Oklahoma State Board of Examiners for Long Term Care Administrators' Administrators University

(Fall 2016)

Welcome to the OSBELTCA's Administrators University (AU). We look forward to helping you advance your dreams to being a valued contributor in the Long Term Care healthcare field in Oklahoma as a Long Term Care Administrator.

All classes start at 8:30 am and *usually* end at *around* 4:00 pm with one 15 minute break scheduled in the morning, one 15 minute break in the afternoon and an hour for lunch, *normally* scheduled from 11:45am to 12:45pm. **There are exceptions** where the dismissal time might vary (if long, you will realize a shorter day another day) and where lunch, while still usually an hour, may start a few minutes sooner or later than the normal targeted 11:45 time we try to plan. **Classes this session are ALL on Thursdays and most are in our conference room (Suite 62) in Shepherd Mall,** Some days are scheduled in alternate locations (not in Shepherd Mall) and will be so highlighted in the syllabus. **Nearly every term, it seems SOMEBODY comes to us when they should be in Tulsa or show up on the wrong day…try not to be that person! Please don't show up when there is no class as well. Our office is pretty much in the MIDDLE of Shepherd Mall…Entering from the front (23rd Street) main entrance, you would turn to the right at the first corner and see us (next to Dizzy's Restaurant). Enter from the back and come through Entrance D (between Doors 49 and 50) and the classroom is on the right (double wooden doors with "OSBELTCA" prominently over the top…). We're not hard to find.**

Students are required to attend all sessions and attendance IS taken, twice per day. If you cannot attend for some reason, you will be expected to attend the session(s) you missed during the following term. If you are going to be late, we do understand that as well, but please call (Pam's number is (405)522-1619 in the office) and let us know but please don't make it a habitual event or you may not be given credit for attendance of some of the sessions. **It's not only courteous to the instructors that you attend and be on time (*even after lunch and other breaks*), it really is in your best interest to not miss anything being covered in the classroom and your late entrance is disruptive for the other students as well.**

This course is designed with much more than two tests in mind, but **don't expect to be spoon-fed to pass either or both tests.** Most of the speakers are from various state agencies and will therefore naturally favor the state regulations which may better help prepare you for the State Standards Exam at the conclusion of the course. **However, one of the largest hurdles to obtaining a license, historically, has been passing the NAB's NHA exam. To that end, you have, therefore, been given reading assignments for each class day…and you will be given additional handouts along the way to further supplement your reading and knowledge base…what you are given one week is *generally* intended to coincide with the class for the next week so you should try to read that material as part of the next week's reading assignment** (with the obvious exception of sample/practice tests). The reading assignments are designed to **help** you prepare for the NAB NHA exam by giving you that background but also to prepare you for the discussions in class. When you bring up discussions with the instructors based on these readings, you will necessarily help broaden the scope of their instruction to include more "federal" aspects and better understand the issues that will be on the NAB (and perhaps the State Standards Exam as well). As with any college level course, which this certainly is, you are expected to get the text book (in this case, "Nursing Home Administration, 6th edition" by James E. Allen) and to keep up with the assigned readings. There are a number of avenues to get this text either online or perhaps by ordering it through a local bookstore. Many of you probably have it already…the 7th Edition is also out …You're welcome to get the more current book because the NAB *will* eventually be citing that book instead of the 6th edition (your timing to take the exam? *The actual questions will very likely not be changed*…the page numbers to the referenced material will change though)…If you do get the 7th Edition we have compared it to the 6th Edition and have noted page number changes for the reading assignments to reflect both editions, with the 7th Edition highlighted in purple with white letters in this syllabus. Why Purple? Because the 7th Edition has a purple cover. The material is essentially the same. The "benefit" of the 7th Edition noted is that there are references to the NAB Domains that

were not in the 6th Edition…tasks, knowledge and skill items. As of this syllabus publication, though, the 6th Edition is still the currently referenced version by NAB (your option and it should not make much difference – but the 6th may be cheaper since a newer one is out?).

We look forward to this experience and also WANT to hear feedback from you… not only what you choose to write on the class evaluations (it's the only "pay" most of these instructors get, to be told how they did…please take the time to give them an honest evaluation after each class, in constructive words as well as the numeric rating you provide…often the words are more helpful) - which we hope you will take as seriously as we do - but also what you just feel like saying to us about what would improve the quality of the instruction and total educational experience. The course continues to undergo facelifts and we need to know where it is still falling short or could simply be improved. You can be part of that solution, and we thank you for your candor.

Handy contact info:

Pam Duren:
405-522-1619
Fax: 405-522-1625
Pam.duren@osbeltca.ok.gov

Gaylord "Z" Thomas:
405-522-1616
Gz.thomas@osbeltca.ok.gov

Our website:
www.ok.gov/osbeltca

HIGHLY RECOMMENDED:

NAB Review Seminar with Joseph Townsend, author of "The Principles of Healthcare Administration," another NAB referenced text book. This is a very good "review" of the NAB material to, again, "help" you prepare yourself for the NAB exam. You should plan to attend if you possibly can…we schedule these reviews only twice per year.

Please watch our website for the date and registration information (usually in February…then again in mid-year each year). ALSO, please mention this course to your Preceptors … THEY CAN ATTEND and get CEUs for attending. We recommend you attend AFTER you've completed AU and perhaps after you've completed your AIT. It should be like a "finishing course" before you go sit for the NAB exam.

ADMINISTRATORS UNIVERSITY
SYLLABUS – Fall 2016

*All Reading Assignments are from "Nursing Home Administration, 6th Edition" (or 7th)by James E. Allen, unless otherwise noted. Some days will have heavier reading assignments and some lighter…therefore, **please look ahead and pace yourself** to stay up with these readings. You may not always be able to read it all the night before. The reading assignments are to help you study for the NAB more than to mirror the presentations on that day but will reflect some of the same topics and prepare you better for discussions in class. The entire book has not been assigned but you will probably want to read beyond what has been assigned (as well as read other books).*

Day	**Time**	***Topic***	**Hours**	**Instructor**
Day 1		**Shepherd Mall OSBELTCA Conf Rm**		**Thursday, Aug 4th**

Assigned Reading: From "Nursing Home Administration" 6th Edition or 7th Edition
Foreword and Introduction: xi-xv or ix-xiii; Administrator's Challenge – xxi or xv
Management Functions – page 1-9 or 1-10
Leadership; Power and Authority – pages 42-57 or 50-70

Introduction to Admin University

8:30	AM	Introduction to Admin U. Course Requirements Internet Resources & Study Guides	0.75	Gaylord "Z" Thomas

Objectives:
- Understand the overall objective of the course which is to *help* prepare them for the State Standards Examination and *help* to prepare them for the NAB exam
- Understand what is expected of them regarding attendance, "reading assignments" & basic classroom rules
- Become familiar with additional sources of study to help them prepare for the NAB exam

9:15	AM	Importance of Effective Leadership in Long Term Care	0.75	Gaylord "Z" Thomas

Objectives:
- Students will gain a perspective on the importance of leadership in a long-term care facility
- Students will discuss the differences between leadership and management

10:00	AM	BREAK		
10:15	AM	Understanding the Role of the Administrator In the Domains of Practice	1.5	Gaylord "Z" Thomas

11:45 AM LUNCH BREAK

Day 1 (continued)

		Introduction to AIT*		
12:45	PM	Preceptor requirements and selection Assessment of needs/Documentation	1.5	Gaylord "Z" Thomas & Pam Duren

Objectives:
- Understand the requirements of the Administrator-in-Training (AIT) Internship Program [Chapter 10-Subchapter 8];
- Understand the role of coaching and mentoring in the internship experience;
- Understand the reporting requirements of the Preceptor and the AIT;
- Review the Domains of Practice requirements for the 560 clock hours of training;
- "Expectation Management"

2:15	PM	BREAK	
2:30	PM	Wrap-up/Questions & Answer period	Gaylord "Z" Thomas

Additional Background Reading

The basis for licensing long term care administrators was laid in 1965 when President Johnson signed into law the Social Security Amendments which established the Medicare and Medicaid programs. Medicare contained provisions for nursing home benefits for extended care, and the Medicaid program broadened the scope of medical assistance that states could make available to the poor and the medically needy.

The Social Security Act was further amended in 1967. These amendments dealt primarily with skilled nursing facilities receiving payments under a state Medicaid plan and established a new class of facilities titled intermediate care facilities. It was to this legislation that Senator Edward M. Kennedy offered an amendment to require states to establish programs for licensing nursing home administrators.

Section 1903(a)(29) and 1908(42 USC 1396a(a)(29) and 1396g) of the Act stated that a state plan for medical assistance must include a state program for the licensing of administrators of nursing homes and spelled out the basic requirements for such licensing. Thus, every state has a law specifying the conditions for initial and renewal licensure of nursing home administrators.

While the present requirements may vary from state to state, Congress has taken steps which would lead to more uniform requirements. The Nursing Home Reform Amendments, passed by Congress in 1987, directed the Health and Human Services Secretary to ''Develop. . .standards to be applied in assuring the qualifications of administrators'' and then provided that ''The administrator of a. . .nursing facility must meet standards established by the Secretary. . . .''

In 1990, Congress passed an amendment which provides for the repeal of the federal mandate for state licensure of administrators once the Secretary's standards become effective.

On February 5, 1992, the Health Care Financing Administration published a Proposed Rule in the Federal Register concerning the qualifications of nursing home administrators. The main provisions of the Proposed Rule are:
- a baccalaureate degree
- an internship
- passing an examination
- 20 hours of continuing education each year

As of the printing date for the Fifth Edition of the NAB Study Guide, the proposed changes to the Federal standards have not been finalized.

In June 1998, the NAB Board of Governors unanimously passed a motion to recommend to each jurisdiction that a minimum of a baccalaureate degree be required for entry level administrators beginning June 30, 2001.

Reference: Fifth Edition of the NAB Study Guide

Day 2 Shepherd Mall OSBELTCA Conf Rm Thursday, Aug 11th

Assigned Reading: From "Nursing Home Administration":
Institution-Based Care – page 293-298 or 335-341 AND,
Title 490, Oklahoma Administrative Code – read the Board's "Rules & Regulations" AND
Review applicable statutes

Overview State & Federal Rules & Statutes & Survey Process

8:30	AM	Federal Registry Rules & Statutes (including the Nursing Home Care Act, SOM and Internet Resources) Overview of LTC Survey Protocol	1.5	Debra Zamarripa Chris Bundy
10:00	AM	BREAK		
10:15	AM	Trust Accounts & Audits	1.0	Mia Smith
11:15	AM	LUNCH (SLIGHTLY EARLY TODAY)		
12:15	PM	Social Security Issues	1.0	Rick Humbertson Jamie Nightengale
1:15	PM	Break		
1:30	PM	OSBELTCA Rules & Regulations National Association of LTC Administrators Boards (NAB)	2.0	Gaylord "Z" Thomas

Objectives:
- Participants will review Oklahoma Statutes related to board (OSBELTCA) functions & responsibilities
- Participants will obtain a very general understanding of the Oklahoma administrative rule making process
- Participants will be familiarized with recent trends of the most common administrator violations and participate in a discussion about prevention
- Participants will be introduced to the National Association of Long Term Care Administrator Boards (NAB) and have a general understanding of the relationship between NAB and OSBELTCA

Day 3 Shepherd Mall OSBELTCA Conf Rm Thursday, Aug 18th

Reading Assignment: Review Res Care and AL rules and statutes

8:30	AM	Long Term Care Investigations Unit	1.0	Janine McCullough
9:30	AM	Abuse Prevention, Identification, Reporting, Investigation	0.50 0.50	Jerry Hines
10:00	AM	BREAK		
10:15	PM	Abuse Prevention, Identification, Reporting, Investigation	1.0	Janine McCullough Jerry Hines

Objectives:
Participants will:

- learn basic adult abuse reporting requirements
- be able to identify incidents and responsibilities for reporting
- Learn the difference between community APS and Long term care investigations unit
- Learn how to access and use the Community Service Registry to do a complete background check on potential employees.

11:15	AM	LUNCH (slightly early again…)		
12:15	PM	Residential Care ORALA	1.0	Denise Wilson

Objectives:
-Learn state and federal requirements for incident reporting.
-Understand the difference between "reportable" and "not reportable" incidents
-Be able to identify the required components for incident reports
-Learn how to access and use incident reporting forms available on OSDH website.
-Learn what to expect during complaint investigations

1:15	PM	BREAK		
1:30	PM	Assisted Living OKALA	1.0	Melissa Holland
2:30	PM	BREAK		
2:45	PM	Licenses & Certificates of Need	1.0	Espa Bowen

Day 4 (Tulsa) University Village Theatre, 8555 S. Lewis Ave. Thursday, Aug 25th

Assigned Reading: From "Nursing Home Administration":
OSHA, Life Safety Code, etc. – page 334-380 or 377-426

Life Safety Code

8:30	AM	Life Safety Code	2.0	Vanessa Neal
10:30	AM	BREAK		
10:45	AM	Physical Plant Regulations	1.0	Vanessa Neal
11:45	AM	LUNCH		
12:45	PM	Emergency Preparedness	0.5	Vanessa Neal

Objectives:
- Discuss the contents of an emergency preparedness plan
- Determine when to evacuate vs. sheltering in place
- Understand how to deal with the media during a crisis
- Know what resources exist to help with emergency preparedness

1:15	PM	Culture Change	2.5	Vanessa Neal
		(afternoon break per instructor)		

Objectives:
- Describe basic concepts of Culture Change
- Know the F-tags related to Culture Change OR Know the F-tags that support and affect culture change efforts
- Discuss several models of Culture Change
- Discuss the role of HR in resident-centered care
- Encourage students to make changes now

Day 5 Shepherd Mall OSBELTCA Conf Rm Thursday, Sep 1st

Assigned Reading: From "Nursing Home Administration":

Finance – page 179-270 or 209-307

	Finance		
8:30 AM	Financial Management, Cost Reports, Budgeting	3.0	Chris Murphy
	15 min BREAK (instructor's prerogative)		
11:45 AM	LUNCH		
12:45 PM	Financial Management, Cost Reports, Budgeting (continued)	1.5	Chris Murphy
2:15 PM	BREAK		
2.30 PM	End of Life Issues Hospice in LTC Advance Directives & DNRs	1.5	Jason Lemarr

Objectives:

Participants will be able to:

- Define hospice and identify the scope of care
- State the general criteria in determination of hospice eligibility
- Differentiate between the responsibilities of the LTC facility and those of the hospice team when collaborating in caring for the terminally ill
- Know how to formulate a coordinated plan of care to be used by the skilled nursing facility and hospice

Day 6 Shepherd Mall OSBELTCA Conf Rm Thursday, Sep 8th

Assigned Reading:

Assigned Reading: From "Nursing Home Administration":

The Administrator's Office, Personnel Policies, Physician Services – page 94-101, 482-485, 505-507 or 110-118, 544-548, 575-578

Review applicable statutes

8:30 AM	Medical Director	2.0	Dr. Peter Winn
10:30 AM	BREAK		
10:45 AM	Infection control	0.5	Dr. Peter Winn
11:15 AM	Standards of Practice	0.5	Dr. Peter Winn
11:45 AM	LUNCH		
12:45 PM	Scope & Severity Substantial compliance & Substandard Quality of Care Overview of Immediate Jeopardy	1.5	Patty Scott &/or Sue Davis
2:15 PM	BREAK		
2:30 PM	Sanctions/Enforcement Understanding & Writing a Plan of Correction	1.0	Patty Scott &/or Sue Davis

Day 7 (Tulsa) St Simeon's, 3701 N. Cincinnati Ave. Thursday, Sep 15th

Expect to be directed to park at the gate and walk down to the main building for class. Plan your arrival time accordingly to account for this short walk.

Assigned Reading: Adult Day Care Rules and Statutes

Note later class start date on this day…

9:00	AM	OPTIONAL – tour of Saint Simeons		Karen Stanhope
10:00	AM	Techniques for Successful Admissions	1.0	Karen Stanhope
11:00	AM	LUNCH – we're allowing for a slightly longer lunch today based on feedback that it's required here…traffic, distance, location… ***Please return to class on time*!**		
12:30	PM	ICF/MR (ICF/IID)	2.0	Stacie Ware
2:30	PM	BREAK		
2:45	PM	Adult Day Care Rules and Statutes	1.0	Stacie Ware

Day 8 Shepherd Mall OSBELTCA Conf Rm Thursday, Sep 22nd

Assigned Reading: From "Nursing Home Administration":

Organization of the Nursing Facility and Its Staff - pages 91-106 or 107-127 and
Nurses Aide "Ownership" – page 162 or 189
Aging – pages 383-389; 405-477 or 429-437; 455-536

Objectives:
- Understand the role of the administrator in resident care management (nursing services)
- Describe the most common disease processes associated with aging
- Know what tools will assist the administrator in evaluating the nursing department
- Create a successful partnership with nursing director

Resident Care Services I

8:30	AM	Purpose, Organization & Personnel Understanding the Aging Process	1.5	Michelle Billings
10:00	AM	BREAK		
10:15	AM	Diseases associated with Aging	1.5	Michelle Billings
11:45	AM	LUNCH		
12:45	PM	Nursing Policies & Procedures QA for resident care services	1.5	Michelle Billings
2:15	PM	BREAK		
2:30	PM	Creating the Ultimate partnership	1.5	Michelle Billings

Day 9 Shepherd Mall OSBELTCA Conf Rm Thursday, Sep 29th

Assigned Reading: From "Nursing Home Administration":

Page 66-68 or 78-80

Pharmacy Services – page 99-100 or 116-117

8:30	AM	CMS Star rating system	2.0	James Joslin

Objectives:

Participants will be able to:

- Understand the purpose of the CMS 5-Star Quality Rating System
- Identify the components of the 5-Star Rating System and understand how they are calculated to create the facility star rating
- Navigate the system to review your facility's performance

10:30	AM	BREAK		
10:45	AM	Fingerprint/Background Program	1.0	James Joslin
11:45	PM	LUNCH		
12:45	PM	Pharmaceutical Issues and Drug Diversion Consultant Pharmacist Drug Regime Review Overview & Issues of the Developmental	1.5	Cindy Fain
2:15	PM	BREAK		
2:30	PM	Disabilities System in Oklahoma	1.5	Michaela Bishop

Objectives:

- Provide students with a short history of the developmental disabilities services.
- Describe and discuss difference between community placements and ICFs/MR.
  a. funding
  b. eligibility (waivers)
  c. objectives
- Describe community programs available through DHS/DDSD.

Day 10 Concordia Thursday, Oct 6th

7707 West Britton Road, Oklahoma City

(Park on the EAST side in either a STAFF or VISITOR parking spot; Meet in the gathering room…); arrive a little early for breakfast items…

Assigned Reading: From "Nursing Home Administration":

Restraints – page 473-474 or 530-532
Medications - page 389-405 or 437-454
Nutrition – page 443-447 or 496-500
MDS Defined/Completion Date – Page 69 or 82; Business Office – Pg 107 or 127-128;
Financial aspects/Monitoring – pages 180-181 or 210-213; Other, pages 515, 517, 523, 533-570 or 589-592; 599; 611-648

Risk Management

8:30	AM	Medication Management	1.5	Danny Eischen
10:00	AM	BREAK		
10:15	PM	Medication Management	1.5	Danny Eischen
11:45	AM	LUNCH *		
12:45	PM	Resident Falls: Risks and Prevention Use of Restraints	1.5	Danny Eischen
2:15	PM	BREAK		
2:30	PM	Introduction to Continuum of Care	1.5	Danny Eischen

* Breakfast items and Lunch provided by Concordia on site

Day 11 Shepherd Mall OSBELTCA Conf Rm Thursday, Oct 13th

Assigned Reading:
O.S. §63-1-1918 Rights and responsibilities-Violations-Penalties.
http://www.ok.gov/health/documents/HRDS_Chapt675-NHCAct.pdf
OBRA 87 Federal Nursing Home Reform Law
http://www4.law.cornell.edu/uscode/html/uscode42/usc_sec_42_00001396---r000-.html

Resident's Right

8:30	AM	Resident's Rights & the Ombudsman Program	1.5	Pat Bean

Objectives:
- To learn the authority and role of the Long-Term Care Ombudsman Program.
- To learn the rights that residents are entitled to.
- To learn where to find laws and regulations governing long-term care.

10:00	AM	BREAK		
10:15	AM	OSDH Incident Reporting Complaint Investigations	1.5	Glenn Box

Objectives:
-Learn state and federal requirements for incident reporting.
-Understand the difference between "reportable" and "not reportable" incidents
-Be able to identify the required components for incident reports
-Learn how to access and use incident reporting forms available on OSDH website.
-Learn what to expect during complaint investigations

11:45	AM	LUNCH		
12:45	PM	Professionalism and the Code of Ethics LeadingAge Oklahoma	2.0	Mary Brinkley

Objectives:
Participants will:
- Learn the importance of Ethics in long term care.
- Understand the role of Ethics and how it can determine their success in the long term care profession.
- Learn the components of the Code of Ethics to guide their work in long term care.
- Understand their role as a licensed nursing home administrator and their responsibilities as a caregiver, an employer, and as a member of the community.

2:45	PM	BREAK		

3:00	PM	"Advocacy" and Budget/Finance	1.5	Mary Brinkley

Objectives:
- Increase the participants' knowledge of how Oklahoma State government functions
- Identify how Oklahoma's Political process works
- Convey the importance of active participation in the legislative process, engagement in grassroots advocacy and community outreach.

Day 12 Shepherd Mall OSBELTCA Conf Rm Thursday, Oct 20th

Assigned Reading: From "Nursing Home Administration":

Quality – page 58-72 or 69-84

		Quality Assurance		
8:30	AM	Quality Improvement Methodology Project Design	1.5	John Leon
10:00	AM	BREAK		
10:15	AM	Quality Improvement Methodology Project Design	1.5	John Leon

Objectives:

Participants will be able to:

- Identify key components of Quality Improvement Fundamentals.
- List the three questions defined in the Model for improvement.
- Discuss the concepts of the communication tool Team STEPPS (Strategies and Tools to Enhance Performance and Patient Safety).
- Define root cause analysis and the "5 Whys" tool.
- Describe the Plan-Do-Study-Act Methodology.

11:45	AM	LUNCH		
12:45	PM	MDS & Medicare Reimbursement	1.5	Robert Lane

Objectives:

At the conclusion of this lesson the participant will be able to:

- Describe three of the four factors that are required by CMS for a patient to use their skilled services in a Skilled Nursing Facility.
- Identify at least one of the required admission forms that CMS requires for an admission to a Skilled Nursing Facility.
- List the four Late Loss Activities of Daily Living that are used to help formulate a RUG score from the Minimum Data Set Assessment.
- Understand the basics of the MDS, including its purpose, uses, frequency and relationship to facility operations

2:15	PM	BREAK		
2:30	PM	Attorney General's Fraud & Abuse Unit	1.5	Mykel Frye

Day 13 Shepherd Mall OSBELTCA Conf Rm Thursday, Oct 27th

Assigned Reading: From "Nursing Home Administration":

Aging – pages 383-389; 408-416 and 423-424 (review – previously assigned) or 429-437; 458-466 and 474-475

8:30	AM	Culture Change	1.0	Lois Baer
9:30	AM	BREAK		
9:45	AM	PASRR	1.0	Karen Navarro
10:45	AM	BREAK		
11:00	PM	OBRA, PASRR & Specialized Services	1.0	Elizabeth Teet

Objectives:

Participants will be able to:

1. Identify public law and state and federal legislation establishing the PASRR process.
2. Identify who qualifies to receive a PASRR.
3. Identify when to request a PASRR and what happens next.
4. Identify how & why to implement Specialized Services & monitoring the program.

12:00	PM	LUNCH		
1:00	PM	Dementia: The Role of the Caregiver	1.5	Diane Wood
2:30	PM	BREAK		
2:45	PM	ICF/MR (ICF/IID) and Assisted Living Enforcement	1.25	Patty Scott & Sue Davis

Day 14 Shepherd Mall OSBELTCA Conf Rm Thursday, Nov 3rd

Assigned Reading: From "Nursing Home Administration":
Dietary Department, Social Services, Activities, Housekeeping, Maintenance – pages 108-112 or 128-134

Operations

8:30	AM	Nutrition & Food Service	1.5	Beverly Clark or Lori Thornbrue

Objectives:
At the conclusion of this presentation the participants will:
- Comprehend the main points of the guidance concerning the Nutrition requirement, F325;
- Describe and implement components of the Investigative Protocol for Nutrition, F325 to ensure compliance with the regulation;
- Identify compliance with the regulation for Nutrition, F325;
- Comprehend the main points of the guidance concerning the Kitchen Sanitation requirement, F371;
- Describe and implement components of the Investigative Protocol for Kitchen Sanitation, F371 to ensure compliance with the regulation;
- Identify compliance with the regulation for Kitchen Sanitation, F371; and
- Identify all Federal dietary related regulations for long term care and ICF/MR (ICF/IID) facilities.

10:00	AM	BREAK		
10:15	AM	Housekeeping/Laundry/Maintenance	1.5	Beverly Clark or Lori Thornbrue

Objectives:
At the conclusion of this presentation the participants will:
- Identify all Federal regulations related to housekeeping, laundry and maintenance for long term care and ICF/MR (ICF/IID) facilities; and
- Comprehend how these regulations relate to the Quality of Life of residents/clients.

11:45	AM	LUNCH		
12:45	PM	Activities/Social Services	1.5	Beverly Clark or Lori Thornbrue

Objectives:
At the conclusion of this presentation the participants will:
- Comprehend the main points of the guidance concerning Activities, F248 and Activities Director, F249;
- Identify compliance with F248 Activities and F249 Activities Director;
- Describe and implement components of the Investigative Protocol for F248 to ensure compliance with the regulation.
- Understand the regulations for Social Services

2:15	PM	BREAK		
2:30	PM	Admissions, Transfers & Discharges	1.0	Beverly Clark or Lori Thornbrue

Objectives:
At the conclusion of this presentation the participants will:
- Understand transfer and discharge requirements
- Know what documentation is required
- Know when to give a notice before transferring a resident
- Know when to give a notice of the facility's Bed Hold Policy
- Understand the readmission requirements

Day 15 Shepherd Mall OSBELTCA Conf Rm Thursday, Nov 10th

Assigned Reading: From "Nursing Home Administration":

Human Resources – page 91-176 or 107-207

HUMAN RESOURCES… Please note: This is the only HR section you will have during AU and yet 15% of the NAB Exam questions (23 questions) are on the HR Domain of Practice…

8:30	AM	Certified Medication Aide Rules	1.0	Vicki L. Kirtley
9:30	AM	BREAK		
9:45	AM	CMA Rules (cont) & LTC Registry Checks for Residents & Staff	1.75	Vicki L. Kirtley
11:30	AM	LUNCH		
12:30	PM	HR Topics	1.5	Meagan Baskin
2:00	PM	BREAK		
2:15	AM	HR Topics	1.75	Meagan Baskin

Day 16 Shepherd Mall OSBELTCA Conf Rm Thursday, Nov 17th

Assigned Reading: From "Nursing Home Administration":

Management Functions – page 9-33 or 11-39

Communication Skills, Culture, etc. – page 45-72 or 54-84

8:30	AM	Comparing and Controlling Quality	1.0	Robert Lane
		15 minute AM Break per instructor ***(flexible)***		

Leadership & Professionalism

		Leadership (Roles & Styles)	1.25	Robert Lane
11:00	PM	LUNCH *(also flexible…)*		

Objectives:

Understand the following concepts/skills applicable to NAB Administrator standards - Domain 50 (Leadership and Management):

- Time Management Skills
- Problem Solving
- Cultivating Effective Relationships
- Managing Organizational Behavior
- Managing the Change Process

12:00	PM	Communicating Across Generations& Dimensions	1.5	Robert Lane
1:30	PM	BREAK		
1:45	PM	Food Safety & Sanitation	1.5	Leeta Harris

There is a WEEK OFF (Thanksgiving) prior to the Review

Day 17 Shepherd Mall OSBELTCA Conf Rm Thursday, Dec 1st

8:30 AM ***State Standards Review*** Gaylord "Z" Thomas
Alternative: If an instructor missed, this morning would be our last chance for them to re-present their material in which case, depending on the length of that presentation, the review would either follow or start in the afternoon…

This "review" for the state exam generally lasts about 2 hours (give or take, depending mostly on your questions). We usually offer to ALLOW students to take the test after this review on this day, after the review, to save some of you the trouble of driving back for the exam. *IT'S AN OPTION*…but we expect SOME will take it on this day (sometimes, MOST take it…). But, some people will prefer the extra time to study. If you intend to take the exam on Day 17, please inform OSBELTCA staff in advance (we will be asking…) so enough exams will have been prepared for the early exam option.

The question that inevitably comes up, "What if I fail?"
In that case, you would be required to pay the exam fee ($100) to retake the exam. One exam fee is included in the AU fees you paid up front. Only one. But, if you have kept up with the practice exams and have actually looked up the answers to those questions AND pay attention during the review, you should not

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Day 18 **Shepherd Mall – OSBELTCA Conf Rm (Suite 62) Thursday, Dec 8th**

10:00 AM ***State Standards Exam (one hour limit) – results sent by email, usually same day***