Work Process Schedule

Nursing Home Administrator	
Job Description: Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.	
RAPIDS Code: 1105TB	**O*NET Code:** 11-9111.00
Estimated Program Length: 1 Year	
Apprenticeship Type: ☐ Competency-Based　　☒ Time-Based　　☐ Hybrid	

Suggested On-the-Job Learning Outline

Supervise and Evaluate employee performance.	Approximate Hours
A. Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel.	
Total Hours	

Develop computer, information systems, and operational records	Approximate Hours
A. Establish and evaluate information systems and technology infrastructure to ensure data privacy and protection, and to comply with applicable requirements and regulations. B. Develop and maintain computerized record management systems to store and process data, such as personnel activities and information, and to produce reports.	
Total Hours	

Conduct employee training programs.	Approximate Hours
A. Plan, implement, and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff. B. Establish and lead an organizational culture that fosters professional development, employee engagement, ethical practice, and sensitivity to diverse backgrounds. C. Develop instructional materials and conduct in-service and community-based educational programs	
Total Hours	

Implement organizational process or policy changes.	Approximate Hours
A. Establish and maintain care recipient service policies and procedures that comply with applicable requirements and regulations B. Implement and evaluate care recipient service practices to promote quality of care and quality of life, and ensure compliance with policies and procedures C. Ensure transitions of care are executed according to requirements, regulations, and standards of quality D. Ensure care recipient representatives are considered and included to maximize care recipient quality of life E. Develop, lead, and evaluate organizational change initiatives.	
Total Hours	

Manage human resources activities.	Approximate Hours
A. Establish and maintain human resources policies and procedures that comply with applicable requirements and regulations. B. Implement and evaluate human resources practices to ensure compliance with policies, procedures, and standards for effectiveness.	
Total Hours	

Direct financial operations.	Approximate Hours
A. Establish and maintain financial management policies and procedures that comply with applicable requirements and regulations. B. Implement and evaluate financial management practices to promote financial viability and ensure compliance with policies, procedures, and standards for effectiveness. C. Plan, implement, and evaluate financial management systems and practices that improve financial outcomes and comply with Generally Accepted Accounting Principles (GAAP) D. Negotiate, interpret, and implement contractual agreements to ensure compliance and optimize organizational performance and outcomes. E. Prepare Operational Budgets	
Total Hours	

Maintain knowledge of current developments in area of expertise.	Approximate Hours
A. Develop, implement, and evaluate business development and public relations practices. B. Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and financing options.	
Total Hours	

Monitor resources and performance of organizational members or partners.	Approximate Hours
A. Monitor the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services	
Total Hours	

Recruit and hire personnel, prepare staff schedules or work assignments.	Approximate Hours
A. Direct or conduct recruitment, hiring, and training of personnel. B. Establish work schedules and assignments for staff, according to workload, space, and equipment availability.	
Total Hours	

Manage operations, research, or logistics projects.	Approximate Hours

A. Ensure health information management programs meet applicable documentation requirements, regulations, and standards of quality
    B. Develop, implement, and evaluate the organization's quality assurance and performance improvement programs.
    C. Manage change in integrated health care delivery systems, such as work restructuring, technological innovations, and shifts in the focus of care.	

Total Hours	

Liaise between departments or other groups to improve function or communication.	Approximate Hours

A. Ensure care recipients' psychosocial needs and preferences are assessed and addressed at each level of care.
    B. Establish a process for effective interdisciplinary and interdepartmental communication and coordination.
    C. Maintain communication between governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning.	

Total Hours	

Develop organizational goals or objectives.	Approximate Hours

A. Develop, implement, and evaluate practices to ensure compliance with directives of governing body and strategic plan.
    B. Ensure plans of care are established, implemented, updated, and monitored according to evidence-based practice, care recipient (and representative) preferences, and assessed needs.
    C. Establish objectives and evaluative or operational criteria for units managed.	

Total Hours	

Develop procedures to evaluate organizational activities.	Approximate Hours
A. Promote satisfaction and engagement of care recipients and their representatives and resolve any grievances.	
Total Hours	

Develop operating strategies, plans, or procedures.	Approximate Hours
A. Develop and implement organizational policies and procedures for the facility or medical unit. B. Establish, implement, and evaluate internal investigation and mandatory reporting processes. C.	
Total Hours	

Develop organizational policies or programs.	Approximate Hours
A. Establish, implement, and maintain care environment policies and procedures that comply with applicable requirements and regulations.	
Total Hours	

Analyze risks to minimize losses or damages.	Approximate Hours
A. Develop, implement, and evaluate risk management programs and interventions to ensure regulatory compliance. B. Review and analyze facility activities and data to aid planning and cash and risk management and to improve service utilization	
Total Hours	

Monitor facilities or operational systems.	Approximate Hours
A. Ensure the medication management process supports the needs of the care recipient and meets standards of quality. B. Ensure the rehabilitation and restorative programs maximize level of functioning and independence for care recipients. C. Ensure nutritional needs and dining preferences of care recipients are met.	
Total Hours	

Prepare operational progress or status reports.	Approximate Hours
A. Prepare activity reports to inform management of the status and implementation plans of programs, services, and quality initiatives.	
Total Hours	

Advise others on legal or regulatory compliance matters.	Approximate Hours
A. Advocate for care recipients' rights, self-determination, and preferences within all aspects of care.	
Total Hours	

Inspect condition or functioning of facilities or equipment.	Approximate Hours

A. Ensure effective environmental services, including housekeeping and laundry services, are provided.
    B. Ensure a safe and secure care environment that includes consideration of infection control, sanitation, and disaster preparedness.
    C. Ensure facility management and maintenance activities are performed according to applicable requirements, regulations, and standards of quality.
    D. Manage the survey and inspection process.	

Total Hours	

Coordinate operational activities with external stakeholders.	Approximate Hours

A. Coordinate and oversee contracted care and services.
    B. Educate stakeholders on services provided, regulatory requirements, and standards of care.
    C. Consult with medical, business, and community groups to discuss service problems, respond to community needs, enhance public relations, coordinate activities and plans, and promote health programs.	

Total Hours	

Total OJL Hours: 2000

Suggested Related Instruction Outline

Provider	
Name: Ohio Health Care Association	
Address: 9200 Worthington Rd., Ste 110 Westerville, OH, 43082	
Email:	**Phone Number:**
Suggested Related Instruction Hours:144	

Domain	Course Title (Subdomain)	Contact Hours
1 - Care, Services, and Supports	1A - Quality of Care	12
	1B - Quality of Life	20
	1C - Ancillary Services	7
2 - Operations	2A - Financial Management	10
	2B - Risk Management	13
	2C - Human Resources	14
3 - Environment & Quality	3A - Care Setting	9
	3B - Regulatory Compliance	4
4 - Leadership & Strategy	4A - Leadership	6
	4B - Organizational Strategy	5
Additional training based on required AIT self-assessment	-2023 Quality Measure Update -Accuracy of Medicare A and Medicaid Reimbursement -An Overview of Advance Directives -Assessment and Treatment of Lower Extremity Ulcers -Assessment, Staging and Documentation of a Pressure Injury -Assisted Living (RCF) Rules & Survey Preparedness -Best-In-Class Recruitment Marketing Strategies to Find Top-Notch Talent -Critical SNF Reimbursement Updates & Benchmarking Data -Death & Dying	44

| | -Don't Get Burned at Your Next Survey!
-Ethics in Supervision
-Expanding CMS Quality Initiatives- What you need to know
-Fire and Smoke Door Inspections
-First Impressions - Being Prepared for Surveyors to Arrive
-Five Star Quality System and Quality Measures
-Fundamentals of Home Care
-Fundamentals of Hospice
-How Person-Centric Recognition Can Improve Caregiver Resilience and Retention
-How to operate Residential Care Facilities with LPN Leaders as They Struggle to find RNs
-ICD-10-CM Refresher
-Individual Autonomy and the Limits of Staff Responsibility (Ethics)
-Introduction to the MDS Process, Scheduling and Timing
-Keeping the Staff We Have: Building Culture to Improve Employee Retention
-Keys to a Successful Restorative Nursing Program
-Keys to Submitting a Successful Informal Dispute Resolution
-Life Safety Code Happens – Documenting for Success
-Maximizing Social Media Impact
-MDS 3.0 Coding for Section G, GG, and O
-MDS 3.0 Coding for Sections A, H, I, J, N, P, S, X, and Z
-MDS 3.0 Coding for Sections K, L, and M
-MDS Exception Review and MDS Update 2022
-Medicaid Eligibility Basics in Ohio
-Navigating The 4 Levels Of Anger
-Navigating the Post-Pandemic Workforce with Certified Medication Aides
-New and Crucial Protections for Mothers/New Obligations for Employers
-Nursing Documentation to Support Services and Care Delivery
-Nursing Facility Dietary Manager Boot Camp
-October 1, 2023 MDS Changes
-October 1, 2023 Ohio Medicaid Case Mix Update
-Ohio Assisted Living Waiver and Medicaid
-Ohio Case Mix Exception Review Strategies
-Ohio Home Health Medicaid and HCBS Waivers
-Ohio Medicaid for Hospice
-Ohio Medicaid for SNFs
-Organizational Ethics and Moral Management
-PBJ – Navigating Staffing Metrics for 5-Star
-PDPM- Are your systems keeping this patient driven?
-Positioning your SNF for Optimal Financial, Clinical and Operational Success in 2023
-Preparing for 2023 MDS Item Set Changes | |

	-Prevention of Pressure Injuries: Risk Assessment, Interventions and Care Planning -Prevention of Skin Breakdown -Recruiting and Onboarding Foreign Educated Registered Nurses During a Nursing Crisis -Recruitment and Retention in Healthcare -Revised LTC Surveyor Guidance, Part 1 -Revised LTC Surveyor Guidance, Part 2 -Risky Business: How to Handle Falls, Lift Incidents, and Elopements -Slip, Trip and Fall Employee Safety Guide for Long-Term Care Facilities -SNF Billing Conference -Sticky Business – Understanding the Emerging Cannabis Industry and its Impact on Employers -Successful completion of Section V, Care Area Assessments (CAAs) and Care Planning -Successful Interview Techniques and Coding of Sections B, C, D, E, F and Q -The Essential MDS 3.0 Course (On Demand) -The Essential QM's: Quality Motivated by Reimbursement -The Fundamentals of CAAs and Care Plans -Topical Management of Pressure Injuries -Understanding the Risks of Allowing Marijuana at Ohio Assisted Living Communities -Understanding what and when for beneficiary notices -Utilizing QAPI to Implement a Pressure Injury/Skin Integrity Program -Water Management Plans – Legionella Control — CMS Expectations -What now? A Look at Behavioral Health Services Expectations in the Long-Term Care Setting	
Total		144

*If related course number data are available, information displayed includes the Classification of Instructional Programs (CIP) code that best represents the field of study, course, or program. CIP provides a taxonomic scheme that supports the accurate tracking and reporting of educational programs. CIP is developed and maintained by the U.S. Department of Education.