



100-Hour Administrator Preparation Course

The foundation for candidates to prepare to take the NJ State Nursing Home Administrator Licensing (LNHA) Exam or for any individual seeking a refresher course in a particular subject offered.

January 27 through March 11, 2014

HCANJ Executive Headquarters, Hamilton, NJ

The Health Care Association of New Jersey (HCANJ) is the state affiliate of the American Health Care Association (AHCA) / National Center of Assisted Living (NCAL), and the Assisted Living Federation of America (ALFA)

COURSE PREREQUISITES Candidates must have a minimum of a baccalaureate degree. **COURSE OBJECTIVES** This course fulfills the NJ State 100-hour education requirements for initial LNHA licensure. It also provides CEUs to LNHA's seeking a refresher course in subjects being offered. It has been developed by NJ licensed nursing home administrators (LNHA) who are leaders in long term care and is designed for professionals in the field of long term care, especially those planning to take the LNHA licensing exam. Instruction reviews the following domains:

DOMAIN 1: Resident care and quality of life DOMAIN 2: Human Resources DOMAIN 3: Finance management
 DOMAIN 4: Physical environment DOMAIN 5: Leadership & Management

ABOUT THE COURSE This course will provide all requirements necessary to sit for the LNHA licensing exam by encompassing the essentials of nursing home administration. It will also benefit administrators seeking a refresher course or any individuals wanting to learn more about the nursing facility administrator profession. The course consists of 15 classes, each accompanied by corresponding outlines, assignments and related reading materials.

Upon successful completion of all classes, qualified students will receive a letter and a certificate of completion from the Health Care Association of New Jersey (HCANJ). HCANJ will also send an official letter to the New Jersey Department of Health Nursing Home Examining Board notifying them of the students eligible to take the licensing exam. Prior to finishing the course, students will be instructed how to proceed to obtain an examination application packet.

Course Dates: January 27 through March 11, 2014 - see course itinerary for exact days and dates. All classes are held from 9 a.m. - 5 p.m. unless otherwise indicated. For inclement weather instruction, please contact Michelle Palko at 609-890-8700 or michelle@hcanj.org.

100-Hour Administrator Prep Registration ~ Space limited to 50 people

YOU MAY REGISTER IN ONE OF THREE WAYS:

BY FAX: Fax your completed registration form along with your credit card information to: **609.584.1047.**

BY MAIL: Mail your completed registration form along with your check or credit card information to:

Health Care Association of New Jersey, 4 AAA Drive, Suite 203, Hamilton, NJ 08691

ONLINE: www.hcanj.org/2014100hour

- If you have questions regarding the program, please contact Michelle at 609.890.8700 or e-mail michelle@hcanj.org
- **Cancellation Policy:** HCANJ regrets that we are unable to offer refunds for cancelled registrations and no-shows.

Full Course Tuition: \$2500 per student

Full tuition includes all 15 sessions of classroom instruction, course materials, breakfast, lunch & breaks.

Missed days may be made up the next time the course is offered as long as space is available. It is the responsibility of the student to make registration arrangements. There will be a \$100.00 charge per student per make-up class.

Full course tuition includes the following two text books:

The Principles of Health Care Administration by Davis, Haacker and Townsend and
NAB Nursing Home Administration Examination Study Guide edited by J.E. Allen, PhD.
PLUS, a current on-line study guide companion from the LNHA National Association of Boards of Examiners.

REFRESHER COURSE: COST PER CLASS

Those taking the full 100-hour course **SHOULD NOT** use this section to register. This section is for those seeking a refresher course in a particular subject offered.

Registration fee and module(s) attending:

- HCANJ member individual - \$225 per module x __modules = \$ _____
- Non-member individual - \$350 per module x __modules = \$ _____
- Class 1 Class 2 Class 3 Class 4 Class 5
 Class 6 Class 7 Class 8 Class 9 Class 10
 Class 11 Class 12 Class 13 Class 14 Class 15

This registration does **NOT** include student textbooks or on-line study guides. Only class handouts per registered module will be given.

Registrant Name: _____ Phone: _____

Address _____ Fax: _____
Street address City State/Zip

Payment Information: (payment due in full prior to start of course) Check enclosed for full tuition: \$2500 per student

Refresher Course: HCANJ Member individual - \$225 per module x ____ modules = \$ _____ Check enclosed
 Non-Member individual - \$350 per module x ____ modules = \$ _____ Check enclosed

Charge my card for \$ _____ MasterCard Visa AMEX

Credit Card No. _____ CV2 # _____ Card Exp. Date _____

Cardholder Signature: _____

Class 1: Monday, January 27

- ◆ Review of course, textbooks and reading assignments
- ◆ Introduction to regulatory management, licensure standards, corporate compliance, governments agencies, trade organizations, and interpretive guidelines. *Dave Smith, LNHA, Course Monitor*
- ◆ Legal Aspects: Introduction to facility management and legal liabilities. *Brian Rath, Esq., Counsel, Buchanan, Ingersoll & Rooney PC*

Class 2: Tuesday, January 28

- ◆ Resident Rights Reports
Domain 1: Resident Care & Quality of Life
- ◆ General Nursing Management: the administrator's role, nursing service, nurse staff requirements, the DON, the charge nurse and the CNA, resident care practices including UTIs, AIDS care, CVAs, problems with sight, hearing, mental depression, dementia, pressure sores, tube feedings, RLS, sexuality, palliative and hospice care and the aging process. *Jan Testa, RN, MSN, LNHA*

Class 3: Monday, February 3

- ◆ Resident Rights Reports
Domain 1: Resident Care & Quality of Life
- ◆ LTC Challenges: The alternatives to nursing facilities & challenges of LTC today.
- ◆ The LNHA Board: The administrator licensing board function. *Kathy Fiery, MS, LNHA, CALA, Director, Assisted Living and Alternative Care, HCANJ*
- ◆ Nursing Operations & Details: Preadmission screening, resident assessment, comprehensive care planning, clinical records, theft control, the survey process, medical director, physician services, dental services, therapeutic recreation, Medicare, RAIs, MDS, ICP, medical criteria, common medical terms, abbreviations, prefixes & suffixes, nursing review. *Jan Testa, RN, MSN, LNHA*

Class 4: Tuesday, February 4

- ◆ Resident Rights Reports
Domain 1: Resident Care & Quality of Life
- ◆ Survey Process & Quality Improvement Survey (QIS): Certification & licensure survey process, deficiency notice, understanding scope and severity, developing a plan of correction and IDR & QI programs. *Catherine A. Attara, MS RD, Supervising Health Care Evaluator, NJ Department of Health and Joanne Maxwell, AM, RD, CDM, Program Manager, NJ Department of Health*
- ◆ Networking and Professional Associations: NJ Chapter of ACHCA, NJSLNH. *Michael Hotz, CNHA, FACHCA, National Vice Chair, American College of Health Care Administrators*
Domain 4: Physical Environment / Atmosphere
- ◆ Environmental Health: Sanitation, food, safety, housekeeping and pest control. *J. David Weidner, MPH, REHS, Director of Emergency Preparedness, HCANJ*
- ◆ Building Related Codes & Requirements: NFPA life safety code, building related aspects of disaster & emergency preparedness, ADA requirements, community emergency resources, in-house emergency and other code related topics. *Dave Uhaze, Chief, NJDCA Bureau of Construction Project Review, Division of Codes & Standards, NJ Department of Community Affairs*
- ◆ OSHA: *Dave Smith, LNHA*

Class 5: Monday, February 10

- ◆ Resident Rights Reports
Domain 2: Human Resources
- ◆ The Basics: Communication, recruitment, evaluation & retention, employee code of conduct, employee health and safety, human resources. *Dave Smith, LNHA*
- ◆ Legal Acts, Laws & Regulations: FLSA, FMLA, EEOC, fringe benefits, unions and other timely notices. *David Islinger, Esq., Partner, Jackson Lewis LLC*

Class 6: Tuesday, February 11

- ◆ Resident Rights Reports
Domain 2: Human Resources
- ◆ Personnel Management: Employee counseling, grievance procedures and employee education. *Dave Smith, LNHA*
- ◆ Group Activity : Interviewing & decision making
- ◆ Communication Guidelines for Disclosing Adverse Events: "The apology rule: and "the permission rule," breaking news to residents, their family members and caregivers, forms of apology, concerns of using "sorry" in an apology. Use of language "negligence" and "fault" and "failing to meet the standard of care". *Dave Smith, LNHA*
- ◆ Group Activity : Customer Service

Class 7: Tuesday, February 18

- ◆ Resident Rights Reports
Domain 3: Finance
- ◆ Finance Management: (part 1) Administrator's role, accounting terminology, business organizations, the budget-time frames, value, types, preparation and methods. *A. Katherine Blissit, CPA, Health Care Resources*
Domain 5: Leadership & Management
- ◆ Leadership & Management: (part 1) Types of managers, management hierarchy & goals, managers as leaders and functions of management. *Leanne K. Fiet, MA, BA, LNHA, Regional Administrator, Hospicomm, Inc.*

Class 8: Wednesday, February 19

- ◆ Resident Rights Reports
Domain 3: Finance
- ◆ Finance Management: (part 2) 21st century accounting, cash vs. accrual basis, cost reporting, financial statements, ratio analysis, PPS, consolidated billing, Medicare A, B, and D and Medicaid. *A. Katherine Blissit, CPA, Health Care Resources*
Domain 5: Leadership & Management
- ◆ Leadership & Management: (part 2) Planning, organizing, staffing, directing and leading and human relations. *Leanne K. Fiet, MA, BA, LNHA, Regional Administrator, Hospicomm, Inc.*

Class 9: Monday, February 24

- ◆ Resident Rights Reports
Domain 3: Finance
- ◆ Finance Management: (part 3) Billing and collecting, tracking payments, banking, aging, delinquent accounts, False Claims Act, paying the bills, purchasing practices, accepting deliveries, inventory controls and depreciation. *A. Katherine Blissit, CPA, Health Care Resources*
Domain 1: Resident Care & Quality of Life
- ◆ Ancillary Services: The rehab department - speech pathologist, physical therapists and aides, occupational therapists and PPS. Skilled therapeutic intervention in nursing home and billing. *Yaffa Liebermann, PT, CEO and Vanessa Cardenas, COO, Prime Rehabilitation Services*

Class 10: Tuesday, February 25

- ◆ Resident Rights Reports
Domain 1: Resident Care & Quality of Life
Review & Demonstrations
- ◆ Pharmacy Practices: *Rod Halbert, RPh, Managing Member, Reunion RX LLC*
- ◆ Laboratory Services: *Tom Bejgrowicz, LNHA, Business Development, Aculabs, Inc.*
- ◆ Ambulance Services: *John Reeve, Director, Business Development, Alert Ambulance*

Class 10: Tuesday, February 25 (continued)

Domain 5: Leadership & Management

- ◆ Leadership & Management: (part 3) Organizational communications, MIS, governing boards, types of organizations, articles of incorporation, the administrator's role, scope of practice and the survey process. *Leanne K. Fiet, MA, BA, LNHA, Regional Administrator, Hospicomm, Inc.*

Class 11: Monday, March 3

- ◆ Resident Rights Reports
- ◆ Networking, Professional Associations & Marketing: HCANJ and AHCA, marketing ethics, MOA, MP, primary, secondary and tertiary markets and resources. *Pattie Tucker, Director, Communications and Public Relations, HCANJ*
Domain 1: Resident Care & Quality of Life
- ◆ Role of Consultant Pharmacist: Overview of pharmacy consultant services, record requirements of receipt and disposition of all controlled drugs: relationship between consultant pharmacist, DON, and physicians. *David Rabin, RPh, CCP, FASCP, Tepper & Rabin Consultants*
- ◆ Ethics & POLST : Review of new ethics requirements. POLST form review and how to implement in your facility. *Loretta J. Kaes, RN, BSN, B-C, C-AL, LNHA, CALA, Director of Quality Improvement, HCANJ*

Class 12: Tuesday, March 4

- ◆ Resident Rights Reports
Domain 3: Finance
- ◆ Finance Management: (part 4) Paying the employee, time records, employer taxes, risk management, cost management, resident funds, petty cash and cash flow break-even point. *A. Katherine Blissit, CPA, Health Care Resources*
- ◆ Group Project : The function of administrators.
- ◆ Preparing for the exam : Questions and technique. In-class review of domains. *Dave Smith, LNHA*

Class 13: Wednesday, March 5

- ◆ Resident Rights Reports
- ◆ Interviewing Techniques: practice interviews, hiring customer service-savvy staff.
- ◆ Review of sample exams homework
- ◆ Management Practices Research
Dave Smith, LNHA, Course Monitor

Class 14: Monday, March 10

- ◆ Resident Rights Reports
- ◆ Practicum presentations by students
- ◆ Review of sample exams homework
- ◆ Preparing for the exam: (continued) Questions and technique. In-class review of domains. *Dave Smith, LNHA*

Class 15: Tuesday, March 11

- ◆ Resident Rights Reports
Domain 1: Resident Care & Quality of Life
- ◆ Social Services: Social worker's role, cultural changes in LTC, handling resident and family concerns, a journey through Alzheimer's Disease, resident rights from the company's perspective and the role of the Ombudsman. *Katie Davis, MSW, CALA, LNHA, CSW*
- ◆ Preparing for the exam: (continued) Questions and technique. In-class review of domains. *Dave Smith, LNHA*



Course location and directions:

Health Care Association of New Jersey
Executive Headquarters

4 AAA Drive, Suite 203, Hamilton, NJ 08691

Tel.: 609.890.8700 Fax: 609.584.1047

- ◆ Take the New Jersey Turnpike to Exit 7A
- ◆ After toll, bear LEFT onto the ramp toward I-195 West toward Trenton
- ◆ Take I-195 West for one mile to the next exit
(Exit 5B - Rt. 130 North toward New Brunswick)
- ◆ At Exit 5B, take the ramp RIGHT onto Rt. 130 North
- ◆ Stay RIGHT and proceed less than 1/4 of a mile
- ◆ Turn RIGHT at the "Horizon Center North" sign onto AAA Drive
- ◆ The HCANJ Building is on the LEFT - 4 AAA Drive
- ◆ The HCANJ Executive Office is located on the second floor