

DISTRICT OF COLUMBIA BOARD OF NURSING HOME ADMINISTRATION GUIDELINES FOR THE ADMINISTRATOR-IN-TRAINING PROGRAM

Purpose:

The purpose of the Nursing Home Administrator-In-Training (AIT) Program is to provide practical training and experience to eligible candidates desiring to meet the one year's experience in nursing home administration as outlined in Chapter 17 District of Columbia Municipal Regulations Section 6202.1 (17 DCMR § 6202.1).

Application Process:

- Applicants shall submit applications and outline of program content to the District of Columbia Board of Nursing Home Administration (the Board) along with name of preceptor.
- The Board will discuss the application at its next regularly scheduled meeting where at least one administrator is present.
- After the Board reviews the application, it must approve or deny the application (including approval or denial of both the preceptor and the program content) at the meeting where at least one administrator is present.
- If the application is approved, the AIT candidate will be scheduled to appear before the Board to discuss their program.
- The candidate shall be notified at least two (2) weeks prior to the date the AIT candidate and preceptor are scheduled to appear before the Board.

Length of the AIT Program:

- The AIT program will consist of a six (6) or twelve (12) continuous months of training in an approved nursing home under a qualified preceptor, unless the AIT candidate is eligible to receive partial credit for prior experience as outlined in 17 DCMR § 6202.1(d)(2)(b).
- The Board may in its discretion, upon written request from the candidate, grant the candidate an additional six (6) months within which to complete their training, and waive the requirement for twelve (12) continuous months training in exigent circumstances.

Content of the AIT Program:

1. The content of the AIT program will include the areas of supervised practice set forth in 17 DCMR § 6202.4(c)(1)-(29).
2. The requirements as described in 17 DCMR §§ 6202.4, 6202.5, and 6202.6.

3. Candidates may also be tested on the District examination, pursuant to 17 DCMR § 6205.4(b).

Evaluation Process / Evaluation Period:

1. To determine the capabilities of the AIT candidate during the period of internship, and to confirm progression through the AIT program as planned by the preceptor.
 - The AIT candidate will be required to submit to a mid-point evaluation.
 - Candidates will be required to have an evaluation after completing six (6) months of their twelve (12) month AIT program.
 - Candidates who need six (6) months of AIT experience or who have been granted an extension by the Board shall have their evaluations after completing half of their designated AIT program.
2. The mid-point evaluation will have three (3) parts:
 - A. The AIT candidate will be required to submit to the Board evidence of successfully demonstrated completion of specific areas of practice of nursing home administration.
 - This evidence will be in writing, on forms approved by the Board, and will be co-signed by the preceptor, the AIT candidate, and each supervisor of each unit of service or department completed during the first half of the program.
 - B. The AIT candidate is required to contact the Board to schedule an interview, within thirty (30) days after reaching the mid-point of the AIT program.
 - The Board will discuss the AIT candidate's progress in the AIT program. The interview will be planned to assist the AIT candidate in reviewing their AIT training up to that point.
 - The candidate will have the opportunity to assess the total program with the Board including goals, administrative processes, and core of knowledge.
 - C. Narrative forms relating to the program will be completed by the AIT candidate and preceptor.
3. The final evaluation will be in two (2) parts:
 - A. AIT candidate will submit the following information, in writing, on forms provided by the Board or on separate sheets of paper or in the form of other documentary evidence where applicable:

- Documentary evidence of completion of the required course of instruction
 - Documentary evidence of any other workshops or courses attended by the AIT candidate providing formal presentation of required subject
 - Accounting of time off within the internship for vacation, sick leave, military training, etc.
 - Documentary evidence of any other practical experience completed by the AIT candidate at other institutions.
- B. The final report is to be submitted to the Board on the date indicated by the Board.
- The AIT candidate will submit to a final interview by the Board to discuss completion of the second half of the AIT program and the overall AIT program.
4. See attached forms for completion during the course of the AIT program.
5. AIT candidates who fail to file required reports to the Board in a timely manner will not be considered for licensure.
- The AIT candidate must reapply and be approved according to the requirements for training, examination and licensure in existence at the time.

Applicability of the AIT candidate / Eligibility to Take Required Examinations:

1. The AIT candidate is strongly encouraged to apply for and take the national examination, within three (3) months after completing the AIT program.
2. The AIT candidate must pass the national examination within twelve (12) months after completing the AIT program.
3. The AIT candidate must complete both the national (NABENHA) examination and the District examination (first passing the national examination and then passing the District examination) within two (2) years of completing the AIT program. If both examinations are not passed during that time, an applicant must complete another entire AIT program before attempting to take the examinations again.
4. Pursuant to 17 DCMR § 6204.6, “an applicant who fails the national examination on three (3) consecutive attempts shall not be permitted to take another national examination for one (1) year following the third failure. Thereafter, the applicant shall not be permitted to take the national examination for one (1) year after each failure.” Therefore, the two additional attempts to take the national examination should be made within the twelve (12) months after completing the AIT program.

5. The applicant must take and pass the District examination within twelve (12) months after passing the national examination and completing all other application requirements. 17 DCMR § 6205.2 of the regulations provides three opportunities for applicants to pass the examination during that twelve (12) month period.

Change\ Interruption in AIT Training:

1. Preceptor shall report separately to the Board in writing any change of supervision or nursing home site as soon as the preceptor is aware but not less than ten (10) days of such change or interruption of the program.
2. An AIT candidate must have Board approval for consideration in order to continue in the AIT program before a change is made.
3. The AIT candidate shall have no outside employment during training hours.
4. Any person duly registered as an AIT candidate, whose internship is interrupted by service in the armed forces of the United States, shall be permitted to resume his internship at any time within one year after the date of his discharge from active service without loss of credit.
5. An AIT candidate may be allowed two weeks leave for compulsory military training, vacation, and sick leave each year without loss of credit for the required practical training and experience.
6. The trainee may obtain the one-year's training in no more than two licensed nursing homes, with no more than a three month lapse between the two periods of time.
7. Discontinuation of internship as an AIT candidate in the nursing home shall be reported to the Board by the Nursing Home Administrator and by the trainee within ten (10) days of the discontinuation.
8. The preceptor must file a report relating to the trainee's experience and abilities to the date of termination within ten (10) days of the termination.

Pre-requisite for the Nursing Home Experience

1. The designated nursing home must provide the appropriate environment for the training and experience needed by the AIT candidate in their program.
2. The designated nursing home shall be in substantial compliance with the conditions for participation in Titles XVIII and XIX.

Pre-requisite for Administrator-In-Training-Preceptors

1. Holds current license from the Board for one year or longer.
2. Has satisfactorily been employed in nursing home administration for three years or longer.
3. Is certified as a preceptor by the Board.
4. Recognizes and assumes full responsibility of the legal, moral and practical considerations of health care delivery in the nursing home where an AIT candidate is assigned and as preceptor, has signed the Preceptor and AIT Agreement Forms with the Board assuming this responsibility.
5. Has developed a written outline and received Board approval for the specific recommended AIT candidate dependent upon:
 - AIT candidate's past work and/or health-related experiences.
 - Recommended course content developed by the Board for inclusion of basic areas of knowledge which it is deemed an Administrator should possess for the proper and efficient administration of a nursing home.
6. Must be interviewed and approved by the Board.
7. Accept responsibility to provide essential practical training and experience in a licensed nursing home for an AIT candidate and has submitted written evidence to the Board.
8. In the event the Board determines a preceptor fails to provide the AIT candidate with an opportunity to adequately and generally receive the proper training and or supervision the Board, may in its' discretion deny the preceptor the privilege of supervising future AIT candidates.
9. Co-signs and has notarized the Preceptor/AIT Agreement form provided by the Board and the AIT submits the agreement to the Board for approval at least by the 10th day of the month preceding the month the program is scheduled to start.

Pre-requisites for Administrator-In-Training – Applicants

1. Eligibility for application for examination and licensure upon completion of AIT program according to 17 DCMR § 6202.1.
2. The Preceptor/AIT Agreement form provided by the Board as part of the application is to be signed by the AIT candidate and preceptor and submitted to the Board for approval by at least the 10th of the month before the scheduled start of the AIT program.

3. The Board shall interview all persons prior to the issuance of approval as AIT candidates as to their qualifications and background for the positions. The following are recommended qualities in establishing an applicant's suitability for licensure:
- Absence of physical impairments to perform duties of a Nursing Home Administrator including good health and freedom from contagious disease.
 - Absence of any mental impairment that would appear to the Board to be likely to interfere with the performance of the duties of a Nursing Home Administrator.
 - Ability to understand and communicate general and technical information necessary for the administration and operation of a nursing home.
 - Ability to assume responsibilities for administration of a nursing home as evidenced by prior activities and prior experiences satisfactory to the Board.
 - Ability to relate the physical, psychological, spiritual, emotional and social needs of patients to the administration of the nursing home, including personnel of the nursing home, and create a climate necessary to meet the needs of the patients.

Reference: Dept. H.E.W. – Program Regulation Guide – September 13, 1972.

4. Completion of application as an AIT candidate and for approval the applicant submits evidence satisfactory to the Board that:
- Such training shall be under a preceptor, in accordance with established guidelines from the Board.
 - Such training is likely to be of a grade and character satisfactory to the Board.
 - Such training reports as outlined in the guidelines will be filed with the Board as directed for approval.
 - Such training is to be obtained in a licensed nursing home, as authorized by the Board for such training, with no more than two trainees per authorized home.
 - Such training shall be daily, except for regular days off, with a minimum of thirty-five (35) hours weekly in steady, bona fide, training activities with two (2) hours of immediate supervision during the time the preceptor or supervisor is on duty during the day, evening, or night pursuant to 17 DCMR § 6202.4(b).

**DISTRICT OF COLUMBIA AIT PROGRAM
RECOMMENDED COURSE CONTENT
EVALUATION REPORTS
EVALUATIVE CHECKLIST REPORT
INSTRUCTIONS**

In this packet, you will find report sheets to be kept up-to-date, reviewed periodically, and marked with the appropriate date when specific items have been satisfactorily learned by the AIT candidate. Write on the original sheet and keep it in the nursing home for easy reference. The Board will review your AIT program at the mid-point of the program and at the end of the program, as described above. These reviews will be largely based on the accurate completion and timely submission of copies of these forms.

NARRATIVE REPORTS – INSTRUCTIONS

At the times you send in your required mid-point and final reports, the Board requests you and your preceptor to complete a narrative report individually and mail it to the Board in a separate envelope. These sheets are included in the packet and marked separately for preceptor's narrative report and AIT candidate's narrative report.

All reports sent to the Board are **confidential** material and are used for the evaluation of the AIT program.

Please address reports to:

Fatima Abby
Health Licensing Specialist
District of Columbia Board of
Nursing Home Administration
899 North Capitol Street, NE, 2nd Floor
Washington, D.C. 20002

**DISTRICT OF COLUMBIA BOARD OF NURSING HOME ADMINISTRATION
PRECEPTOR/ADMINISTRATOR-IN-TRAINING AGREEMENT**

Date _____

I, _____, agree to be preceptor for

at (facility) _____, (address) _____

_____ starting _____

I fully understand my responsibilities as stated in the published guidelines and recommended course content areas for the Administrator-In-Training program. I agree to file evaluative reports on forms supplied by the Board. I also agree to inform the Board immediately if there is any change in this arrangement.

Signature of AIT Candidate

Date

Signature of Notary Public

Date

Seal

Signature of Preceptor

Date

Signature of Notary Public

Date

Seal

AIT program approved by the Board on _____

Chair, Board of Nursing Home Administration

DISTRICT OF COLUMBIA BOARD OF NURSING HOME ADMINISTRATION

APPLICATION FOR PRECEPTOR

Date _____

Name _____

Home Address _____

Home Phone _____ Fax Number _____ E-Mail Address _____

Place of Employment _____

Facility Address _____

Facility Phone _____ License No. _____

Years of Experience as a Nursing Home Administrator _____

Educational Background _____

List Experience in Health Related Field for Past 3 Years (Use additional paper if necessary)

For Use by Board:

Interview Comments _____

Signatures of Board _____

Interviewers _____

Date Interviewed _____

**DISTRICT OF COLUMBIA BOARD OF NURSING HOME ADMINISTRATION
AIT PROGRAM COURSE CONTENT FOR _____**

AIT candidate and the supervisor of specific subject area must initial and date upon completion.

I. General Standards of Environmental Health & Safety	AIT candidate/ Supervisor/ Preceptor/ Date
A. Federal Regulations – State Regulations	_____ / _____ / _____ / _____
1. Fire Codes – Fire Drill Implementation	_____ / _____ / _____ / _____
• Disaster plan	_____ / _____ / _____ / _____
• Safety measures	_____ / _____ / _____ / _____
2. Facility Licensure Requirements	
• Building codes	_____ / _____ / _____ / _____
• Orientation to home facility, plant & grounds	_____ / _____ / _____ / _____
• Complete familiarity with total home & surroundings	_____ / _____ / _____ / _____
• Responsibilities related to building administration	_____ / _____ / _____ / _____
3. Dietary Regulations – Food Service	
• Storage	_____ / _____ / _____ / _____
• Handling – Hygiene & Dishwashing	_____ / _____ / _____ / _____
• Distribution of Trays – Dining Room	_____ / _____ / _____ / _____
• Preparation – hot and cold procedures	_____ / _____ / _____ / _____
• Spoilage – waste disposal	_____ / _____ / _____ / _____
• Sanitation codes (serve safe, HSMAT)	_____ / _____ / _____ / _____
• Disease – transmission	_____ / _____ / _____ / _____
• Disaster plan in an emergency	_____ / _____ / _____ / _____
B. Environmental Factors	
1. Patient – Center	
• Noise	_____ / _____ / _____ / _____
• Color	_____ / _____ / _____ / _____
• Temperature	_____ / _____ / _____ / _____
• Lighting	_____ / _____ / _____ / _____
2. General Considerations – Safety	
• Side rails – beds & corridors	_____ / _____ / _____ / _____
• Bathroom guards – tub handles, faucet controls,	_____ / _____ / _____ / _____
• Tub/bath precautions	_____ / _____ / _____ / _____
• Accident prevention – Floor, furniture placement, fall prevention, water temperature, fire prevention	_____ / _____ / _____ / _____
C. Hygiene Factors	
1. Housekeeping	
• Cleanliness	_____ / _____ / _____ / _____
• Disease transmission – Pest control	_____ / _____ / _____ / _____
• Bacteriology considerations	_____ / _____ / _____ / _____
• Prevention of odors	_____ / _____ / _____ / _____

2. Employee Practices

- Hand washing _____ / _____ / _____ / _____
- Cross-contamination _____ / _____ / _____ / _____
- Management of isolation _____ / _____ / _____ / _____

C. Equipment

- Nursing practices – Clean and Sterile precautions – cross contamination _____ / _____ / _____ / _____
- Disposal of contaminated articles – Laundry equipment _____ / _____ / _____ / _____

II. General Administrative Principles

A. Organization and Management

1. History of Nursing Home _____ / _____ / _____ / _____
2. Goals & Objectives of Nursing Home Administrators Board _____ / _____ / _____ / _____
Administrative Manual _____ / _____ / _____ / _____
4. Policy Manual _____ / _____ / _____ / _____
5. Specific Departments
 - Nursing _____ / _____ / _____ / _____
 - Dietary _____ / _____ / _____ / _____
 - Housekeeping _____ / _____ / _____ / _____
 - Maintenance _____ / _____ / _____ / _____
6. Personnel Management
 - Personnel Policies (also see Patient Related Care, Section VI-8): Orientation, Job training, In-service education _____ / _____ / _____ / _____
 - Contractual Arrangements _____ / _____ / _____ / _____
 - Job descriptions and work schedules _____ / _____ / _____ / _____
 - Laws & Regulations relating to employees: unemployment compensation, workman’s comp., Fair labor laws, Wages and hours, Union contracts, collective bargaining, complaint and grievance procedures, safety acts and regulations, local, state and federal records and reports _____ / _____ / _____ / _____
7. Institutional Management
 - Purchasing equipment (e.g. Housekeeping & dietary) _____ / _____ / _____ / _____
 - Admission policies: Charges & billing, Refunds, & Transfers _____ / _____ / _____ / _____
 - Discharge policies: Transfers, Death, & Burial _____ / _____ / _____ / _____
8. Personnel Recruitment
 - Personnel Recruitment _____ / _____ / _____ / _____
 - Interview techniques _____ / _____ / _____ / _____
 - Expectations for varied levels _____ / _____ / _____ / _____

AIT candidate/ Supervisor/ Preceptor/ Date

- Selection of personnel-qualifications _____ / _____ / _____ / _____
- Licensure requirements, Interview techniques _____ / _____ / _____ / _____
- Expectations for varied levels _____ / _____ / _____ / _____
- Selection of personnel-qualifications _____ / _____ / _____ / _____
- Licensure requirements _____ / _____ / _____ / _____

9. Employee Health Services

- Pre-employment physical examination _____ / _____ / _____ / _____
- Routine preventive measures _____ / _____ / _____ / _____
- Emergency situation plans _____ / _____ / _____ / _____

B. Business Management

1. Office Procedures

- Bookkeeping _____ / _____ / _____ / _____
- Budgeting and budget controls _____ / _____ / _____ / _____
- Cash flow _____ / _____ / _____ / _____
- Cost-accounting and departmental cost-analysis _____ / _____ / _____ / _____
- Payroll – control and analysis _____ / _____ / _____ / _____
- Record keeping _____ / _____ / _____ / _____

2. Insurance

- Fire and extended coverage _____ / _____ / _____ / _____
- Malpractice _____ / _____ / _____ / _____
- Special _____ / _____ / _____ / _____

C. Financial Management – 3-party payer

- Medicare _____ / _____ / _____ / _____
- Medicaid _____ / _____ / _____ / _____
- Insurance _____ / _____ / _____ / _____
- Veteran’s Administration _____ / _____ / _____ / _____
- Intermediate & monthly allowance, RFM _____ / _____ / _____ / _____
- MDS-PPS, case mix _____ / _____ / _____ / _____

D. Community Interrelationships

- Public Relations-communications with varied multi-media _____ / _____ / _____ / _____
- Volunteer Groups-liaison with church, school & civic groups _____ / _____ / _____ / _____
- Community Health Planning _____ / _____ / _____ / _____
- Government Agencies-local, state and federal, ombudsman _____ / _____ / _____ / _____

III. General Aspects of Patient Related Areas

A. Patient as a Person

- Individual Differences _____ / _____ / _____ / _____
- Psychology of Human Behavior _____ / _____ / _____ / _____
- Citizen Rights: community aspects, voting & residents’ council _____ / _____ / _____ / _____
- Family Relationships-need for visitors & companionship _____ / _____ / _____ / _____
- Family Council _____ / _____ / _____ / _____

B. Patient as a Resident in Nursing Home

1. Health Component

- Disease process and recognition-resident assessment _____ / _____ / _____ / _____
- Total health care plan: nursing, medical, MDS and case mix _____ / _____ / _____ / _____

	AIT candidate/ Supervisor/ Preceptor/ Date
• Terminology	_____ / _____ / _____ / _____
• Quality Indicators	_____ / _____ / _____ / _____
2. Admission Procedures	
• Orientation and readjustment to home	_____ / _____ / _____ / _____
• Placement	_____ / _____ / _____ / _____
• Recruitment	_____ / _____ / _____ / _____
3. Restorative Measures	
• ADL	_____ / _____ / _____ / _____
• Activities and recreation	_____ / _____ / _____ / _____
• Group interaction	_____ / _____ / _____ / _____
• Remotivational activities	_____ / _____ / _____ / _____
4. Relationship with Staff/Administration- Individual differences	_____ / _____ / _____ / _____
C. Patient as an Aging Person	
1. Signs of Aging – Physical	_____ / _____ / _____ / _____
• Eye Changes – Presbyopia, Cataracts, Glaucoma	_____ / _____ / _____ / _____
• Mouth Changes – Loss of teeth	_____ / _____ / _____ / _____
• Feet changes – Corns and calluses, proper fitting shoes for support and comfort	_____ / _____ / _____ / _____
2. Symptoms of Aging – Psychological Needs	
• Loneliness	_____ / _____ / _____ / _____
• Anxiety	_____ / _____ / _____ / _____
• Depression	_____ / _____ / _____ / _____
• Separation reaction	_____ / _____ / _____ / _____
D. Patient’s Basic Needs	
1. Food-Nutrition of Elderly	
• Basic food needs	_____ / _____ / _____ / _____
• Specific Diets-Disease/Age related	_____ / _____ / _____ / _____
• Malnutrition problems-relationship to senility	_____ / _____ / _____ / _____
• Palatable foods-essentials for good nutrition	_____ / _____ / _____ / _____
2. Dining Atmosphere	
• Pleasures of eating	_____ / _____ / _____ / _____
• Modification with aged residents	_____ / _____ / _____ / _____
• Dining room	_____ / _____ / _____ / _____
• Tray service – Techniques for volume distribution- Needs for some residents to be fed, special adaptive devices	_____ / _____ / _____ / _____
3. Shelter – Privacy	
• Safety factors	_____ / _____ / _____ / _____
• Heat and fresh air	_____ / _____ / _____ / _____
• Cleanliness	_____ / _____ / _____ / _____
4. Clothing – Individual clothes & Safe-keeping Procedures	
• Laundering	_____ / _____ / _____ / _____
• Purchasing	_____ / _____ / _____ / _____

The following questions are to be typed written by the AIT candidate for submission to the Board.

1. Discuss the overall department standards you reviewed in no more than one (1) page.
2. Summarize your experiences in the departments in no more than two (2) pages.
3. Discuss the areas where you are strong and the areas you need to improve in no more than one (1) page.

PRECEPTOR MIDPOINT REPORT

The preceptor must discuss:

1. The AIT candidate's strengths and weakness.
2. The AIT candidate's future goals and an action plan for the final portion of the AIT program in no more than two (2) pages.