



IHCA-ICAL Training Center

Nurse Management Training for Skilled Nursing Facilities

1524 W. Cayuse Creek Drive, Meridian, ID 83646

Phone: 208.343.9735 Fax: 208.342.6891

Session Block	Module
Tuesday, March 20 – Total Hours 8.50	
8:00am-11:00am (3)	Module 1: Nursing Administration This is an introductory module and sets the framework for the other modules to follow. The contents and competencies to be achieved are intended to give the participant an opportunity to examine the functions and activities expected when on the job and to begin development of the skills needed to be successful in the role of nursing administrator.
11:00am-12:00pm (1)	Incident Reports & Investigations This session will cover “how, when, and why” incident reports and investigations need to be completed.
12:00pm-12:30pm	Lunch Break Sponsored by
12:30pm-5:00pm (4.50)	<p>Module 2: Regulations One of the most difficult functions of the nursing administrator is to keep current on the many regulations and requirements that are promulgated by State and federal agencies. The information in this module will acquaint the participant with the most important regulations and their applications in the long term care facility.</p> <p>Module 4: State Agency Oversight for Licensure and Certification This session will cover valuable information about Bureau of Facility Standards and meeting the requirements for licensure and certification. Presenters will also discuss state survey process and the provider's responsibilities for maintaining competence in delivery of services to residents; Informal Dispute Resolution (IDR) process, enforcement actions, and immediate jeopardy.</p>
Wednesday, March 21 – Total Hours 8.50	
8:00am-10:00am (2)	Module 3: Financial Management of the Nursing Department Budget Because the majority of expenses in a nursing facility are incurred in the nursing department, financial management of that department by the nursing administrator is critical. The nursing administrator has a central role in preparing a budget that will allow for costs to be in line with revenues while maintaining quality nursing care for residents.
10:00am-12:00pm (2)	Module 6: Developing and Managing Human Resources Human resources, the people, are the heart of every business (Economy & Nelson, 1996, p. 82). Never could that be truer than in the business of caring for residents in long term care settings. Therefore, the information in this module focuses on the competencies needed by the nursing administrator who wants and expects to hire the right people for the right job.
12:00pm-12:30pm	Lunch Break Sponsored by
12:30pm-3:30pm (3)	Module 5: Continuous Quality Improvement & Infection Control This presentation will focus on the need to continuously monitor the quality of services provided in long term care facilities.
3:30pm-5:00pm (1.50)	Building Up, Not Breaking Down! This session will focus on team-building strategies that will help keep your staff on the road to success, not broken down on the side of the road.

Attendees Need to Bring a copy of the following: Their Job description; If facility has one, a mission statement for the nursing department; A policy & procedure that needs to be written or re-written; Sample schedule; Most recent facility survey. Earn 21 CEUs and a Certificate of Completion.



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Thursday, March 22 – Total Hours 4.00	
8:00am-10:00am (2)	<p>Module 7: Resident Rights and Legal/Ethical Issues Nursing administrators need to have a working knowledge of the regulations specifically centered on residents’ rights, the laws that govern long term care, the ethical situations that arise and decisions that are inevitably required. The competencies for this module and the information provided should help the nursing administrator to be better prepared in avoiding legal problems and in facing ethical dilemmas.</p>
10:00am-12:00pm (2)	<p>Module 8: Providing Quality Care This module will provide the nursing director with general information about the aging adult and approaches to care of the elderly resident who may be among many who are faced with multiple conditions in a nursing home. The comprehensive plan of care must vary as needed to meet the specific needs of each person even though the conditions or diseases may be the same. Protocols are necessary, but the applications of the protocols may change depending on the resident’s assessment.</p>
12:00pm	<p><i>Lunch, Wrap-Up, Questions, Certificates of Completion</i></p>

Attendees Need to Bring a copy of the following: Their Job description; If facility has one, a mission statement for the nursing department; A policy & procedure that needs to be written or re-written; Sample schedule; Most recent facility survey. Earn 21 CEUs and a Certificate of Completion.