How to Become a Preceptor

Securing the future of the Long Term Care Profession
The Statute

A Preceptor must be a full-time nursing home administrator who:

- Is licensed in, and has practiced full-time in Ohio for a minimum of one year
- Must have a current certificate of registration
Preceptor Qualifications

- Candidate with a baccalaureate degree or higher must have two years’ full-time nursing home administrator experience in the last five years.

- Candidate with college credits, but no degree must have three years full-time nursing home administrator experience in the last five years and scored 113 or higher on the NAB exam.
Preceptor Qualifications

- Candidate with no college credits must have six years full-time nursing home administrator experience and scored 113 or higher on the NAB exam.

- A candidate who is currently certified by the American College of Health Care Administrators must have two years full-time nursing home administrator experience in the last five years.
Preceptor Restrictions

The Board will NOT approve the following:

- A Preceptor training his Employer or Supervisor

- A Preceptor training a relative of the following degree:
  - Spouse, child, parent, stepparent, stepchild, brother/sister, cousin, niece/nephew, uncle/aunt
The AIT Requirements

1. The applicant must hold at least a baccalaureate degree from an educational institution, which must be accredited by a regional accrediting association.

2. The applicant must complete the Core of Knowledge Course.

3. The applicant must complete an approved internship which is nine months with a bachelor’s degree and six months with a masters degree. This must be served on a full time basis.

4. The applicant must take and pass both the National and State Examination.
# The Timetable

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Committee Meeting</th>
<th>Board Meeting</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21</td>
<td>February</td>
<td>March</td>
<td>April 1</td>
</tr>
<tr>
<td>April 21</td>
<td>May</td>
<td>June</td>
<td>July 1</td>
</tr>
<tr>
<td>July 21</td>
<td>August</td>
<td>September</td>
<td>October 1</td>
</tr>
<tr>
<td>October 21</td>
<td>November</td>
<td>December</td>
<td>January 1</td>
</tr>
</tbody>
</table>
Special Considerations

- Applicants with significant experience in nursing home management may request a 3 month/500 hour reduction in the required Internship hours.

- Requests must be made to the Board in writing before the start of the AIT, and will be granted or denied on a case specific basis.
The Training Site

The Training site must:

- Be under the full-time (minimum of 35 hours per week) supervision of a licensed nursing home administrator who qualifies as a preceptor.

- Provide professional nursing care under the full-time supervision of a Director of Nursing who is an R.N. The Director must have at least two years full-time experience in a nursing home or hospital.

- Be staffed and operated in accord with all applicable local, state and federal laws and rules.
BENHA Education Committee

- Reviews Applications for completeness and meeting eligibility requirements
- Makes recommendations to Board to allow or deny reductions in Internship hours
- Makes recommendations to Board to allow for site and preceptor changes during the AIT experience
Preceptor Responsibilities

- The Administrator is the person ultimately responsible for the supervision of the AIT.

- The Preceptor should provide adequate orientation to the AIT before assigning responsibilities.

- The Preceptor should spell out the AIT responsibilities, authority, and limitations in the student role.
Preceptor Responsibilities

- The Preceptor should provide physical facilities and equipment needed by the AIT to perform the required tasks.

- The Preceptor must contact the Board office if problems arise that interfere with a successful AIT experience.

- The Preceptor must notify the Board of any employment status changes that could affect the AIT experience.
AIT Responsibilities

- The AIT must be at the Facility at the specified time, or contact the Preceptor in case of absence or tardiness.

- The AIT must comply with all personnel policies of the facility.

- If the AIT experiences problems during the internship, it is the AIT responsibility to first discuss the issue with the Preceptor, and if necessary, the Board office.
AIT Responsibilities

- The AIT must keep an accurate daily log of all training hours and subject areas covered.

- The log is to be kept throughout the internship.

- The log must be kept onsite and available for review by the Board representative.

- The AIT must submit a monthly report by the 10th of each month on the required form.
AIT Responsibilities

- The AIT is expected to serve the internship between the hours of 6:00am and 6:00pm, Monday through Friday on a regular basis.

Note: This does not preclude the AIT from training on weekends and second and third shifts for limited periods of exposure.
AIT Responsibilities

- The AIT is not allowed to serve in any capacity other than that of trainee during internship hours.

- An Internship approved for 9 months/1500 hours must be served over a 9 month period with the hours evenly distributed over that time. This applies to an internship of any length.
AIT Responsibilities

- Vacations, leaves of absence must be first approved by the Preceptor, AND any absence in excess of two weeks must be made to the Board office and countersigned by the preceptor.

- All absences, including attendance at the Core of Knowledge, must be made up to ensure the required internship hours are met.
The Application

To be submitted by the Applicant

- A check in the amount of $50.00, made payable to TREASURER, STATE OF OHIO
- Five copies of the NURSING HOME ADMINISTRATOR-IN-TRAINING APPLICATION (One Original and Four Copies)
- One copy of the Medical Certification from the Physician
- Two Character References
The Application

To be submitted by the Applicant

- Official Transcript (to be sent DIRECTLY to the Board from the College)

- Documentation of completion, or arrangements to complete, the Core of Knowledge Course

- Employment Status Form (NHA-AIT-10)

- Criminal Background Check Verification
The Application

To be Prepared by the Preceptor

- A pre-training assessment of the applicant’s background. Must be developed jointly with the AIT.

- The board-supplied training plan, assigning hours to specific subject areas and objectives (Should be developed jointly with the AIT).

- Facility Survey (Form NHA-AIT-4)
The Application

To be Prepared by the Preceptor

- Resume of Preceptor
- Work History of Director of Nursing
- Copies of Survey Reports of the training site for the current year including:
  - a. Statement of Deficiencies and Plan of Correction (Form CMS-2567)
  - b. Post Certification Revisit Report (Form CMS-2567-B)
EMPLOYMENT STATUS FORM

Name_____________________________________________     Training Site_____________________________________
Internship Dates Beginning ______________________________ ending _____________________________________

CIRCLE ONE
I WILL NOT be employed any hours of the day in any position other than administrator in training throughout the period of my internship
I WILL be employed some hours of the day in a position other than administrator in training during the period of my internship.

FILL IN THE SCHEDULE BELOW
((Remember to allow at least 30 minutes for a lunch period))

<table>
<thead>
<tr>
<th>Location</th>
<th>Position</th>
<th>Hours from-to</th>
<th>Location</th>
<th>Position</th>
<th>Hours from-to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Internship Hours Per Week:_______________________  Total Employment Hours Per Week _______________________
I certify that the information on this document is complete and accurate to the best of my knowledge and belief. I further understand that, should it be found that I have acted in any capacity other than that of administrator-in-training during the above stated training hours, part or all of said training program could be disallowed.

Signed___________________________________________________
Subscribed and sworn to before me this ___________________________ day of _________________________________, 20____________
Signature of Notary __________________________________________
State_____________________________ County__________________________ Date of Commission Expire ___________________________
Cost of the AIT

- Application Fee $50
- Core of Knowledge $1,650 plus additional expenses for 3 weeks lodging and meals
- Exam Fee
  - State Exam: $155
  - National Exam: $300
- License Fee: $250
- Salary – Negotiated between Preceptor and AIT
  - No salary is required to be paid to the AIT candidate
The Training Plan

- Developed jointly between Preceptor and AIT

- Training Hours must be listed on the plan by section and totaled at the end.

- Total Hours must add up to the required total for the Internship (e.g. 1,500; 1,000; or 500).

- Monthly reports must tie to the Training Plan.
The Training Plan

Director of Nursing

- Federal, State & Local Health Regulations
- Standards of Environmental Health & Safety
- Psychology of Patient Care
- Principles of Medical Care
- Personal & Social Care
- Therapeutic & Supportive Services
- Department Organization & Management
The Training Plan

Director Program Services

- Policies & Procedures
- Psychology of Patient Care
- Coordination of Medical & Social Needs
- Therapeutic & supportive Care & Services
- Organizational Chart
The Training Plan

Resident Life Coordinator

- Policies & Procedures
- Psychology of Patient Care
- Personal & Social Care
- Department Organization & Management
- Community Relationships
The Training Plan

Business Office

- Functional Knowledge of Business Practices
  - General Ledger
  - Role of Controller in Facility Operations
  - Budgets & Budget Allocations (Financial Statements)
  - Cost Reporting
  - Relationships & Interactions with other Depts.
  - External Relationships (e.g. Medicaid, Medicare, Social Security office, VA office, Insurance carriers)
The Training Plan

Director of Dining Services

- Policy & Procedure review including federal, state & local health requirements
- Philosophy & Approach to Providing good Nutrition & Sanitation
- Understand different types of diets
- Department Operations
- Community Relationships related to Dining Services
The Training Plan

Director of Maintenance

- Policies & Procedures
- Building Codes & Regulations
- Obtain working knowledge of Life Safety Codes
- Obtain a working knowledge of OSHA requirements
- Emergency & Disaster Policies & Procedures
- Department Operations
- Community Relationships
The Training Plan

Director of Housekeeping & Laundry

- Policies & Procedures
- Philosophy & Approach to Environmental Services
- Regulations related to caring for the Environment
- Working knowledge of Infection Control Policies & Procedures
- Department Operations
- Community Relationships – Interaction with Residents and Families
The Training Plan

Director of Human Resources

- Policies & Procedures
- Philosophy & Approach to providing effective human resources
- Obtain working knowledge of all employee related laws & regulations
- Employee Recruitment
- Department Operations
- Community Relationships (e.g. speaker’s bureau, job fairs, employee recognition)
The Training Plan

Director of Community Education

- Policies & Procedures
- Emergency Preparedness & Training Drills
- Psychology of Patient Care
  - Techniques for sensitizing personnel to emotional and social needs of residents and families
  - Budgets and monitoring
  - Relationships and interactions with other departments
The Training Plan

Community Services

- Policies & Procedures
- Department Operations
- Community Interrelationships as related to the department (e.g. volunteer recruitment and development)
The Training Plan

Admissions & Marketing

- Policies & Procedures

- Develop an understanding of the admissions procedure and the facility approach to welcoming and orienting new residents

- Department Operations (Budgeting, special events, promotions)

- Community Relationships
Applying for the Exam

The following items must be received at the Board's Office before your application for computer based testing will be approved and sent to the Professional Examination Service (PES):

- Certificate of completion of the Core of Knowledge course
- Your written evaluation of your training program to date (your own opinions).
- Your preceptor’s evaluation of you as an administrator in training (to date).
- Verification that you have completed your internship (your last monthly report).
- Your completed application for licensure examination (Yellow Application must be submitted to the Board’s office by February 20, May 20, August 20 and November 20).
Tips for a Successful Experience

- Treat the AIT as a fellow professional
- Expose the AIT to as many different experiences as possible
- Be flexible with the training schedule to allow the AIT to take part in facility activities, and unplanned events (e.g. survey)
- Do not treat the AIT as “free labor”. Enhance the educational experience
- Maintain an ongoing dialog with the AIT regarding strengths and weaknesses and the AIT experience
Questions / Contact Information

Board of Examiners of NHA

www.ohiobenha.org
(614) 466-5114

Doug Andrews, Executive Director

Doug.Andrews@odh.ohio.gov

Jennifer Cunningham, Education Coordinator

Jennifer.Cunningham@odh.ohio.gov