

Zerwekh: Nursing Today, 7th Edition

Chapter 02: Personal Management: Time and Self-Care Strategies

Test Bank

MULTIPLE CHOICE

1. What is the primary purpose of effective time management?
 - a. To save hours, minutes, and seconds
 - b. To do as much as possible in as short a time as possible
 - c. To do as little as possible
 - d. To achieve personal and professional goals

ANS: D

Making time to meet your individual, family, professional, and career needs and goals is vital to overall success.

DIF: Cognitive Level: Application

REF: p. 23

OBJ: Identify strategies for self-care.

TOP: Time management

MSC: NCLEX®: Not applicable

2. A student nurse likes to sleep late and has a high-energy period in the evening. The student resists schedules and prefers to study when it “feels right” and in groups. Which of the following characteristics fit this student?
 - a. Early bird and left-brain dominance
 - b. Early bird and right-brain dominance
 - c. Owl and left-brain dominance
 - d. Owl and right-brain dominance

ANS: D

The owl does its best work at night, which fits well with the right-brain–dominant person who resists schedules. People with these characteristics choose to do things in their own time and fashion.

DIF: Cognitive Level: Application

REF: p. 25

OBJ: Identify your individual time styles.

TOP: Time management

MSC: NCLEX®: Not applicable

3. In 4 weeks a student nurse will have two tests and one paper due in the same week. What is the most effective time-management strategy for this student nurse?
 - a. Control time wasters to have more time for studying and writing.
 - b. Delegate everything possible to create more time for studying.
 - c. Schedule specific times on a calendar to study for the tests and to work on the paper during the next 4 weeks.
 - d. Wait to study for the tests and to write the paper the week before they are due because the student nurse “works best under pressure.”

ANS: C

The most effective approach to this problem would be to schedule specific time periods to prepare for the tests and write the paper. Creating more time for studying does not solve the problem—how that time is organized and how it is used is the key.

DIF: Cognitive Level: Application

REF: pp. 30, 33

OBJ: Identify personal time management strategies.

TOP: Time management

MSC: NCLEX®: Not applicable

4. How can the student nurse increase studying efficiency?
 - a. Maintaining a supply of simple carbohydrates for a quick energy spurt
 - b. Alternating mental and physical activities to increase productivity
 - c. Working nonstop without breaks to focus concentration
 - d. Delegating tasks of household chores to family members

ANS: B

Alternating tasks that are mental with tasks that are physical can increase alertness and create a natural energy spurt to keep going.

DIF: Cognitive Level: Application

REF: p. 42

OBJ: Identify personal time management strategies.

TOP: Time management

MSC: NCLEX®: Not applicable

5. You have concluded that you are a right-brain–dominant person. Which unit governance task will you find fits your time style best?
 - a. Devise a plan to restructure the nursing career ladder.
 - b. Write a procedure for central line care using new equipment that will be available in two weeks.
 - c. Do the unit time schedule for the next pay period.
 - d. Collate data obtained from a chart audit to report at the next unit staff meeting.

ANS: A

Right-brain–dominant people like to brainstorm to create new ideas and approaches to old problems.

DIF: Cognitive Level: Comprehension

REF: p. 25

OBJ: Identify your individual time styles.

TOP: Time management

MSC: NCLEX®: Not applicable

6. What can a graduate nurse do in the first work experience to avoid problems with burnout?
 - a. Cross-train to work in different areas of the hospital.
 - b. Develop a social group of nurses with whom to share work experiences.
 - c. Plan on several sessions with a counselor regarding managing stress.
 - d. Develop social contacts outside of nursing and maintain good nutrition and good sleep habits.

ANS: D

Taking care of oneself is a primary component to preventing burnout—for example, avoid alcohol, maintain good nutrition and adequate amounts of sleep, and avoid cigarette smoking. Developing social contacts outside the work environment also facilitates reduction of stress from work.

DIF: Cognitive Level: Comprehension REF: pp. 37-42

OBJ: Discuss the importance of caring for yourself.

TOP: Burnout

MSC: NCLEX®: Not applicable

7. A sense of spiritual health is exemplified by:
- Belonging to a church
 - Feeling purposeful and fulfilled
 - Feeling loved and cared for
 - Changing religious affiliations

ANS: B

Spiritual potential/health simply means that we have a daily awareness that there is something more to living than mere human existence. People who have a sense of spiritual being find their lives to be positive experiences and feel good about the future.

DIF: Cognitive Level: Comprehension REF: pp. 42-43

OBJ: Discuss the importance of caring for yourself.

TOP: Spiritual awareness

MSC: NCLEX®: Not applicable

8. Which of the following is an example of a self-defeating belief?
- I must always feel loved by everyone.
 - I am a caring person.
 - I will get through nursing school.
 - I should be getting better.

ANS: A

There are many ways to exercise our mental potential. One of the first ways is to concentrate on removing negative thoughts or self-defeating beliefs from our minds.

DIF: Cognitive Level: Application REF: p. 43

OBJ: Identify strategies for self-care.

TOP: Self-care

MSC: NCLEX®: Not applicable

9. What is an effective self-care strategy for a nurse?
- Plan time for physical recuperation after working extra hours.
 - Push feelings of sadness, joy, anger, and fear out of awareness.
 - Use alcohol to reduce tension.
 - Respond to people and opportunities reactively.

ANS: A

Taking care of ourselves physically entails getting proper nutrition and adequate sleep and exercising on a regular basis.

DIF: Cognitive Level: Comprehension REF: p. 39
OBJ: Identify strategies for self-care. TOP: Self-care
MSC: NCLEX®: Not applicable

10. Nurse 1: “She told me that you and I have to change work schedules to accommodate Jim. That means we will both have to work days and nights in the same week. There’s nothing we can do about it.” Nurse 2: “Let’s take a minute and look at the possible alternatives.” What is the best assessment of this situation?
- Nurse 1 is exhibiting reactive behavior and Nurse 2 is being proactive.
 - Nurse 1 is exhibiting a sense of empowerment and Nurse 2 is behaving co-dependently.
 - Jim and the nurse manager have formed a coalition with the goal of dominating other staff.
 - The nurse manager is evidencing good self-esteem by daring to take an unpopular action that will open her to criticism.

ANS: A

Nurse 1 is reacting to the situation, whereas Nurse 2 is taking time to assess the situation more thoroughly and see what choices they might have. Many of us go through life never realizing that we have many choices. You can choose to respond to people and situations rather than react. It is important to assess the situation and see what options are available and what the consequence of the options might be. Exercising our choice potential also entails that we act responsibly toward others.

DIF: Cognitive Level: Application REF: p. 45
OBJ: Identify strategies for self-care. TOP: Self-care—proactive response
MSC: NCLEX®: Safe, effective care environment—management of care

11. An RN has been out of school about 6 months. Which of the following would indicate the nurse is having problems with burnout?
- Is having chronic fatigue, increased irritability, and feelings of helplessness
 - Feels angry regarding the type of care being delivered and scheduling of staff coverage
 - Signs up for extra courses for an advanced degree and works double shifts for extra money
 - Is disorganized regarding patient care and has to stay late to finish shift work

ANS: A

Fatigue, irritability, and feelings of helplessness are all early signs of burnout. Anger regarding care may be very appropriate; how the anger is directed is important. Overscheduling oneself is something that may promote early burnout, as are disorganization and poor time management.

DIF: Cognitive Level: Application REF: p. 36
OBJ: Describe early signs of burnout. TOP: Burnout
MSC: NCLEX®: Not applicable

12. The nurse would identify which of the following strategies as a means of increasing feelings of empowerment?
- Requesting an assignment to a different hospital unit
 - Assisting friends to cover their shifts when they need time off
 - Telling a coworker that the joke she told in private was inconsiderate and thoughtless
 - Declining to work an extra shift and going to the movies with friends

ANS: D

Taking care of oneself is critical to preventing burnout and increasing feelings of empowerment. Take care of yourself first; then assist others as you are able. Humor and laughter are important; however, if the joke was unethical, correcting the nurse would not increase empowerment.

DIF: Cognitive Level: Application REF: pp. 37, 39
OBJ: Describe early signs of burnout. TOP: Empowerment
MSC: NCLEX®: Not applicable

13. What activity would most likely promote a positive feeling of well-being in a graduate nurse about 6 months after employment?
- Have a group of staff nurses over for a party.
 - Participate in hospital-sponsored programs for community health.
 - Spend some time with an old friend who is in the middle of a divorce.
 - Get involved in a new hobby and attend social gatherings to meet new people.

ANS: D

Planning pleasurable activities that are not associated with nursing or other people's problems can help you to reenergize and feel better about yourself.

DIF: Cognitive Level: Application REF: pp. 37-40
OBJ: Identify strategies for self-care. TOP: Empowerment
MSC: NCLEX®: Not applicable

14. An RN is considering pursuing additional education in nursing and hopes to be promoted to a management position. How can the RN best achieve this?
- Wait until "the time is right" and inquire about program and promotion opportunities.
 - Be the best nurse possible and hope a scholarship or promotion will be awarded.
 - Set long-range, mid-range, and short-range goals with specific related activities and time frames to meet these goals.
 - Read three books on time management.

ANS: C

Set goals so that you can prioritize your approach. Assess the situation and see what activities will provide the highest payoff.

DIF: Cognitive Level: Comprehension REF: pp. 32-33

OBJ: Identify strategies for self-care. TOP: Time management
MSC: NCLEX®: Not applicable

MULTIPLE RESPONSE

1. When taking an online or web-enhanced course, what are effective time management strategies? Select all that apply.
 - a. Enroll in an online or web-enhanced course that has less than 15 students to reduce the amount of time it takes to respond to everyone in the class.
 - b. Print your syllabus and create a calendar with assignment due dates and discussion posting requirements.
 - c. Create a directory on your computer to place assignments and resources specific for the course.
 - d. Determine what the best time is for logging into the course website and create a schedule for weekly log-in times.
 - e. Develop an online group of colleagues that meet in the chat room or participate in instant messaging.

ANS: B, C, D, E

Online or web-enhanced courses can take as much, if not more, time as traditional face-to-face classes. The following are helpful strategies to improve time management involving the course:

- Print the syllabus and place deadlines on your calendar prior to the first course meeting.
- Identify how to contact your instructor and schedule online office hours in your calendar.
- Schedule weekly times for logging into the class website.
- Schedule a time for class work and select a specific site.
- Develop collegial support groups.
- Be active in the course by participating appropriately in discussion groups.
- Establish an evidence-based file to download important articles (.pdf format).
- Bookmark websites (but prior to bookmarking these, review the information—don't assume all sites are up-to-date and evidence-based).

DIF: Cognitive Level: Application REF: p. 31
OBJ: Identify personal time management strategies.
TOP: Time management MSC: NCLEX®: Not applicable