

Oregon Board of Nursing Home Administrators

MID-WAY AIT PROGRAM RECOMMENDATIONS

NAME: _____

1. Participate in [CNA class](#) or review training materials (40 hrs) + shadow a CNA (40 hrs)
2. Become knowledgeable about [consultant pharmacy role](#)
 - (a) Pharmacy (try to include a tour of the pharmacy)
3. Become knowledgeable about psychotropic drugs in geriatrics & [F-tag 329](#); [Ref. #2](#)
4. Become knowledgeable about the following services:
 - (a) Nursing
 - (b) Activities (try to lead an activity)
 - (c) [Social Services](#) (also Discharge planning/Dental/Vision/Hearing services)
 - (d) Dietary – sample the food textures (puree, thickened water, etc.)
 - (e) Rehab & Restorative
 - (f) Human Resources (hiring, firing, discipline, etc.) [Oregon BOLI](#)
 - (g) Medical Records
5. Become knowledgeable about [role and function of medical director](#)
 - (a) Learn more about [F-tag 501](#)
6. Increase knowledge about [gerontology](#)
7. Increase knowledge about Medicare/Medicaid process and forms (financial knowledge, billing, collections, etc.)
8. Visit facility(ies) certified for [Medicare](#)
9. Visit facility(ies) certified for [Medicaid](#)
10. Visit [not-for-profit](#) nursing facility
11. Visit [for-profit](#) nursing facility
12. Be involved in mock survey or visit another facility to participate in survey
13. [Review LTC rules](#), interpretive guidelines & compare to facility procedures
14. Meet with [local ombudsman](#) and learn more about the program
15. Spend a night in the facility to gain a better understanding of the residents' perspective
16. Increase knowledge about [disaster planning and preparedness](#)
17. Increase knowledge about culture change (person-centered care) movement
[Reference #1](#); [Ref. #2](#)
18. Interview a [union](#) / non-union building administrator by phone or in person. [Ref. #1](#)
19. Increase knowledge about cultural diversity relating to both residents and staff
[Reference #1](#); [Ref. #2](#); [Ref. #3](#); [Ref. #4](#)
20. Begin preparing for the national examination by reviewing the bibliography page in the [NAB Examinee Handbook](#). **Recommended publications:** *Nursing Home Administration* by James Allen and the *NAB Study Guide – How to Prepare for the Nursing Home Administrators Examination*. **Sources:** [Reference #1](#); [Ref. #2](#)