do" list keeps getting longer and I'm feeling emotionally and physically exhausted. How can I get this list under control?

In order to feel less inundated or stressed out, you need to find ways to become more efficient and focus on what's going to produce the best outcomes that are aligned with the organization's strategic goals. There are several ways to accomplish this overwhelming task. First, you should assess what percent of your time is consumed by e-mails, meetings, completing reports, and putting out fires. Don't forget to include spontaneous interruptions.

You may find through your assessment that you're spending an exorbitant amount of time on e-mails. If

that's the case, here are some easy solutions for managing e-mails:

- Create labels and folders (such as reply ASAP, to do, or later).
- Set time twice a day to process e-mails. (It's simply not necessary to check e-mail constantly throughout the day.)
- Turn off auto audio notifications.
- Keep your responses succinct, but don't send an e-mail response with just "thank you." (It isn't necessary to "reply to all.")
- Create useful rules (such as setting up a folder with a rule for e-mails that you're cc'd on that will automatically go to that folder).

If your assessment demonstrates that you're on every committee and assigned to take the lead for initia-

tives the majority of the time, it may be necessary for you to let your boss know how much is on your plate. This will help you transition from the nurse leader who's trying to do it all to one who focuses and spends time doing the most critical projects that will demonstrate positive outcomes. In addition, make sure you're delegating, setting time parameters for meetings, and decreasing unnecessary interruptions.

By becoming a good time manager, you'll not only get a lot more done in less time but you'll also feel more relaxed, focused, and in control of your life. **NM**

DOI-10.1097/01.NUMA.0000394065.15571.d6