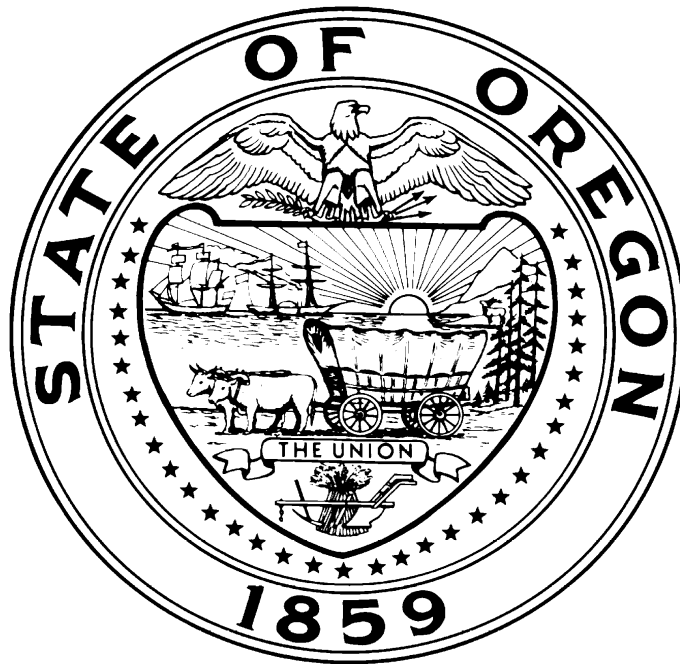


LONG TERM CARE ADMINISTRATORS BOARD

Nursing Home Administrator Administrator-In-Training



Training Program Information

**Health Licensing Office
1430 Tandem Ave N.E., Suite 180
Salem, Oregon 97301
(503) 378 - 8667
Fax: (503) 585-9114
E-mail: hlo.info@state.or.us**

Nursing Home Administrator - Program Information

Program Information

Goals and Guidelines

Certification of Training Forms

Certificate of Training

Tracking Tool

Examination Information

Program Information

Nursing Home Administrator-In-Training (AIT) Training Program Information

The State of Oregon, Long Term Care Administrators Board (board) requires that all applicants for licensure as a Nursing Home Administrator complete 960 hours of training in a board approved program under the supervision of a Preceptor. A Preceptor is a licensed Nursing Home Administrator and has met qualifications listed under Oregon Administrative Rule 853-030-0030.

Preparing to become a competent Nursing Home Administrator is an art. It involves familiarity with terms in several vocabularies: management, personnel, finance, marketing and patient care. It demands a good orientation to the nursing home environment; extensive federal, state, and local requirements, and practice in the field itself. It is a process of learning how practicing Nursing Home Administrators see and understand the world. It takes time and considerable effort far beyond this training program to arrive at this professional status.

The information listed within this training program has been taken from the National Association of Boards of Examiners of Long Term Care Administrators (NAB) Administrator-In-Training (AIT) Guide, however, the domains, and the percentage of time spent in each domain, has been taken from the Job Analysis of Nursing Home Administrators and Revised Test Specifications for the NHA Licensing Examination.

The training program addresses Five (5) domains of practice as listed below:

Domain	Hours	% of Training
Resident Care and Quality of Life	336	35
Human Resources	144	15
Finance	144	15
Physical Environment	96	10
Leadership and Management	240	25
Total	960	100%

The amount of hours spent training in each of the five (5) domains of practice is *required*; however, the sequence of training will be determined by the preceptor. It is the responsibility of the AIT and Preceptor to ensure all training has been completed.

You have been provided with an AIT – Training Tracking tool to assist with tracking your daily training and training hours to facilitate preparation of your Certification of Training Forms and Certificate of Training.

The Certification of Training Forms and Certificate of Training must be mailed to the Health Licensing Office, Nursing Home Administrators Board, 1430 Tandem Ave NE, Suite 180, Salem, OR 97301.

Goals and Guidelines

Nursing Home Administrator-In-Training (AIT) Goals and Guidelines of the AIT Program

Goals

The goal of the administrator-in-training (AIT) program is intended to provide individuals preparing to become licensed Nursing Home Administrators in Oregon with a consistent and comprehensive understanding of the long term care industry. The registered Preceptor serves as a role model for the AIT, communicating the professional competencies and personal ethics required in the administration of a long term care facility.

1. To acquaint the AIT with the long term care patient population, clinical health professionals in the long term care field, and the range of service offered by the facility.
2. To expose the AIT to all aspects of the facility operation which would include direct interaction with residents and their families, contact with staff in all of the facility departments, exposure to external forces, exposure to organizational policy and financing, and community involvement. Role playing may serve as an effective educational tool to introduce the AIT initially to some of the experiences identified.
3. To introduce the AIT to the external factors which impact upon long term care facilities: community organizations, regulations, reimbursement challenges, survey procedures and public perception of long term care.
4. To provide an arena for the AIT to acquire specific competencies and to function in a professional capacity in a long term care facility.
5. To prepare the AIT for licensure examination.
6. To pair the AIT with a role model to provide insight into managerial, ethical and professional responsibilities involved in providing quality long-term care.
7. To integrate the AIT's theoretical training with practical work.
8. To acquaint the AIT with the long term care facility and other facets of the health care system.
9. To give the AIT an opportunity to assess their commitment to, and their suitability for, long term care administration by discovering their strengths and weaknesses.
10. To prepare the AIT to accept the responsibilities of licensure as an administrator upon completion of this program.

Goals and Guidelines of the AIT program, continued.

Guidelines

Preceptor

1. The preceptor/administrator must have a current valid Oregon Nursing Home Administrator's License.
2. The preceptor must satisfactorily complete a preceptor training workshop, approved by the board, every three years.
3. The preceptor is responsible for the implementation in the facility of the program which will meet the learning needs of the AIT.
4. A registered preceptor must provide the AIT a minimum of four (4) hours per month of in-person consultation regarding the strengths, progress, and competency development needs of the AIT and to suggest methods of improvement. This should be documented on the Certification of Training Form.
5. The preceptor should incorporate into the AIT experience visits to other long term care facilities/sites, as listed in the AIT certification of training forms, in order to provide a broader exposure to the field and visits to relevant governmental and community agencies.
6. The preceptor must submit a Certificate of Training completion form, to the office, at the conclusion of the AIT's program.

Administrator-In-Training

1. In collaboration with the preceptor, the AIT should become involved in decision-making activities of-difficulty and should have the opportunity to assist with implementing decisions which are made.
2. Through observation and where possible, the AIT should increase his/her knowledge and appreciation of all departments and/or services of a long-term care facility.
3. The AIT should develop a familiarity with the resident population in the facility and with the unique circumstances associated with the delivery of multiple services to those individuals.

Training and Tracking Forms

Certification of Training Forms – 1 of 10

AIT Name: _____ Preceptor Name: _____		Total Required Hours	✓
Resident Care and Quality of Life		336	
CNA or LPN/RN Hours Waived (See Waiver Request Form) -			
Total Hours Required			
Nursing Services			
1	Federal, state and local standards and regulations.		
2	Aging process (psychological).		
3	Aging process (physiological).		
4	Definition, concept, and basic principles of nursing.		
5	Principles of restorative nursing.		
6	Principles of rehabilitation.		
7	Principles of infection control and isolation procedures.		
8	Minimum Data Set (MDS) requirements, Resident Assessment Instrument (RAI) and interdisciplinary care plan requirements and process.		
8	Techniques of auditing resident care and service outcomes.		
10	Understanding the roles and responsibilities of the nursing department, including consultants.		
11	Understanding Medicare and Medicaid documentation.		
12	Understanding the nurse's role in the admissions process, required documentation, and the timeframes for needed documentation.		
13	Abuse/accident/incident reporting and investigations process.		
14	Understanding the medication administration process.		
15	Chemical and physical restraints.		
Social Services / Activities			
16	Admission, transfer, utilization review and discharge requirements/regulations.		
17	Physiological, social, emotional, psychological, spiritual, financial, and legal service needs of residents and their families.		
18	Interdisciplinary team communication.		
19	Death, dying and the grieving process.		
20	Resident rights.		
21	Advanced directives, POLST and use of POLST registry.		
22	Behavior management and monitoring: required documentation and regulations.		
23	Activity certification requirements.		
24	Programming that meets the intellectual, social, spiritual, creative, and physical needs, capabilities, and interests of each resident.		
25	The requirements and benefits of resident council.		
26	Volunteer participation in the activities program.		
Dietary Services			
27	Nutritional requirements.		
28	Principles of food storage, handling, preparation, and presentation.		
29	Resident dining experience.		
30	Federal Meal Regulations / frequency, snacks.		
31	Therapeutic or specialized diets.		
32	Principles of dietary sanitation.		
33	Food service delivery system.		
34	Nutritional supplements.		
35	Food purchasing and inventory.		
Medical /Ancillary Services			
36	Medical terminology.		

Certification of Training Forms – 2 of 10

Resident Care and Quality of Life Continued.....			✓
37	Provision of basic specialty medical services (i.e., optometry, podiatry, dental, Psychiatry, psychology, Hearing services).		
38	Role of physician services.		
39	Role of medical director.		
40	Frequency of physician visits.		
41	Provision of emergency medical services.		
42	Physician/resident relationship(s).		
Pharmacy Services			
43	Principles and regulations for handling administration, labeling, recordkeeping, and destruction of drugs and biologics.		
44	Principles of potentially unnecessary medications in the elderly.		
45	Psychotropic medications and recommendations for use.		
46	Role of the consultant pharmacist.		
Quality Assurance			
47	Continuous quality improvement processes as it relates to resident care and services.		
48	Center for Medicare and Medicaid Services (CMS) quality indicators/ quality improvement /quality measures.		
49	Five Star Quality Rating System – Familiarize with CMS web site and current rating system.		
50	Review the facilities last three (3) state survey inspections.		
Medical Records			
51	Clinical medical record content and format.		
52	Federal documentation requirements.		
53	Confidentiality and safeguarding clinical record information (HIPAA).		
54	Review procedures and timelines for storage of records.		

Skill In / Observation:

- Recognizing whether resident needs are met
- Analyzing and interpreting customer satisfaction data
- Interpreting Center for Medicare and Medicaid (CMS) quality measures
- Analyzing and interpreting effectiveness of quality assurance data related to resident care and service outcomes
- Interpersonal communication within the interdisciplinary team and relationship building

Experience and Observations – (Use Additional Experience and Observations form attached if additional space is needed) :

Certification of Training Forms – 3 of 10

AIT Name: _____ Preceptor Name: _____	Total Required Hours	✓
Human Resources	144	
1 Criminal background checks/nursing assistant registry/ Elder Justice Act.		
2 Employee interview procedures.		
3 New employee orientation.		
4 Facility staffing needs and requirements.		
5 Staff position qualifications.		
6 Staff licensure and continuing education requirements.		
7 Staff education/in-service requirements.		
8 Confidentiality of employee information.		
9 Recruitment and retention methods.		
10 Employment history and verification methods.		
11 Drug-free workplace programs.		
12 Employee training, education and development.		
13 Employee evaluations, disciplinary action, and termination.		
14 Staff recognition and appreciation techniques.		
15 Federal, state, and local labor and civil rights laws (Oregon BOLI).		
16 Federal and state rules and regulations (for example, Family Medical Leave Act, Occupational Health and Safety Act, Americans with Disabilities Act, Equal Employment Opportunity Commission).		
17 Worker's compensation rules and procedures.		
18 Safety program, injury prevention and return-to-work.		
19 Review OSHA 300 Logs.		
20 Review current worker's compensation claims, modified duty job descriptions.		
21 Knowledge of bargaining union.		

Skill in:

- Coaching, counseling, and teaching
- Facilitating group meetings (for example, departmental staff meetings)
- Interviewing (for example, pre-employment, investigations, exit)
- Analyzing and interpreting employee performance
- Team-building
- Analyzing and interpreting human resource programs

Experience and Observations – (Use Additional Experience and Observations form attached if additional space is needed) :

Certification of Training Forms – 4 of 10

AIT Name: _____		Total Required Hours	
Preceptor Name: _____			
Finance		144	
1	Budgeting methods and financial planning.		
2	Financial statements.		
3	Reimbursement sources and methods (for example, Medicare, Medicaid, managed care).		
4	Federal, state, and local regulations affecting nursing home reimbursement.		
5	Potential revenue sources.		
6	Payroll procedures and documentation, vacation and other employee benefits.		
7	Accounts receivable, collection, and billing procedures.		
8	Accounts payable procedures and petty cash.		
9	Risk management.		
10	Eligibility and coverage requirements from third party payers.		
11	Resident trust accounts.		
12	Capital expenditures.		
<p>Skill in:</p> <ul style="list-style-type: none"> Analyzing and interpreting budgets and financial statements Interpreting financial regulations as they apply to reimbursement Managing cash flow Analyzing and identifying trends in financial performance of facility 			

Experience and Observations – (Use Additional Experience and Observations form attached if additional space is needed) :

Certification of Training Forms – 5 of 10

AIT Name: _____ Preceptor Name: _____	Total Required Hours	
Physical Environment and Atmosphere	96	
1 Preventative maintenance systems.		
2 Equipment needs and management.		
3 Federal, state, and local codes, rules, and regulations for buildings, grounds, equipment and maintenance including ADA, OSHA, Life Safety Codes, and NFPA.		
4 Roles of environmental staff (such as housekeeping, maintenance, laundry).		
5 Waste management, including infectious waste.		
6 Housekeeping concepts and procedures.		
7 Sanitation concepts and procedures.		
8 Pest control.		
9 Concepts regarding personal protective equipment (PPE)		
10 Potential hazards (for example, biohazards, blood-borne pathogens, hazardous materials).		
11 Security measures.		
12 Community emergency resources.		
13 In-house emergency equipment.		
14 Evacuation resources and requirements.		
15 Emergency manual, fire and disaster programming.		
16 Review last three years of the Life Safety Code Survey.		
17 Continuous quality improvement as it relates to environmental services.		

Skill in:

- Analyzing physical plant needs
- Recognizing environmental impact on residents
- Analyzing and interpreting effectiveness of quality assurance data related to environmental service and safety outcomes
- Interpreting and applying safety codes
- Interpreting and implementing life safety codes
- Emergency /Crisis management

Experience and Observations – (Use Additional Experience and Observations form attached if additional space is needed) :

Certification of Training Forms – 6 of 10

AIT Name: _____ Preceptor Name: _____	Total Required Hours	✓
Leadership and Management	240	
1 Federal, state and local laws, regulations, agencies and programs such as Medicare, Medicaid, Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Equal Employment Opportunity Commission (EEOC), Health Insurance Portability and Accountability Act HIPAA.		
2 Corporate compliance.		
3 Potential legal liability issues.		
4 Professional conduct.		
5 Facility licensing requirements.		
6 The role of long-term care in the healthcare continuum.		
7 Functions of all departments and services provided.		
8 Management principles and philosophies.		
9 Methods for assessing and monitoring resident and responsible parties' satisfaction with quality of care and quality of life.		
10 Grievance procedures for residents and families/responsible parties.		
11 The role of the resident ombudsman.		
12 Increase knowledge about cultural diversity relating to both residents and staff.		
13 Risk management principles.		
14 Public relations, marketing techniques and facility marketing plan.		
15 Available resources (i.e., community, social, financial).		
<p>Skill in:</p> <ul style="list-style-type: none"> • Interpreting rules and regulations, and policies and procedures • Analyzing facility compliance • Prioritizing daily/weekly/monthly tasks-time management. • Using basic counseling methods • Conflict resolution, mediation, and negotiating techniques • Problem solving/utilizing alternative solutions • Oral and written communication skills • Cultivating effective relationships • Managing organizational behavior 		

Experience and Observations – (Use Additional Experience and Observations form attached if additional space is needed) :

Certification of Training Forms – 7 of 10

A registered preceptor must provide the AIT a minimum of four (4) hours per month of in-person consultation regarding the strengths, progress, and competency development needs of the AIT, and to suggest methods of improvement.

The (4) hours per month of in-person consultation must be documented in the chart below during the training program which must be completed in no less than six months and no more than two years.

In-Person Consultation										
1 st Month	Date	Date	Date	Date	Date	Date	Date	Date	Date	Total Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Date	Date	Date	Date	Date	Date	Date	Date	Date	
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		

In-Person Consultation										
2 nd Month	Date	Date	Date	Date	Date	Date	Date	Date	Date	Total Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Date	Date	Date	Date	Date	Date	Date	Date	Date	
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		

In-Person Consultation										
3 rd Month	Date	Date	Date	Date	Date	Date	Date	Date	Date	Total Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Date	Date	Date	Date	Date	Date	Date	Date	Date	
Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours		

Certification of Training Forms – 8 of 10

In-Person Consultation										
4 th Month	Date	Date	Date	Date	Date	Date	Date	Date		Total Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Date	Date	Date	Date	Date	Date	Date	Date		
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	

In-Person Consultation										
5 th Month	Date	Date	Date	Date	Date	Date	Date	Date		Total Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Date	Date	Date	Date	Date	Date	Date	Date		
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	

In-Person Consultation										
6 th Month	Date	Date	Date	Date	Date	Date	Date	Date		Total Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Date	Date	Date	Date	Date	Date	Date	Date		
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	

Additional In-Person Consultation forms are provided on the next page for a training program which takes more than six months (but less than two years) to complete.

Certification of Training Forms – 9 of 10

In-Person Consultation										
__ Month	Date	Date	Date	Date	Date	Date	Date	Date	Date	Total Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Date	Date	Date	Date	Date	Date	Date	Date	Date	
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	

In-Person Consultation										
__ Month	Date	Date	Date	Date	Date	Date	Date	Date	Date	Total Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Date	Date	Date	Date	Date	Date	Date	Date	Date	
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	

In-Person Consultation										
__ Month	Date	Date	Date	Date	Date	Date	Date	Date	Date	Total Hours
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
	Date	Date	Date	Date	Date	Date	Date	Date	Date	
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	

Certification of Training Forms – 10 of 10

It is strongly recommended that, in accordance with the AIT training program, visits to the following locations be arranged by the preceptor.

Visits		Visits Conducted (✓)
1	Nursing facilities offering skilled, sub-acute, and specialized care.	
2	A continuing care retirement community.	
3	A chain operated facility (larger chain/smaller chain).	
4	A non-profit/for-profit facility.	
5	Decentralized, where the administrator functions as an upper level manager.	
6	Centralized (chain), where the administrator acts more like a middle level manager.	
7	It is important to experience the distinctive styles of administrators and department heads in each facility.	
8	Pharmacy specializing in long term care.	

Experience and Observations – (Use Additional Experience and Observations form attached if additional space is needed) :

Additional Experience and Observation Reporting Form

Experience and Observations:	Domain:
Certification of Training Forms – ___ of 7	

Experience and Observations:	Domain:
Certification of Training Forms – ___ of 7	

Experience and Observations:	Domain:
Certification of Training Forms – ___ of 7	

Experience and Observations:	Domain:
Certification of Training Forms – ___ of 7	

Experience and Observations:	Domain:
Certification of Training Forms – ___ of 7	



HEALTH LICENSING OFFICE
Long Term Care Administrators Board

1430 Tandem Ave. NE, Suite 180, Salem, OR 97301-2192
 Phone: 503-378-8667 | Fax: 503-370-9004
www.healthoregon.org/hlo | Email: hlo.info@state.or.us

ADMINISTRATOR-IN-TRAINING (AIT)
CERTIFICATE OF TRAINING

This form must be completed by the preceptor and signed by both the preceptor and the AIT, and must be submitted with the AIT's Nursing Home Administrator license application.

AIT Applicant Information

APPLICANT NAME: LAST FIRST MIDDLE INTIAL

Training Facility Information

NAME OF FACILITY:

TRAINING FACILITY PYHSICAL ADDRESS: (REQUIRED)

CITY: STATE: ZIP: FACILITY PHONE NUMBER:

Registered Preceptor Information

PRECEPTOR NAME: LAST FIRST MIDDLE INTIAL

PHONE: HOME CELL BUSINESS TELEPHONE: EMAIL:

Preceptor's Oregon Nursing Home Administrator license number:

Training Information

This certification covers the training dates from: to:

AIT listed above worked an average of _____ days per week, over a period of _____ weeks.

Training Hours

Domain:	Hours Required:	Hours Received:
Resident Care and Quality of Life	336	
Human Resources	144	
Finance	144	
Physical Environment	96	
Leadership and Management	240	
Total:	960	

By signing below, I certify that the AIT listed above, under my supervision as a preceptor registered with the Oregon NHAB, has received the training as specified within this Certification of Training and has completed the hours within each domain as indicated above.

Signature of AIT

Date

Signature of Preceptor

Date

Training Tracking Tool – 1 of 7

Week of _____ Through _____		Date	Date	Date	Date	Date	Total Hours
Resident Care and Quality of Life		Hours	Hours	Hours	Hours	Hours	
Nursing Services							
1	Federal, state and local standards and regulations.						
2	Aging process (psychological).						
3	Aging process (physiological).						
4	Definition, concept, and basic principles of nursing.						
5	Principles of restorative nursing.						
6	Principles of rehabilitation.						
7	Principles of infection control and isolation procedures.						
8	Minimum Data Set (MDS) requirements, Resident Assessment Instrument (RAI) and interdisciplinary care plan requirements and process.						
8	Techniques of auditing resident care and service outcomes.						
10	Understanding the roles and responsibilities of the nursing department, including consultants.						
11	Understanding Medicare and Medicaid documentation.						
12	Understanding the nurse's role in the admissions process, required documentation, and the timeframes for needed documentation.						
13	Abuse/ accident/incident reporting and investigations process.						
14	Understanding the medication administration process.						
15	Chemical and physical restraints.						
Social Services / Activities							
16	Admission, transfer, utilization review and discharge requirements/regulations.						
17	Physiological, social, emotional, psychological, spiritual, financial, and legal service needs of residents and their families.						
18	Interdisciplinary team communication.						
19	Death, dying and the grieving process.						
20	Resident rights.						
21	Advanced directives, POLST and use of POLST registry.						
22	Behavior management and monitoring: required documentation and regulations.						
23	Activity certification requirements.						
24	Programming that meets the intellectual, social, spiritual, creative, and physical needs, capabilities, and interests of each resident.						
25	The requirements and benefits of resident council.						
26	Volunteer participation in the activities program.						

Training Tracking Tool – 2 of 7

Week of _____ Through _____		Date	Date	Date	Date	Date	Total Hours
Resident Care and Quality of Life Continued.....		Hours	Hours	Hours	Hours	Hours	
Dietary Services							
27	Nutritional requirements.						
28	Principles of food storage, handling, preparation, and presentation.						
29	Resident dining experience.						
30	Federal Meal Regulations / frequency, snacks.						
31	Therapeutic or specialized diets.						
32	Principles of dietary sanitation.						
33	Food service delivery system.						
34	Nutritional supplements.						
35	Food purchasing and inventory.						
Medical /Ancillary Services							
36	Medical terminology.						
37	Provision of basic specialty medical services (i.e., optometry, podiatry, dental, Psychiatry, psychology, Hearing services).						
38	Role of physician services.						
39	Role of medical director.						
40	Frequency of physician visits.						
41	Provision of emergency medical services.						
42	Physician/resident relationship(s).						
Pharmacy Services							
43	Principles and regulations for handling administration, labeling, recordkeeping, and destruction of drugs and biologics .						
44	Principles of potentially unnecessary medications in the elderly.						
45	Psychotropic medications and recommendations for use.						
46	Role of the consultant pharmacist.						
Quality Assurance							
47	Continuous quality improvement processes as it relates to resident care and services.						
48	Center for Medicare and Medicaid Services (CMS) quality indicators/ quality improvement /quality measures.						
49	Five Star Quality Rating System – Familiarize with CMS web site and current rating system.						
50	Review the facilities last three (3) state survey inspections.						
Medical Records							
51	Clinical medical record content and format.						
52	Federal documentation requirements.						
53	Confidentiality and safeguarding clinical record information (HIPAA).						
54	Review procedures and timelines for storage of records.						
Total hours obtained for reporting:							

Training Tracking Tool – 3 of 7

Week of _____ Through _____		Date	Date	Date	Date	Date	Total Hours
		Hours	Hours	Hours	Hours	Hours	
Human Resources							
1	Criminal background checks/nursing assistant registry/ Elder Justice Act						
2	Employee interview procedures.						
3	New employee orientation.						
4	Facility staffing needs and requirements.						
5	Staff position qualifications.						
6	Staff licensure and continuing education requirements.						
7	Staff education/in-service requirements.						
8	Confidentiality of employee information.						
9	Recruitment and retention methods.						
10	Employment history and verification methods.						
11	Drug-free workplace programs.						
12	Employee training, education and development .						
13	Employee evaluations, disciplinary action, and termination.						
14	Staff recognition and appreciation techniques.						
15	Federal, state, and local labor and civil rights laws (Oregon BOLI).						
16	Federal and state rules and regulations (for example, Family Medical Leave Act, Occupational Health and Safety Act, Americans with Disabilities Act, Equal Employment Opportunity Commission).						
17	Worker's compensation rules and procedures.						
18	Safety program, injury prevention and return-to-work-						
19	Review OSHA 300 Logs.						
20	Review current worker's compensation claims, modified duty job descriptions.						
21	Knowledge of bargaining union.						
Total hours obtained for reporting :							

Training Tracking Tool – 4 of 7

Week of _____ Through _____		Date	Date	Date	Date	Date	Total Hours
		Hours	Hours	Hours	Hours	Hours	
Finance							
1	Budgeting methods and financial planning.						
2	Financial statements.						
3	Reimbursement sources and methods (for example, Medicare, Medicaid, managed care).						
4	Federal, state, and local regulations affecting nursing home reimbursement.						
5	Potential revenue sources.						
6	Payroll procedures and documentation, vacation and other employee benefits.						
7	Accounts receivable, collection, and billing procedures.						
8	Accounts payable procedures and petty cash.						
9	Risk management.						
10	Eligibility and coverage requirements from third party payers.						
11	Resident trust accounts.						
12	Capital expenditures.						
Total hours obtained for reporting :							

Training Tracking Tool – 5 of 7

Week of _____ Through _____		Date	Date	Date	Date	Date	Total Hours
Physical Environment and Atmosphere		Hours	Hours	Hours	Hours	Hours	
1	Preventative maintenance systems.						
2	Equipment needs and management.						
3	Federal, state, and local codes, rules, and regulations for buildings, grounds, equipment and maintenance including ADA, OSHA, Life Safety Codes, and NFPA.						
4	Roles of environmental staff (such as housekeeping, maintenance, laundry).						
5	Waste management, including infectious waste.						
6	Housekeeping concepts and procedures.						
7	Sanitation concepts and procedures.						
8	Pest control.						
9	Concepts regarding personal protective equipment (PPE).						
10	Potential hazards (for example, biohazards, blood-borne pathogens, hazardous materials).						
11	Security measures.						
12	Community emergency resources.						
13	In-house emergency equipment.						
14	Evacuation resources and requirements.						
15	Emergency manual, fire and disaster programming.						
16	Review last three years of the Life Safety Code Survey.						
17	Continuous quality improvement as it relates to environmental services.						
Total hours obtained for reporting :							

Training Tracking Tool – 6 of 7

Week of _____ Through _____		Date	Date	Date	Date	Date	Total Hours
Leadership and Management		Hours	Hours	Hours	Hours	Hours	
1	Federal, state and local laws, regulations, agencies and programs such as Medicare, Medicaid, Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Equal Employment Opportunity Commission (EEOC), Health Insurance Portability and Accountability Act HIPAA.						
2	Corporate compliance.						
3	Potential legal liability issues.						
4	Professional conduct.						
5	Facility licensing requirements.						
6	The role of long-term care in the healthcare continuum.						
7	Functions of all departments and services provided.						
8	Management principles and philosophies.						
9	Methods for assessing and monitoring resident and responsible parties' satisfaction with quality of care and quality of life.						
10	Grievance procedures for residents and families/responsible parties.						
11	The role of the resident ombudsman.						
12	Increase knowledge about cultural diversity relating to both residents and staff.						
13	Risk management principles.						
14	Public relations, marketing techniques and facility marketing plan.						
15	Available resources (i.e., community, social, financial).						
Total hours obtained for reporting :							

Training Tracking Tool – 7 of 7

It is strongly recommended that, in accordance with the AIT training program, visits to the following locations be arranged by the preceptor.

Visits		Visits Conducted (✓)
1	Nursing facilities offering skilled, sub-acute, and specialized care.	
2	A continuing care retirement community.	
3	A chain operated facility (larger chain/smaller chain).	
4	A non-profit/for-profit facility.	
5	Decentralized, where the administrator functions as an upper level manager.	
6	Centralized (chain), where the administrator acts more like a middle level manager.	
7	It is important to experience the distinctive styles of administrators and department heads in each facility.	
8	Pharmacy specializing in long term care.	

Examination Information

Nursing Home Administrators Examination Information

The board approved examinations for a Nursing Home Administrator license are the National Association of Long Term Care Administrator Boards (NAB), Nursing Home Administrators Licensing examination and the state prepared Oregon Laws and Rules Examination.

State Prepared Examination:

The state prepared examination consists of 100 multiple-choice questions and requires a minimum passing score of 75%. There is no time limit on the examination.

The examination covers information contained within the Oregon Administrative Rules for:

- Nursing facilities as listed within the Oregon Department of Human Services (DHS), Aging and People with Disabilities Division; chapter 411, divisions 070, 085, 086, 087, 088 and 089.
http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_411/411_tofc.html
- Nursing home administrator's as listed within the Oregon Nursing Home Administrator's Board Administrative: chapter 853, divisions 050 and 060.
http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_853/853_tofc.html.

The rules listed are solely for the purpose of preparing for the examination and are not inclusive of all rules for nursing home administrators and nursing facilities in Oregon.

The examination is given on a walk in basis at the Health Licensing Office, 1430 Tandem Ave., N.E., Suite 180, Salem, Oregon 97301, Monday, Wednesday through Friday 8:00 am-1:00 pm and Tuesdays 9:00 am to 1:00 pm; applicants will not be able to sit for an examination if they do not have the appropriate amount of time and should arrive as early as possible to complete their examination.

The examination must be successfully completed within one year preceding or one year following the date of application for a nursing home administrator license.

National Examination:

The NAB examination consists of two separate sections; **Core of Knowledge Exam for Long Term Care Administrators and the Nursing Home Administrators Line of Service Examination.**

Both examinations:

- Are administered on a touch-screen computerized testing system;
- Require a passing score (scale score) of 113; and
- Cover Specifications which include:
 - Customer Care, Supports, and Services
 - Human Services
 - Finance
 - Environment
 - Management and Leadership.

The Core of Knowledge Exam for Long Term Care Administrators contains 110 (10 unscored pretest) questions and covers foundational knowledge essential for competent practice within the profession for all long term care lines of service.

The Nursing Home Administrators Line of Service Examination contains 55 (5 unscored pretest) questions and covers foundational knowledge specific to the competent practice as a nursing home administrator.

The time limit for the examinations are:

- Two (2) hours for The Core of Knowledge Exam for Long Term Care Administrators; and
- One (1) hour for the Nursing Home Administrators Line of Service Examination

The *NAB Study Guide* can be accessed at www.nabweb.org.

When the AIT program requirements have been satisfied, registration for the national examination may be accessed on-line at www.nabweb.info, NAB exams are offered at PSI Testing Centers, which are located in Baker City, Bend, Eugene, Independence, Klamath Falls, Medford, Portland, and Wilsonville.

The NAB examination must be successfully completed within one year following the date of application of a Nursing Home Administrators License. Official documentation of a passing score on the NAB examination must be sent directly by the NAB to the Health Licensing Office.



«FIRST_NAME»

<<AIT First and Last Name>

«STREET»

«CITYSTATEZIP»

www.healthoregon.org/hlo

1430 Tandem Ave NE, Suite 180

Salem, OR 97301

Phone: (503)378-8667

Fax: (503)585-9114

Dear «AIT_TITLE» «LAST_NAME»:

The Health Licensing Office (HLO), Long Term Care Administrators Board (board) requires applicants applying for licensure as a Nursing Home Administrator, through Pathway one (1) in Oregon Administrative Rule 853-030-0000, obtain registration as an Administrator-In-Training (AIT) and complete 960 hours of standardized training, in a board approved program, under the supervision of a registered preceptor.

The HLO has received and approved your application for registration as an AIT to begin the AIT Training program with your registered, <<Preceptor First and Last Name>>. *Your training start date is <<start date>>, and may not be completed before <<start date plus six months>>, but must be completed by <<start date plus two years>>.

Required training addresses five (5) domains of practice including Resident Care and Quality of Life, Human Resources, Finance, and Physical Environment and Leadership and Management. The amount of hours spent training in each domain is *required* however, the sequence of training will be determined by the preceptor. It is the responsibility of *both* the AIT and the Preceptor to ensure the required training has been completed.

The HLO is providing you with a training packet that includes:

- Training Program Information
- Certificate of Training
- Trainee Tracking Tool
- Goals and Guidelines
- Certification of Training Forms
- Examination Information

The Trainee Tracking Tool should not be submitted with the required documentation listed below, these forms are only used to assist you when tracking your training hours.

Please Note: If you submitted a Waiver Request Form, due to holding CNA certification or RN or LPN licensure, the amount of hours waived will be reflected in the "hours required section" on page 1 of 10 in the Certification of Training Forms.

Upon completion of your AIT Training Program, your registered preceptor, <<Preceptor First and Last Name>>, must submit the Certification of Training Forms and the Certificate of Training directly to the HLO. Continuing to act in a training capacity after your training program is complete is a violation of Oregon Revised Statute 676.611 and 676.613 and may result disciplinary action.

Please contact me at (503) 934-5009, if you have any questions or need additional information.

Sincerely,

Qualification Specialist

cc: <<Preceptor First and Last Name>