



# Oregon

Board of Examiners of Nursing Home Administrators  
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## Continuing Education Guidelines

Revised 7.9.2008

The Board of Examiners of Nursing Home Administrators has adopted the following policy related to continuing education (CE) for nursing home administrators. From the guidelines listed below, the administrator will be responsible for deciding what type of continuing education course to take. Primary consideration should be given to courses dealing with the planning, organizing, directing and controlling the operation of a nursing facility. Essentially, your continuing education should enhance and improve upon your knowledge and skills as a nursing home administrator.

When determining whether or not an activity qualifies, you should question whether activities:

- Relate to long-term care
- Relate to nursing home administration
- Enhance your knowledge, skill and/or ability as a nursing home administrator

The following areas will be considered for approval:

### **PATIENT CARE**

- Nursing Services
- Social Services
- Food Services
- Physician Services
- Social and Therapeutic Recreational Activities
- Medical Records
- Pharmaceutical Services
- Rehabilitation Services
- Residents Rights/Abuse

### **PERSONNEL MANAGEMENT**

- Maintaining a positive atmosphere
- Evaluation procedures
- Recruitment of staff
- Interviewing and hiring staff
- Staff development and training
- Personnel policies
- Health and safety

### **FINANCIAL MANAGEMENT**

- Budgeting
- Financial planning
- Asset management
- Accounting
- Managed care
- PIF (personal incidental funds)
- Medicare/Medicaid

### **MARKETING AND PUBLIC RELATIONS**

- Public relations activities
- Marketing program

### **PHYSICAL RESOURCE MANAGEMENT**

- Building and grounds maintenance
- Environmental services
- Safety procedures and programs
- Fire and disaster plans

### **LAWS, REGULATORY CODES, AND GOVERNING BOARDS**

- Rules and regulations Governing boards

### **LEADERSHIP AND MANAGEMENT**

### **GERONTOLOGY**

### **CONTINUOUS QUALITY IMPROVEMENT**

### **SURVEY PROCESS**

### **ETHICS – PERSONAL AND BUSINESS**

### **APPLICABLE COMPUTER EDUCATION**

### **PREPARATION FOR OTHER STATE EXAMS**

## **General Information**

**Attendance Verification:** It is the responsibility of the administrator to evaluate and determine appropriate CE activities and to secure and retain proof of completion or attendance at such activities. The following attendance documentation is generally accepted:

- Certificate identifying the activity, date(s), hours attended/completed
- Letter signed by the provider or party in charge identifying the activity, date(s), hours attended/completed
- Copy of attendance roster verifying your attendance together with an agenda or itinerary that identifies the activity and hours attended

**Contact Hours:** The Board will accept one hour for each contact hour of attendance. A contact hour is the actual time that one spends in an activity excluding coffee breaks, lunch, registration time, etc. Partial contact hours will be accepted, however, at no less than 15-minute increments (e.g., .25 hr. = 15 minutes; .50 hr. = 30 minutes; .75 hr. = 45 minutes).

**Activity Approval:** The Board may review and approve CE activities for those administrators who are in doubt about the applicability of an activity or verification of attendance/participation. Provider/sponsor requests for approval of a continuing education activity shall be submitted prior to the date of the activity on a form approved by the Board. Contact the Board office at 971-673-0196 if you have questions or for guidance in determining whether a CE activity qualifies for credit.

*The Board will audit a percentage of licensees to determine compliance with CE requirements. Those licensees selected for audit will be notified in writing at renewal and asked to remit attendance verification documents together with the CE Report Log. Licensees are advised to retain their CE attendance verification documents until such time that their license has been renewed.*

## **CE Requirements**

- **Active Status:** "Active" administrators must accrue 60 hours of CE during the two-year license period and shall report these hours at renewal on a form provided by the Board. Refer to the table below for a breakdown of the General and Ethics requirements.
- **Inactive Status:** "Inactive" administrators must accrue 30 hours of CE during the two-year license period and shall report these hours at renewal on a form provided by the Board. Refer to the table below for a breakdown of the General and Ethics requirements.
- **New Licensees:** New administrators' CE requirements are pro-rated based on the date of initial licensure. Pro-rated CE requirements must be completed during the remaining months of the license period and shall be reported at renewal on a form provided by the Board. Refer to the table below for a breakdown of the General and Ethics requirements.

<b>CE REQUIREMENT TABLE (Hours)</b>		
<b>CE Required</b>	<b>Category</b>	
	<b>General</b>	<b>Ethics</b>
60	55	5
45	41	4
30	27	3
15	15	0
7	7	0

## **CE Activities and Credits**

- **College Courses:** The Board will grant 10 hours of continuing education credit for each college credit that relates to the previously identified CE areas (e.g., 3 college credits = 30 contact hours). Verification of course completion will be required. The course completion date must fall within the current license period to qualify for credit.
- **Preceptor Credit:** A licensee serving as a preceptor will receive 5 hours of continuing education credit for each 160 hours of time an AIT spends in training, not to exceed 30 hours per license period.
- **Self-Directed Activities:** Reading, listening to audiocassettes, or watching videotapes related to the previously identified CE areas will be considered for approval. Self-directed activities are limited to a maximum of 6 hours for Inactive licenses and 12 hours for Active licenses during a two-year license period. A *Self-Directed Continuing Education* form must be completed to qualify for credit. A copy of the aforementioned form may be downloaded at <http://oregon.gov/NHABD>.
- **Course Instructor Credits:** Course Instructors may claim a maximum of 12 hours during a two-year license period for research and course preparation. Instructors may not claim credit for repeated instruction of same course during the license period unless course changes require additional research and preparation. A *Self-Directed Continuing Education* form must be completed to qualify for credit. A copy of the aforementioned form may be downloaded at <http://oregon.gov/NHABD>.
- **Corporate Training:** The Board will accept seat time for in-service and corporate training activities that relate solely and specifically to nursing home administration. Registration, meal, and rest breaks do not qualify for credit.
- **In-Service Training:** Participation in administrator or in-service training. Verification may be in the form of a letter, certificate, or an attendance roster together with the training agenda or itinerary. Registration, meal, and rest breaks do not qualify for credit.
- **State Licensing Exams:** Ten hours of CE credit will be awarded to an administrator for studying for and passing the licensing examination in another state. Open book examinations do not qualify for credit. Verification of this study will be a copy of your license from the other state.
- **NAB-Approved Activities:** The Board will accept CE credit for all NAB (National Association of Boards of Examiners of Long-Term Care Administrators) approved activities. Certificate of attendance/completion required.
- **Professional Association Activities:** The Board will accept CE credit for activities approved by the two professional associations: Oregon Health Care Association (OHCA) and Oregon Alliance of Senior and Health Services (OASHS). Certificate of attendance/completion required.
- **Internet, Correspondence, and Telecourses.** The Board will accept completion of correspondence, telecourses, or Internet courses. Certificate of participation/completion required.
- **Seminars, Workshops, etc.:** The Board will accept attendance at seminars, workshops, or institutes. Verification may be in the form of a letter, certificate, or an attendance roster together with the activity agenda or itinerary. Registration, meal, and rest breaks do not qualify for credit.

Contact the Board office at 971-673-0196 if you have questions or for guidance in determining whether a CE activity qualifies for credit.

### **License Activation CE Requirements**

A licensee who transitions from Active to Inactive status or vice versa during a license period shall complete the following CE requirements:

- A licensee who works in Oregon as an administrator for twelve or more months during a two-year license period must complete 60 hours of CE (55 general hours + 5 ethics hours).
- A licensee who works in Oregon as an administrator for less than twelve months during a two-year license period must complete 30 hours of CE (27 general hours + 3 ethics hours).

### **CE Carryover**

- **Active Status:** No more than 10 hours of CE may be carried over to the next license period when an Active licensee exceeds the 60-hour CE requirement in a report period. **Note:** Ethics hours shall be carried over as general credit hours.
- **Inactive Status:** No more than 5 hours of CE may be carried over to the next license period if an Inactive licensee exceeds the 30-hour requirement in a report period. **Note:** Ethics hours shall be carried over as general credit hours.

### **CE Deadline for Active NHAs**

An "Active" licensee must complete and report all CE hours by June 30 of the odd-numbered year. NHAs who fail to complete the CE requirement by June 30 may elect to either pay a \$10 per credit hour penalty fee or reinstate the license for a fee of \$425, provided reinstatement occurs within 12 months of license expiration. If the renewal fee has been submitted and the licensee chooses to reinstate, the renewal fee shall be applied toward the reinstatement fee.

### **CE Deadline Inactive NHAs**

An Inactive licensee is allowed a one-year grace period from the date a license expires to satisfy the CE requirement without paying a penalty, or they may elect to reinstate the license within one-year of expiration for a fee of \$425. If the renewal fee has been submitted and the licensee chooses to reinstate, the renewal fee shall be applied toward the reinstatement fee.



Continuing education information and forms  
may be accessed at

<http://oregon.gov/NHABD>

or contact the Board office at 971-673-0196  
for assistance.

## OREGON BOARD OF NURSING HOME ADMINISTRATORS

### CONTINUING EDUCATION ETHICS GUIDELINES

The Oregon Board of Examiners of Nursing Home Administrators (OR BENHA) recognizes the importance of making known to the profession and to the general public the ethical principles that guide the work of Nursing Home Administrators.

These ethics guidelines serve as a resource for identifying Oregon Nursing Home Administrators' (NHA) ethics-related continuing education (CE) activities. The guidelines describe CE activities that may change periodically based on industry and resident need.

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#### ***OR BENHA Ethics Statement***

*Nursing Home Administrators should strive to set standards that support excellence and integrity. A culture of "corporate/facility" ethics is built on a strong foundation of "personal" ethics. The nature of the Administrator's position dictates a high level of respect for others and the confidentiality and privacy of employees, residents, and their families.*

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Areas for ethical opportunity exist in many CE activities; however, discretion should be exercised to ensure that ethics activities have a significant and identifiable ethical element and value to NHAs and that promote high standards of practice.

#### **Areas typically considered for ethics credit include:**

- Abuse and neglect
- Business ethics
- Conflict of interest
- Criminal Records Background training
- Cultural competency and diversity
- Culture-change and person-centered care
- Disaster and emergency preparedness
- End of life decision making
- Ethical decision making with residents and families
- Ethical issues in grief, death, and dying
- Ethical issues in pain management
- Ethical issues in palliative care

- Ethical issues with AIDs, etc.
- Ethics in health services and health disparities (health care access)
- Financial business ethics
- Financial exploitation
- HIPPA and privacy ethics
- Hospice and end-of-life care
- Leadership and management ethics
- Personal ethics
- Resident dignity and vulnerability

Contact the board office at **971-673-0196** if you have questions about ethics-related activities.