



**Oregon Health Licensing Agency
Nursing Home Administrators Board
Legislation & Rules Committee**

Date: September 21, 2011

Members Present: Kathleen Elias
Arlene Gardner
Nicole Burnham

Members Absent: Lynn Howe

Staff Present: Sylvie McMillan, Fiscal Services and Licensing Manager
Sinnamon Harris, Board Specialist

Guests Present: None

Kathleen Elias called the Nursing Home Administrators Board Legislation & Rules Committee meeting to order at 9:04 am, on September 21, 2011, at the Oregon Health Licensing Agency (OHLA), Rhoades Conference Room, 700 Summer Street NE, Salem, Oregon. Roll was called.

The purpose of the meeting was to focus on the review and revision of the Administrator-in-Training (AIT) registration and program requirements along with the preceptor registration and program requirements. The committee members were provided with the following documentation for review prior to the meeting:

- a. A working copy of the administrative rules OAR 853-010-0060 regarding AIT and preceptors.
- b. NHAB issue statement dated 7/14/10 regarding the approval of waiver request.
- c. NHAB issue statement dated 10/13/11 regarding the approval of AIT forms and survey process.
- d. Copy of the AIT packet of forms, revised to date, by the Education and Examination Committee.

AIT Registration and Program Discussion

The committee, working with McMillan, re-organized the framework of the AIT registration and program for clarification and to streamline the process for new registrants. The Education and Examination Committee had revised the AIT forms to include a Certificate of Training form to be completed and signed off by both the AIT and Preceptor. It was necessary to review and revise those sections of the administrative rules that had become unnecessary or outmoded.

- The committee recommended a minimum of six months and no more than two years for completion of AIT program.
- The committee reviewed the waivers for a CNA, LPN, or RN, that had already been approved by the board on July 14, 2010. After discussion, the committee decided to recommend the following revisions or additions:

- a. A revision to discontinue the 50 per cent allowance for an LPN or RN, pertaining to the resident care and quality of life domain, and instead to allow: “up to 160 hours if the AIT is currently licensed and has no unresolved or outstanding disciplinary actions and has three years of experience within the last five years as a LPN or RN of a long-term care facility.”
- b. Add clarification of the type of documentation needed for proof of CNA training to include the “certificate of completion” or “current CNA certification.”
- c. After much discussion the committee decided to remove the exemption for CNA training if an AIT “is training in a facility that does not have a CNA class or is not located within 60 miles of a facility with a CNA class”.

Preceptor Registration and Program Discussion

Recognizing the importance and the responsibility of the role of a preceptor, the committee made the following revisions or additions:

- a. Preceptor may train only one AIT at a time.
- b. Preceptor must sign the Certificate of Training completion form.
- c. The preceptor must have attended a Board-approved workshop for preceptors, in Oregon, within three years of the date of application for registration as a preceptor.
- d. In order to maintain current registration with the agency as a preceptor the preceptor must attend a Board-approved workshop for preceptors, in Oregon, every three years.

Interviews Discussion

The Legislation and Rules Committee discussed in great length the purpose, outcomes, and traditions behind the AIT interviews. Recognizing that the board may have strong attachments/feelings to the interview portion of the board meetings, Kathleen Elias requested the issue be placed on the next board meeting’s agenda for October 12, 2011 for discussion. Nevertheless, the committee recommended the discontinuation of *any* interviews for the following reasons:

- a. Other states do not require AIT interviews with the board.
- b. The revision of the Certificate of Training form and the tightening of preceptors continued training have alleviated the board’s purpose in using the AIT interview to flesh-out concerns with preceptors not performing their responsibilities towards the AIT.
- c. The surveys provided the AIT upon full licensure will be provided to the board on an annual basis for review, thus, adding another avenue to monitor preceptor’s performance. (Note: the agency will provide immediate feedback to the board if surveys indicate any recurring problems that warrant the board’s attention).
- d. The board cannot prohibit an AIT candidate from obtaining licensure nor taking the examination based on the outcome of any interview.
- e. It appears that engaging the board with an AIT through the interview process is steeped in tradition that does not have any bearing on licensure requirements.

The meeting adjourned at approximately 2:09 pm.

Prepared by: Sinnamon Harris, Board Specialist

