



**Oregon Health Licensing Agency  
Nursing Home Administrators Board  
Education & Examination Committee Meeting**

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Date: March 30, 2011

Members Present: Kevin McNamara  
Nicole Burnham  
Lynn Howe

Members Absent: Nicolle King Deering

Staff Present: Cerynthia Murphy, Qualification Analyst  
Sinnamon Harris, Board Specialist

Guests Present: None

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Lynn Howe called the Nursing Home Administrators Board Education/Examination Committee meeting to order at 10:07 am, March 30, 2011 at the Oregon Health Licensing Agency (OHLA), Rhoades Conference Room, 700 Summer Street NE, Salem, Oregon. The purpose of the meeting was to continue to review and discuss the AIT program.

Cerynthia Murphy, Qualification Analyst, started the work session by presenting a sample of the AIT training program packet and provided a brief overview of the additional documentation that will be modified and incorporated into the packet to streamline the training process. She reviewed the contents of the packet which includes: the AIT and preceptor letter, training packet information, instructions, training forms, trainee report - midway, training report - completed, midway interview request form, and the training tracking tool. Murphy explained the additional documentation needing modification which includes the goals of the training program, inventory and orientation tools and examination information.

**AIT Interview Questions Discussion**

The committee reviewed modifications to the midway interview questions, (numbers six and eight), and recommended their use during the next board meeting midway interviews. The committee had a discussion regarding the intent of the questions each board member formulated. They wondered if there was a “wrong” answer and how or when the board may offer feedback or guidance to the AIT, i.e. during, or after the interview. Murphy suggested examples of correct responses after each question and explained the responses have no bearing on obtaining licensure; however, the board may make recommendations regarding the training. The committee recommended moving the discussion onto the agenda for the next full board meeting on April 13, 2011.

### **Goals, Guidelines, and Roles Discussion**

Murphy stated the object was to review the goals found in the information letter in the AIT Training Program Packet and the Goals of Administrator-in-Training Program document currently being provided to AIT trainees and combine them into one comprehensive document to include in the AIT Training Packet. The committee made the following changes:

- Removed the “learning goals” and “confidentiality and the role of the Administrator-In-Training sections from the information letter in the new AIT-Training Packet;
- Eliminated those preceptor guidelines found unnecessary and redundant from the Goals of Administrator-in-Training Program document;
- Revise the opening paragraph above the goals section.

### **Combining the Forms of Inventory and Orientation Discussion**

Murphy presented her preliminarily combined document named, “AIT Inventory and Orientation Tool.” The AIT Inventory of Knowledge, AIT Orientation Program Tool, and AIT Program Tool Kit will all be folded into one comprehensive document; the “AIT Inventory and Orientation Tool.” The committee carefully reviewed and made changes to the Resident Care, Quality of Life, Human Resources, and the Finance domains, the subsection and content within each subsection.

Murphy stated for the next committee meeting on June 8, 2011:

- Murphy will make revisions to the opening paragraph and the index of topics to the “AIT Inventory and Orientation Tool” to assist the committee with the continued review.
- The committee will be reviewing AIT examination information. There are several documents which contain information about the examination; Murphy combined the documents to create one comprehensive document to be included in the AIT training program packet.
- Review the Training Application and File Checklist which Murphy made changes to pursuant to the last committee meeting – which will be provided to the Legislation & Rules Committee along with recommendations for changes to the application requirements.

Murphy explained additional research would need to be completed pertaining to the committee’s previous discussion regarding requiring completion of a bachelor’s degree prior to application as an AIT. Murphy stated there are currently no minimum educational requirements to become an AIT. Murphy stated she would be conducting a survey of other states and reporting the survey results to the committee. The committee recommended bringing the topic up for discussion at the April 13, 2011 board meeting asking for feedback from the board if not completing the bachelor’s degree has ever been an issue. AIT must complete bachelor’s degree before taking the examination.

The meeting adjourned at approximately 2:08 pm.

Prepared by: Sinnamon Harris, Board Specialist