

—EXAMPLE—

Training Report & Log of Experiences

Board of Examiners of Nursing Home Administrators

Trainee Report # _____

Trainee Reports are to be sent in accordance with instructions from the Executive Officer's letter to the AIT upon receipt of the registration form. The Trainee Report should be used to list experience gained during the AIT period.

Attached is an example of a Trainee Report form. It is recommended that you keep a daily record of your training experiences to facilitate preparation of your training report.

Reports should be mailed to the Board of Examiners of Nursing Home Administrators, 800 NE Oregon, Suite 407, Portland, OR 97232.

Date Report Due _____

AIT NAME		
	First	Last
Home Address		
City, State, Zip		
Home Phone		
Training Facility		
PRECEPTOR		
	First	Last
Street Address		
City, State, Zip		
Facility Phone		

This report covers the period from:

TO BE COMPLETED BY THE AIT

During this period I received _____ hours of AIT training.

During this period I worked _____ days per week.

Signature of AIT _____

TO BE COMPLETED BY THE PRECEPTOR

I certify that the AIT under my supervision has received the training described within this report and has completed the hours of training and worked the days indicated above.

Signature of Preceptor

Date

Log of Experiences

Name:John Doe	Report #:2	Hours Completed:312
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Domain/Rotation Administration

Hours Completed: 72

Dates: November 15, 29, December 5, 14, 20-21, January 4, 14, 17

- Areas of Training:**
- AIT Module-Workers Compensation
 - AIT Module-Strategic Planning
 - AIT Module-Culture and Leadership
 - AIT Module-Accounts Receivable
 - AIT Module-Philosophy and Leadership
 - AIT Module-Bookkeeping and Accounting
 - AIT Module-Profit and Loss
 - Complaint survey
 - Assisted with wage analysis
 - Participated in emergency response team drills
 - Director of Operations site visit
 - Visited CCRC—not-for-profit

Experiences and Observations: I have really enjoyed the first two quarters of training. Most of the first three months, I was completely lost. Now as I look back on my second quarter, I realize that I am learning and understanding more the area of administration, leadership, and management. Additionally, in visiting other facilities, I have learned that the responsibilities of various department heads change from building to building.

Domain/Rotation Medical Records

Hours Completed: 24

Dates: November 30, December 3, 4

- Areas of Training:**
- Reviewed and participated in putting new resident admit charts together
 - Reviewed regulations pertaining to medical records and HIPAA
 - Reviewed HIPPA confidentiality requirements and assessed compliance
 - Completed several chart audits for completeness and compliance
 - Reviewed the information flow for resident medical information
 - Discussed records disposal and timelines
 - Assisted with PPS review

Experiences and Observations: As mentioned in my last report, medical records hold vital information. In order to provide the best care possible these records must be accurate and charts complete. From family contact information to medications and treatments each piece needs to be in its appropriate place at set times. Making sure MDS assessments are completed during the correct timeframe will ensure that we are in compliance with Medicare and that the resident is getting the treatment they need and deserve.

Log of Experiences

Domain/Rotation **Bookkeeping**
Hours Completed: 32
Dates: December 6-7, 10, 11
Areas of Training: • Participated in the triple check process
 • Processed resident trust accounts
 • Prepared banking deposits
 • Prepared forms for billing insurance
 • Entered charges on private pay accounts
 • Reviewed all business office and bookkeeping policies and
 procedures
 • Reviewed reimbursement rates for Medicare and Medicaid
 • Reviewed authority limits, budgets and spending
 • Reviewed and participated in capital expenditure request
 • Reviewed petty cash policy and reconciliation process
 • Participated in the billing cycle
 • Ensured all billings were complete and accurate

Experiences and Observations: The bookkeeper position can make or break an organization. Correct coding, documenting and keeping on top of insurance companies and private pay accounts is vital to collecting funds in an accurate and timely manner

Domain/Rotation **Nursing**
Hours Completed: 112
Dates: December 27, 28, January 7-8, 10-11, 15-17, 21-25
Areas of Training: • Shadowed charge nurses
 • Participated regularly in 24 hour reporting process and daily
 chart review
 • Participated in several utilization reviews
 • Shadowed DNS
 • Observed in servicing of new policies and procedures
 • Participated in mock survey
 • Shadowed RCMs during through their day and duties
 • Conducted various room and chart audits
 • Participated in multiple QA meetings
 • Reviewed the staffing requirements and upcoming changes
 • Completed MDS
 • Reviewed and participated in the PPS and RUGs
 • Reviewed RAI manual for MDS, Raps, triggers
 • Participated in creating, reviewing and auditing care plans
 • Reviewed previous surveys and trend f-tags
 • Participated in QA/QI meetings and review reports
 • Observed psychotropic drug review meeting with pharmacist
 and team

Experiences and Observations: I have barely started my rotation in the nursing department and already I can see how many integral parts there are. Every discipline interacts with this department and it is the hub of the facility. Awareness, accuracy, documentation and follow through are vital.

Log of Experiences

Domain/Rotation	Admissions
Hours Completed:	32
Dates:	January 16, 18, 26-2
Areas of Training:	<ul style="list-style-type: none">• Reviewed and participated in completing admit paperwork• Participated in taking admission and inquiry phone calls• Reviewed and participated in arranging home health for discharging residents• Took admissions weekend call• Facility tours and informational discussions with potential residents and families.
Experiences and Observations:	My admissions rotation was very busy but also very enjoyable. In this position you have the first contact with residents, families and discharge planners. Taking weekend call was an additional challenge. I learned a lot about determining acuity, bed availability and resident compatibility in assigning rooms.

Domain/Rotation	Activities
Hours Completed:	40
Dates:	December 17, 18, 19, 24, 31
Areas of Training:	<ul style="list-style-type: none">• Reviewed overall activity program• Read and reviewed the purpose and function of the activity program• Performed assessment for resident needs and activity level• Read and reviewed the activity director ob description• Assisted with communicating activities with residents and staff• Observed and participated in multiple group activities• Observed, participated and documented one on one activities• Reviewed Resident Council procedure/process• Reviewed past several Resident Council meeting minutes
Experiences and Observations:	Although the degree may vary, participating in activities is something that just about every resident wants to do. For many it is the highlight of their day, possibly their week. Maintaining a balanced activity calendar that is interesting and has a wide variety of activities along with ensuring that the type of activities are appropriate is key to maximize participation and enhance resident lives.