

Chapter 3

Basic Management Functions

Great success in any enterprise comes from a balanced combination of three elements: the mission, the leadership, and the people who make it happen. By far the most important is the mission.

—Roger Federer

Learning Objectives

- 1. Describe the benefits of planning and outline the typical process of the future to plan.
- 2. Describe the types of plans used in business settings and identify and explain the key elements of planning.
- 3. Establish the role of planning as an organizational process and mission.
- 4. Establish the significance of goals and objectives in planning.
- 5. Define action plans and compare the elements of a typical action plan.
- 6. Define organizing and describe its place among the four management functions.
- 7. Compare the separation of duties in organizational life.
- 8. Explain the concept of authority and describe how authority is implemented in three ways: by an organization.
- 9. Define the concepts of "lines of command" and "span of control" as they apply to the role of the first-line supervisor.
- 10. Define the informal organization and describe its potential impact on organizational functioning.
- 11. Define coordinating and controlling, and describe their relationship to the other management functions.

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Camilla Rothe



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Principles of Rehabilitation Medicine Raj Mitra,2018-10-12 A concise expertly written overview of physical medicine and rehabilitation from leaders in the field A Doody s Core Title for 2022 2024 Principles of Rehabilitation Medicine is comprehensive and authoritative review for the specialty of Physical Medicine and Rehabilitation The book offers a wide array of chapters with complete reviews of classical rehabilitation topics such as brain injury spinal cord injury stroke pain management and electrodiagnostic medicine Additionally there is in depth coverage of musculoskeletal medicine pediatric rehabilitation and sports An expansive first section reviews fundamental knowledge essential to the basic rehabilitation assessment Chapters reflect cutting edge topics in the field such as Regenerative medicine Rehabilitation of the veteran Rehabilitation of the polytrauma patient Hand rehabilitation Ethics Rehabilitation in pregnancy Sexual rehabilitation Rehabilitation of the injured worker Rehabilitation issues in the developing world Rehabilitation at the end of life Chapters are authored by proven leaders in the field with a focus on pathophysiology diagnosis and rehabilitative management Information is presented in a clear concise manner with direct patient applications The text is complemented by numerous figures tables and patient care algorithms which are designed to confer a basic understanding of principles

Financial Management in Critical Care Nursing Donna L. Bertram,Bertram,1991

Medical, Life Status, and Physical Function Outcomes Among Children and Adolescents Diagnosed with Rhabdomyosarcoma Judith Ann Punyko,2004

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American Psychiatric Nurses Association,1999 Discover how the psychiatric nursing profession must evolve to meet the opportunities and challenges of the next century This forward thinking book prepares psychiatric nurses for emerging advanced practice roles as clinicians managers educators consultants policy makers researchers and leaders This joint effort between Mosby and the American Psychiatric Nurses Association APNA critically examines the current knowledge base clinical practice roles and issues that will continue to have a major impact on the specialty of psychiatric nursing The book presents the latest information in science and research relevant concepts and models technology and informatics role development ethical and legal considerations and policy implications affecting advanced practice psychiatric nurses An official publication of the American Psychiatric Nurses Association APNA Covers all major aspects of advanced practice mental health nursing Contributed by experts from APNA other psychiatric nursing associations and consumer groups Lists web sites and other available resources in a special Resources and Connections section in each chapter Provides policy statements standards listing of graduate programs and resources in helpful appendixes

Cleft and Craniofacial Orthodontics Pradip R. Shetye, Travis L. Gibson, 2023-03-28 Cleft and Craniofacial Orthodontics Comprehensive reference work for managing patients with orofacial clefts and complex craniofacial conditions from birth to skeletal maturity Cleft and Craniofacial Orthodontics is a comprehensive and detailed reference work on the management of patients with orofacial clefts and complex craniofacial conditions Covering patients ranging from birth to skeletal maturity the book provides orthodontists plastic and oral and maxillofacial surgeons speech and language therapists pediatric dentists and prosthodontists with the information they need to evaluate and treat these conditions Highlighting the multidisciplinary team approach the book aids clinicians in developing a complete plan for their patients Each chapter is organized to reflect clinical practice making it easy to apply the information to the treatment setting Additionally a companion website offers video clips of surgical and orthodontic procedures to further aid in reader comprehension and application Sample topics covered within the work include Introduction to orofacial clefting cleft lip and palate anatomy cleft types and classification epidemiology and genetics of cleft lip and palate Early management of orofacial clefting prenatal diagnosis and counselling feeding infants with clefts and development of nasoalveolar molding therapy Orthodontic treatment interceptive orthodontics management of anteroposterior and transverse discrepancies preparation for alveolar bone grafting and combined orthodontic orthognathic management Orthodontic and multidisciplinary management of twenty complex craniofacial conditions including craniofacial microsomia Treacher Collins syndrome and syndromic craniosynostosis Orthodontists plastic surgeons craniofacial surgeons oral and maxillofacial surgeons speech and language therapists pediatric dentists prosthodontists and otolaryngologists can use this book to attain essential knowledge on managing patients with orofacial clefts and complex craniofacial conditions and understand how to apply that knowledge to practical patient settings

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