



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 19 through March 1, 2016

HCANJ Executive Headquarters
4 AAA Drive, Suite 203, Hamilton, NJ

100-Hour Administrator Prep Course

Course Information & Agenda

ABOUT THE COURSE This course will provide requirements necessary to sit for the NJ Licensed Nursing Home Administrator (LNHA) licensing exam by encompassing the essentials of nursing facility administration. The course consists of 15 classes, each accompanied by corresponding outlines, assignments and related reading materials. Our tenured instructors ensure all participants have the most up to date information in our profession.

Upon successful completion of all classes, qualified students will receive 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 TIMES All classes are held from 9 a.m. - 5 p.m. unless otherwise indicated. Classes will begin promptly at 9 a.m. For inclement weather instruction, please contact Michelle Palko via email at michelle@hcanj.org.

COURSE PREREQUISITES Candidates must have a minimum of a baccalaureate degree.

FULL COURSE TUITION INCLUDES:

- ◇ 15 sessions of classroom instruction
- ◇ Handouts and copies of PowerPoint presentations
- ◇ *The Principles of Health Care Administration* by Davis, Haacker and Townsend
- ◇ *NAB Nursing Home Administration Examination Study Guide* edited by J.E. Allen, PhD.
- ◇ A current online study guide companion from the LNHA National Association of Boards of Examiners
- ◇ Breakfast & lunch (Kosher available if requested)

PAYMENT All registrations must be accompanied by payment in full either by check or money order made out to HCANJ, or by credit card. HCANJ accepts Visa, MasterCard and American Express. Registrations received without payment cannot be processed. Please make certain to print your information clearly on your registration form to avoid attendance certificate errors. Fillable forms are available so that you can type your registration.

CANCELLATIONS HCANJ regrets that we are unable to offer refunds for cancelled registrations. We encourage individuals who cannot attend send a substitute.

DRESS CODE Attendees are encouraged to employ a business casual dress code. Bring a jacket or sweater to ensure your comfort in the event of temperature changes in the meeting room.

ABOUT THE COURSE MONITOR David Smith has been an LNHA for over 30 years. Dave was employed for over 20 years with Hovnanian Housing Services, most recently as Senior Vice President until his retirement. He served as a provider member on the original NJ Assisted Living Workgroup which wrote the original New Jersey assisted living regulations. Dave has taught the 100-hour prep course for over 25 years, the past nine years with HCANJ.

COURSE OBJECTIVES This course fulfills the NJ State 100-hour education requirements for initial LNHA licensure. It also provides CEUs to LNHAs seeking a refresher course in subjects being offered. The course has been developed by NJ licensed nursing home administrators 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

REFRESHER COURSE We offer individual module registration to those who would like to take a refresher in a particular subject area. LNHA license holders are welcome to take any module and receive CEUs for that day. Only daily materials will be provided. The refresher course does not include either of the text books or the online study guide.

MAKE UP CLASSES If a single session is missed, the course moderator will give an assignment which must be handed in and reviewed prior to the conclusion of the course. If approved, all hours will be awarded. If not turned in, only hours attended will be awarded at the final session. For those who miss several days or are not able to complete the entire course, the hours 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.

Course location and directions:



HCANJ Executive Headquarters

4 AAA Drive, Suite 203, Hamilton, NJ

Directions can be found at

<http://www.hcanj.org/files/2013/09/directions.pdf>

Class 1: Tuesday, January 19

- ◆ Review of course, textbooks and reading assignments
- ◆ Resident Rights reports will take place first thing each morning
- ◆ 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: Wednesday, January 20

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, January 25

Domain 1: Resident Care & Quality of Life

- ◆ **LTC Challenges:** The alternatives to nursing facilities & challenges of long term care (LTC) today **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, January 26

Domain 1: Resident Care & Quality of Life

- ◆ **Survey Process:** Traditional & Quality Improvement System (QIS), licensure & certification, deficiency notice, scope & severity determination, development of a plan of correction, IDR process and Quality Assurance Performance Improvement (QAPI) **Cynthia A. Dunn, RN, Supervisor of Inspections, NJ Department of Health**

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 1

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 2

Domain 3: Finance

- ◆ **Finance Management:** (Part 1) Administrator's role, accounting terminology, business organizations, budget time frames, value, types, preparation and methods **A. Katherine Blissit, CPA, Health Care Resources**

Class 6: Tuesday, February 2 (continued)

Domain 1: Resident Care & Quality of Life

- ◆ **Ancillary Services:** Skilled therapeutic intervention and quality care, successful outcomes for patients and administrators, an overview of the therapy department, the importance of the interdisciplinary approach to care, and the necessity of providing skilled therapy intervention **Yaffa Liebermann, PT, GCS, CEO, Prime Rehabilitation Services**
- ◆ **Ancillary Services:** *Prospective payment system 2015: Rug IV and MDS 3.0* This session will give an overview of the complexities of the reimbursement landscape while clearly demonstrating that therapy services are the key factor in driving revenue within the nursing facility. **Vanessa Cardenas, COO, Prime Rehabilitation Services**

Class 7: Monday, February 8

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 1) Types of managers, management hierarchy & goals, managers as leaders and functions of management **Leanne K. Fiet, MA, BA, LNHA, Consultant**

Class 8: Tuesday, February 9

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 5: Leadership & Management

- ◆ **Leadership & Management:** (Part 2) Planning, organizing, staffing, directing and leading and human relations **Leanne K. Fiet, MA, BA, LNHA, Consultant**

Class 9: Tuesday, February 16

Domain 2: Human Resources

- ◆ **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
- ◆ **Personnel Management:** Employee counseling, grievance procedures and employee education **Dave Smith, LNHA**
- ◆ **Group Activity:** Interviewing & decision-making

Class 10: Wednesday, February 17

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**

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, Consultant**

Class 11: Monday, February 22

Domain 1: Resident Care & Quality of Life

- ◆ **Dietary Management:** Administrator's role in dining services / operations, cost control, understanding interdisciplinary connection in dietary operations, food safety, sanitation principles, and regulatory requirements **Catherine A Attara, MS RD, Supervising Health Care Evaluator, NJ Department of Health**

Domain 5: Leadership & Management

- ◆ **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 among consultant pharmacist, DON, and physicians **Patricia Cafone, RPh, CCP, Executive Director of Operations - South, Pharma-Care, Inc.**
- ◆ **POLST:** POLST form review and how to implement in your facility **Jennifer Marsalis, Outreach Coordinator, Office of the Ombudsman for the Institutionalized Elderly**

Class 12: Tuesday, February 23

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**

Domain 1: Resident Care & Quality of Life

- ◆ **The LNHA Board:** The administrator licensing board function **Barbara Goldman, RN, JD, Assistant Director, Certificate of Need and Healthcare Facility Licensure**
- ◆ **Professional Ethics**
Barbara Goldman, RN, JD, Assistant Director, Certificate of Need and Healthcare Facility Licensure
- ◆ **Business Ethics:**
A. Katherine Blissit, CPA, Health Care Resources
- ◆ **Ethical Dilemmas:**
Dave Smith, LNHA

Class 13: Wednesday, February 24

- ◆ **Interviewing Techniques:** Practice interviews, hiring customer service-savvy staff
- ◆ **Review of sample exams homework**
- ◆ **Management Practices Research**
Dave Smith, LNHA

Class 14: Monday, February 29

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

Class 15: Tuesday, March 1

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 **TBD**
- ◆ **Preparing for the exam:** (continued) Questions and technique, in-class review of domains
Dave Smith, LNHA

Snow Make Up Dates —March 7 & 8

100-Hour Administrator Prep Course Registration

REGISTRATION METHODS

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: Visit our website at www.hcanj.org and click on the **Events and Education** tab to find the event

- 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 or 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

◇ *NAB Nursing Home Administration Examination Study Guide* edited by J.E. Allen, PhD.

PLUS, a current online 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 online study guides. Only class handouts per registered module will be given.

PLEASE PRINT LEGIBLY OR TYPE

Registrant Name: _____ Phone: _____

Address _____ Email: _____

Street address

City

State/Zip

Current Facility: _____ Title _____

Registration and Payment Information: (payment due in full at time of registration)

Full 100-Hour Course OR **Refresher Course(s) Only:** (please indicate modules attending above)

HCANJ Member individual - \$225 per module x _____ modules = \$ _____ Check enclosed

Non-Member individual - \$350 per module x _____ modules = \$ _____ Check enclosed

Payment Method: Check enclosed OR Charge my card for \$ _____ MasterCard Visa AMEX

Cardholder Name: _____ Cardholder Phone: _____

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