



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

Date: August 26, 2010

Committee Members: Lynn Howe, Committee Facilitator
Nicole King Deering

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

Public Attendees: Stan Smith

The Nursing Home Administrators Board, Qualification & Examination Committee, met on August 26, 2010, at 10 am in the Oregon Health Licensing Agency (OHLA), Rhoades Conference Room, 700 Summer St NE, Salem, Oregon.

The purpose of the committee meeting was to review and discuss the AIT training program to include requirements within the domains of practice, reporting forms, and surveys.

Preceptor Exception

The committee reviewed an exception request from a current administrator to become a preceptor. The committee reviewed and discussed the merits of the case and will recommend to the full board to approve the exception request.

Training Waivers

Cerynthia Murphy, Qualification Analyst, presented the committee with a Nursing Home Administrators Board Waiver Request Form that was developed to assist the agency when processing the requests. The form includes standardized information which outlines exactly which hours can be waived for a currently licensed LPN, RN, or CNA and what official verifications are required. The committee approved the form.

AIT Training

AIT Training Packet

The committee started with the review and discussion of the AIT Training Packets. Murphy explained how the packet encompassed the five domains of practice and broke down the content the AIT is required to complete and gain competence. The packet includes the following:

- **Training Overview** – explains the required training, including domains and hours, the role of the preceptor and the AIT, learning goals and confidentiality

- **Certification of Training Form** - separates the specific content and hours of training within each of the five domains in a checklist format. This form is required to be signed by both the AIT and the preceptor certifying the specific content and hours in the training program have been completed.
- **Trainee Report** – summarizes the overall training hours completed. This form is required to be signed by both the AIT and the preceptor certifying the training hours.
- **Training Tracking Tool** – this form is recommended to AITs for tracking training hours and content on a daily basis to assist them in completing the required Certification of Training Form and Trainee Report.

Below are some of the highlights of changes to be made/or were made to the forms and discussion: (NOTE: Cerynthia Murphy made some changes directly to the form during the committee meeting.)

Certification of Training Form

1. Number each line of content in the domain
2. Add pharmacy visit and overnight stays as “required”
3. “Visits” change from optional to recommended visits
4. Add “role of the consultant pharmacists” to page 2 of 7
5. Add “resident overnight experience” to page 1 of 7
6. Under Visits: add “Pharmacy specializing in long-term care”
7. Add “F-tags” links (F-tags are federal rules). Stan Smith, public member, was asked if there are any questions on the national examination regarding “F-tags.” Mr. Smith stated that on the national examination there are questions related to “F-tags.”
8. Add HIPAA (Health Insurance Portability and Accountability Act) to page 6 of 7
9. Add MDS (Minimum Data Set) requirement to page 1 of 7
10. Add Qi/Qm (Quality indicators/quality measures) Five Star Rating System to page 2 of 7

Training Tracking Tool

1. Remove “Skill in:”

Murphy provided copies of forms currently sent to AITs which include the Log of Experience, Sample Administrator-in-Training Plan and the Completed or In Progress Checklist.

Murphy clarified additions made to the new Certification of Training Form such as “experience and observations” which were derived from the Log of Experience Form.

Murphy asked if specific items, such as “Veterans Services,” on the Sample Administrator-in-Training Plan should be added to the new Certification of Training Form. The committee felt that the sample AIT plan was just a process for training and the items did not need to be added to the new form.

The committee pointed out that all information on the Completed or In Progress Checklist was added to the new Certification of Training Form, including “F-tags,” National Administrators Board and state material links, but excluded any “recommended publications” endorsing private companies.

After review and discussion the committee determined the new AIT Training Packet covers all content in the Log of Experience, Sample Administrator-in-Training Plan and Completed or In Progress Checklist and the three forms will no longer be required.

The committee will recommend the AIT Training Packet to the board with the changes indicated above.

AIT Training Letter

The committee reviewed and discussed the letter sent out to the AITs along with the AIT Training Packet. Points noted and recommended changes were:

1. Begin letter with, “enclosed is your AIT packet which includes. . .”
2. Change “your mid-way interview may be held at any point during your training period” to “The mid-way interview is *required* and may be held at any point during your training period.”
3. Remove the paragraph of the letter that starts, “The Board believes ethics and CNA training”.

Preceptor Letter

The committee reviewed and discussed the preceptor letter that is sent out at the same time the AIT Training Letter and Packet are sent out. Points noted and recommended changes were:

1. Preceptor letter should reference and provide the Certification of Training Form.
2. Preceptor letter should emphasize that the Certification of Training Form included the content and hours the AIT is required to obtain training.
3. Preceptor letter should state, “the AIT has been provided with a packet which includes. . . “
4. Preceptor letter should state, “it is the responsibility of both the AIT and the preceptor to ensure that training is complete.”
5. Remove “Ethics Essentials and Values” paragraph.
6. Remove “Overnight Stay from a Resident’s Perspective” paragraph.
7. “AIT Program Orientation Tool” paragraph to be reviewed at the next meeting by Faraz Ahmed, as he is an administrator, to see if the tool is helpful or not.
8. The committee members asked Murphy if she could find out how many Web site “hits” OHLA/NHAB/docs/Ait/overnight_stay_an_Aits_perspective_web.pdf get in a month.
9. The committee members asked Murphy if she could find out how many Web site “hits” the study guide on the NHAB OHLA Web site receives in a month and wondered who had created the study guide and how is it updated? The last revision was June 2007.

Mid-way Interview Request Letter

The committee reviewed and discussed the mid-way interview request letter.

1. Two corrections: remove extra number “30” and “bing” to being.

The committee will recommend the AIT, Preceptor and Mid-way letters to the board with the changes indicated above.

AIT Program Survey

Based on the committee’s previous recommendation to the board to create a survey to be sent once individuals obtained licensure. The committee reviewed and discussed the AIT Program Survey submitted by agency staff and noted the following changes:

1. Questions 11 & 12: modify to read, “materials and information” instead of AIT Packet.
2. Survey will be mailed out with license w/self-addressed envelope.
3. Report with data from the surveys will be once a year.

The committee will recommend the AIT, Preceptor and Mid-way letters to the board with the changes indicated above

Murphy stated she will be going through the initial checklist of required items at a future date to discuss with the committee. The initial checklist includes timelines for applicant submission of reference letters, resume, interest narrative, transcripts, etc.

Limited Licenses

The discussion concerning limited licenses was brought up at the last board meeting and referred to this committee. However, due to time constraints the committee was unable to review this issue and will add it on to the agenda for the next committee meeting.

The committee requested the agency research and report prior to the next meeting if Oregon is the only state with this type of license.

Committee members stated they will check their calendars and calendar-up another meeting sometime in mid-November.

The committee meeting adjourned at approximately 1:28 p.m.
Prepared by: Sinnamon Harris, Board Specialist