



October 11, 2006, Quarterly Meeting

MINUTES

Convened

The meeting convened at 8:30 a.m. in room 445 of the Portland State Office Building.

Members Present

Rob Hays, NHA, Chair; Anita Schacher, NHA, Vice Chair; Jim Bagley, Public Member; Margaret Clark, Public Member; Larry Davy, NHA; Kathleen Elias, RN; George Gerding, R.Ph; Ronald Gilson, MD; Dolores Hubert, Public Member

Members Absent

None

Others Present

Janet Bartel, Executive Director, BENHA; Carol Parks, AAG, DOJ; Kent Emry, NHA, Sheridan Care Center; Hope Fredrickson, NHA, Sherwood Park Nursing & Rehab Center

Adoption of October 11, 2006, Agenda

Hubert requested the addition of a discussion item regarding cultural diversity issues within long-term care facilities. She believed this to be an area of training that administrators should be encouraged or required to complete. She referred to a publication titled [*Caring for Patients from Different Cultures*](#) written by Geri-Ann Galanti and remarked on the effect that the changing diversity of Oregon's population will have on numerous areas within the facility such as caregiving, dietary, and the environment. She wondered whether the Board should consider an in-service training or continuing education requirement to encourage administrators to prepare for the challenges of meeting the needs of a diverse population. Bartel suggested that it might be considered as an addition to the AIT Recommendation Checklist. She added that she currently considers cultural diversity continuing education activities for ethics credits. When questioned, Bartel advised that there are numerous local activities focused on cultural diversity each year with even more training opportunities available online.

Ronald Gilson advised that he has encountered two separate facility episodes involving patient care and requested a discussion under New Business concerning the Reliability of Medical Care.

Action: George Gerding moved to accept the agenda with the aforementioned additions. Margaret Clark seconded and the motion passed unanimously.

Approval of July 12, 2006, Minutes

Action: Larry Davy moved to approve the July 12, 2006, minutes as submitted. Kathleen Elias seconded and the motion passed unanimously.

Ratification of New Licenses

Action: Dolores Hubert moved to ratify the following licenses as issued. Jim Bagley seconded and the motion passed unanimously.

Licenses Issued From July 2006 To October 2006

<u>LICENSEE NAME</u>	<u>LIC. NO.</u>	<u>LIC. TYPE</u>	<u>ISSUE DATE</u>
Bruso, Kevin	2414	NHA	09/18/2006
Curtis, Leann	655	Provisional	09/17/2006
Dawson, Nathaniel	2409	NHA	08/04/2006
Dezember, Duffy	653	Provisional	07/24/2006
Ho, Bronson	2411	NHA	08/23/2006
Ledford, Katharine	2413	NHA	09/13/2006
Oltman, Craig	656	Provisional	10/08/2006
Pewtress, Sharon	2412	NHA	08/28/2006
Redberg, Nathan	654	Provisional	08/12/2006
Sinclair, Charles	652	Provisional	07/20/2006
Walker, Karen	2410	NHA	08/04/2006

AIT Midway Recommendation Checklist: Review and Updates

Hays suggested the Board begin with consideration of Hubert's earlier cultural competency recommendation. The Board approved the following changes to the AIT Recommendation Checklist:

- Move item 4(d) and append to item #2
- Move item 4(e) and append to item #4(c) listed as "(including dental, vision, and hearing care)"
- Add the language "and Restorative" to item 4(g)
- Combine items 7, 8, and 9 under the heading "Increase Medicare/Medicaid accounting and financial knowledge"
- Add an item recommending the AIT "Interview the administrator of a union/non-union building"
- Add an item recommending the AIT "Increase knowledge about cultural diversity and the challenges of meeting the needs of a diverse and changing population"
- Add an item recommending the AIT "Begin preparation for the national examination by reviewing and selecting the appropriate reference materials listed in the *NAB Information for Candidates* bibliography. **Recommended:** *Nursing Home Administration* publication by James Allen and the *NAB Study Guide* publication located on the NAB website."

Also approved:

- Include a statement in the midway recommendation letter directing the AIT to the Training page on the Board's website at www.oregon.gov for links to information on the Board's recommendations

The Board discussed creating a handout or other publication providing information on the items listed on the AIT Recommendation List. Hays suggested including the AMDA website address as a reference for the F-Tag 501 information. During discussion, the Board agreed it to be more practical to post the new AIT Recommendation List online with hyperlinks to pertinent information. Bartel asked the Board to provide hyperlinks and information that may be used in the development of the website version of the Recommendation List.

Mid-Way Interviews

Action: Mid-way interview candidates were approved with the following recommendations:

John Buckley – Eugene Rehab & Specialty Care

- Complete the CNA training requirement (40 hours shadowing a CNA)
- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
 - Nursing
 - Social Services (learn more about dental/vision/hearing services)
 - Pharmacy (try to include a tour of the pharmacy)
 - Dietary – sample the food textures (i.e., puree, thickened water, etc.)
 - Rehab
- Continue to increase your knowledge of gerontology
- Increase knowledge about Medicare and Medicaid process and forms
- Increase financial knowledge (i.e., billing, collections, review of financial forms, etc.)
- Visit facility(ies) certified for Medicaid
- Visit for-profit nursing facility
- Continue to review LTC rules, interpretive guidelines and compare to facility procedures
- Meet with local ombudsman and learn more about program
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Increase knowledge of the culture change--person centered care--movement (www.pioneernetwork.net)

Dan McLaren – Rogue Valley Manor

- Participate in CNA training class or review training materials for 40 hours and shadow a nurse for 40 hours
- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
 - Nursing (RCM and DNS roles)
 - Social Services (including dental/vision/hearing services)
 - Pharmacy (try to include a tour of the pharmacy)
 - Dietary - sample the food textures (i.e., puree, thickened water, etc.)
 - Rehab and restorative care
 - Human Resources (including BOLI and labor laws)
 - Medical Records
- Become knowledgeable about role and function of medical director (learn about F-Tag 501)
- Increase knowledge about gerontology
- Increase knowledge about Medicare and Medicaid process and forms

- Increase financial knowledge (i.e., billing, collections, review of financial forms, etc.)
- Visit facility(ies) certified for Medicaid
- Visit for-profit nursing facility
- Be involved in mock survey or visit another facility to participate in survey and Plan of Correction process
- Continue to review LTC rules, interpretive guidelines and compare to facility procedures
- Meet with local ombudsman and learn more about program
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Increase knowledge about disaster planning and preparedness
- Increase knowledge of the culture change--person centered care--movement (www.pioneernetwork.net)

Sarah Prewitt – Rogue Valley Manor

- Become knowledgeable about consultant pharmacy role
- Become knowledgeable about psychotropic drugs and effect on geriatric population
- Become knowledgeable about the following services:
 - Nursing (including MDS - care plans)
 - Activities (try to lead an activity)
 - Social Services (learn about dental/vision/hearing services)
- Become knowledgeable about role and function of medical director (learn about F-Tag 401)
- Continue to increase knowledge of gerontology
- Be involved in mock survey or visit another facility to participate in survey and Plan of Correction process
- Continue to review LTC rules, interpretive guidelines and compare to facility procedures
- Meet with local ombudsman and learn more about program
- Try to spend a night in the facility to gain a better understanding of the residents' perspective
- Increase knowledge about disaster planning and preparedness
- Increase knowledge of the culture change--person centered care--movement (www.pioneernetwork.net)

Final Interviews (Exam Candidates)

Action: The following candidates were interviewed and approved for the NAB and State NHA examinations:

- **Rebecca Conrad** – Hillside Heights Rehab Center
- **Nicole Easley** – Marquis Care at Oregon City
- **Kandis Hanson** – Sherwood Park Nursing & Rehab Center
- **Julie Phelps** – Sheridan Care Center
- **Christine Prather** – Highland House Nursing & Rehab
- **Valerie Van Buren** – Mary's Woods at Marylhurst

Executive Session Convened

Public session was closed and executive session convened at 12:20 p.m. to discuss:

- Executive Director annual performance review
- Endorsement application
- Provisional license renewal

Executive session was closed at 1:00 p.m. and public session reconvened at 1:00 p.m.

Executive Session – Director Annual Performance Review

Action: Hays will meet with Bartel at a later date to discuss the Board's performance rating for the past year.

Provisional License Renewal

- **Corey Trembath**, Pioneer Nursing Home

Action: Larry Davy moved to deny renewal of the provisional license. George Gerding seconded and the motion passed unanimously.

Executive Session – Clarification of the Board's Position on Provisional Licenses

Action: Ronald Gilson moved to realign with the existing laws and to hereafter limit the provisional license series to 100 days with the option to renew for an additional 100 days, for a total of 200 days. Larry Davy seconded and the motion passed unanimously. The Board further clarified their interpretation to be one series of provisionals per person, per facility; however, this does not preclude an individual from applying for a provisional at another facility nor the facility securing another provisional administrator. The Board will consider on a case-by-case basis petitions for a second series of provisional licenses for the same facility.

Endorsement Applications

- **Gail Brockway**, Camelot Care Center

Action: Larry Davy moved to approve the endorsement application. Jim Bagley seconded and the motion passed unanimously.

- **Nick Owens**, Willowbrook Terrace

Action: George Gerding moved to approve the endorsement application. Margaret Clark seconded and the motion passed unanimously. The Board directed Bartel to include advice on the importance of adopting a comprehensive substance abuse policy.

- **Tracy Williams-Brown**

Action: Larry Davy moved to approve the endorsement application. Jim Bagley seconded and the motion passed unanimously.

Preceptor Petition

- **Chad Martin**, Lebanon Rehab & Specialty Care

The Board considered Martin's petition to waive the five-year stay required by OAR 853-010-0060(9)(d)--relating to preceptor candidates with disciplinary action--in consideration of the type and severity of his violation. Martin was disciplined for a practice violation on October 25, 2006, when he was discovered to be working with a lapsed license.

Action: Jim Bagley moved to waive the five-year stay and allow Martin to participate as a preceptor in the AIT program. George Gerding seconded and the motion passed unanimously.

Annual Performance Measure Report and Survey Results

Bartel reported that the Board is required to report annually on its legislatively approved performance measures. Board members remarked on the positive tone of the customer

survey responses received. Bartel explained the various key performance measures and advised that the Board's annual performance report is posted on its website. She added that she does not support performance measure #2, which measures the percentage of nursing homes receiving substandard letters; however, she failed to secure its removal during the last legislative session. She did not believe the measure to be a fair assessment of the Board's performance in training administrators as it does not consider factors that are outside the administrator's control. Further, the language of the measure severely restricts data due to the two-year tenure stipulation. Bartel shared her observation that these troubled facilities have a high turnover rate in staff and in their administrators who seldom stay for more than a few months.

Bartel advised that a new performance measure was adopted in the last legislative session that reports on the percentage of AITs exceeding the minimum 960 hours required. The data may also be used in the future to evaluate the effectiveness of the length of the Board's training program. Likewise, another new performance measure reports on the percentage of renewing licensees who exceed the minimum required continuing education hours. When questioned on the legislature's use for the measures, Bartel reported that they are becoming more a part of the budget development process and may be used by the legislature in rendering decisions regarding approval for program funding. Given that, she stressed the importance of developing key performance measures that accurately reflect the work of the Board.

Gerding suggested sending a survey with license renewals questioning Oregon-trained licensees on the effectiveness of their training experience. Bartel believed it to be feasible but did not expect a significant response from overworked administrators. She explained that she recently began emailing administrators on a monthly basis to remind them of the forthcoming renewal and to encourage them to utilize electronic communications over traditional mail. She believed a better alternative—in both time and expense—would be to develop an online survey targeting newer licensees who have completed their training program in Oregon. Schacher advised that any survey should be no more than a single page consisting of five or six questions with the responses limited to a selection of answers provided.

2007-09 Agency Request Budget

Hays remarked that the Budget document was well drafted and filled with relevant information and statistics. He believed the Board should be prepared for a future shortfall in revenue given the lower number of new and renewing administrators. During discussion, Gilson questioned whether a PowerPoint presentation with some of the information contained in the budget could be developed if requested. Bartel confirmed that she could prepare a presentation if advised of the information to be included within the presentation. Gilson thought the educational and training process leading to licensure to be of particular interest.

Establishing Internal Controls – Supplemental Internal Accounting Control Policy

Bartel reminded the Board that during the July meeting, they directed her to develop a Supplemental Internal Accounting Control policy to ensure adequate oversight and additional safeguards are incorporated into the existing Internal Control policies.

Action: Jim Bagley moved to adopt the proposed Supplemental Internal Accounting Control policy as drafted. Margaret Clark seconded and the motion passed unanimously.

New Business – Administrative Efficiencies

Bartel reported that there is a thrust within state government to improve agencies' administrative efficiencies. She recalled that there was a rush of last minute reinstatements near the end of the 2005 license period. After reviewing the Board's processes and procedures, she identified an administrative efficiency that could be implemented to improve the efficiency of the reinstatement process. Bartel reminded the Board that they previously delegated authorization to her for the approval of provisional applications, with the understanding that questionable applications would first be referred to the Board Chair for consideration and then to the entire Board when warranted. She recommended that Board delegate a similar authorization with regard to reinstatement applications.

Action: George Gerding moved to authorize Janet Bartel to approve and process reinstatement applications that fall within the five-year timeframe. Ronald Gilson seconded and the motion passed unanimously. The Board directed Bartel to refer questionable reinstatement applications to the Board for consideration.

New Business – NAB 2006 Mid-year Meeting Authorization to Vote

Bartel reported that John Hogan has again agreed to represent the Board at the NAB Board of Governors' meeting scheduled for November 17, 2006, in St. Petersburg, Florida.

Action: Jim Bagley moved to authorize John Hogan to represent the Board at the NAB Board of Governors' meeting on November 17, 2006. Kathleen Elias seconded and the motion passed unanimously.

New Business – NAB Exam Statistics

Bartel reported that the Board has realized a significant increase in the national exam pass rates for fiscal year 2006 with regard to first time examinees. She believed the Board's intense focus on the AIT program to be partly responsible for the increased quality of candidates attempting the examination. Oregon first time examinee pass rates rose from 68.8 percent in FY 2005 to 81 percent in FY 2006. The national pass rates for first time examinees declined from 74 percent in FY 2005 to 70.4 percent in FY 2006.

New Business – OHCA Preceptor Training Survey Results

The Board reviewed the OHCA Preceptor Training survey results and noted the overall favorable survey response. Bartel reported that the training was well planned and that she was particularly impressed with Mary Amick's performance as facilitator. She advised that she would work to develop a more interesting presentation for the Board's part of the preceptor training.

New Business – NAB NHA Job Analysis Task Force

The Board noted that NAB is seeking nominations for its NAB Job Analysis Task Force. The job analysis is completed every five years and they seeking nominations in the following areas:

- Task Force Members
- Independent Reviewers
- Survey Pilot Test Participant

The nomination deadline is November 6, 2006, and entries may be submitted at <http://www.surveymonkey.com/s.asp?u=93822646441>.

New Business – Reliability of Medical Care

Gilson expressed concern with recent medical errors involving two patients at different facilities who were harmed due to medication errors. Given that, he was impressed by the concept of how to ensure accurate medical care and questioned how the process of providing this care goes awry in nursing facilities. He distributed and recommended the Board read the article titled [Reliability Science: Reducing the Error Rate in Your Practice](#) by Stephen Elgert, MD. During discussion, Bartel advised there is a state agency—the Oregon Patient Safety Commission—that encourages voluntary self-reporting of medical errors and its efforts are focused on improving techniques and reducing errors.

Adjournment

The meeting adjourned at 2:15 p.m. The next quarterly meeting is scheduled for Wednesday, January 10, 2007, at 8:30 a.m. in room 445 of the Portland State Office Building.

Respectfully Submitted:

Signature on file

Janet Bartel, Executive Director