

**GEORGIA STATE BOARD OF
NURSING HOME ADMINISTRATORS
MINUTES
December 04, 2008**

The Georgia State Board of Nursing Home Administrators held a meeting on Thursday, December 4, 2008 at 237 Coliseum Drive, Macon, Georgia 31217.

Members Present:

Barbara Baxter, Vice President
Terrell Cook
Sheila Weddon
Maranah Sauter
Philip Stone
David Dunbar
Christi Card
Frances M. McCullar

Board Members Absent:

Norma Jean Morgan
W. Dennis Taylor, Jr., M.D.

Others Present:

Brig Zimmerman, Executive Director
Scarlett Elliott, Board Attorney
Serena Gadson, Licensure Supervisor
Dianne Patterson, Administrative Assistant
Amanda Allen, Board Support Specialist

Ms. Baxter, Board Vice-President, established that a quorum was present and called the meeting to order at 9:30 a.m.

Announcements:

Mr. Zimmerman introduced the new Board appointee, Frances McCullar. Ms. McCullar was sworn into office, and the scheduled meeting was conducted. A second new appointment, W. Dennis Taylor, Jr., M.D., was unable to attend today's scheduled meeting.

Mr. Zimmerman announced the re-appointments of the following Board Members: Phillip Stone, Terrell Cook, Norma J. Morgan, and Sheila Weddon.

Executive Director's Report

No formal report presented.

Public Hearing: Board Rules 393-3-.02 and 393-4-.02:

**SYNOPSIS OF PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF
NURSING HOME ADMINISTRATORS RULES: CHAPTER 393-3 QUALIFICATIONS
FOR LICENSURE; SUBCHAPTER .02 PRE-EXAMINATION REQUIREMENTS.
AMENDED**

Purpose: The purpose of the proposed chapter amendment is to clarify the requirements for licensure.

Main Feature: The main feature of the proposed chapter amendment is to update the Pre-Examination requirements for licensure.

THE PROPOSED AMENDMENT TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULES: CHAPTER 393-3 QUALIFICATIONS FOR LICENSURE; SUBCHAPTER .02 PRE-EXAMINATION REQUIREMENTS. AMENDED

Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.

393-3-.02 Licensure Requirements. Amended.

A person who seeks licensure by examination as a nursing home administrator must show the following:

- (a) Be at least 21 years of age;
- (b) Be of reputable and responsible character;
- (c) Be a citizen of the United States or have a registration card indicating valid residency and work status in the United States. Current or previous full time (a minimum of 40 hours per week) employment in a licensed nursing home facility.
- (d) Education defined as one year of college with 45 quarter hours or 24 semester hours of course work at an educational institution accredited by a regional body recognized by the Council of Post Secondary Accreditation (like SACCS). The following are the education requirements accepted by the Georgia Nursing Home Administrators Board:
 - (i) a master's degree in health administration, health services administration, health care administration, or nursing, or other related degrees, which includes coursework that encompasses the five domains of the National Association of Boards of Examiners of Long Term Care Administrators, Inc. (NAB), ~~with one year of management experience~~ and completion of a ~~500~~ 300-hour internship or practicum validated on the transcript ~~and~~ or a three month Georgia AIT; or
 - (ii) a baccalaureate degree in health administration, health services administration, health care administration, or nursing, or other related degree, which includes coursework that encompasses the five domains of the NAB, ~~with three years of management experience~~ and completion of a ~~500~~ 300-hour internship or practicum validated on the transcript ~~and~~ or a six month Georgia AIT.
 - (iii) ~~Eight~~ Six years of full-time work in any skilled nursing facility with the last ~~five~~ three years being in management, ~~plus 60 semester units and no less than 48 semester units~~ or 90 quarter units of college, plus a ~~1000-hour~~ six month Georgia AIT.
 - (iv) Eight years full time experience in a nursing home with the last five years being in management, High School Diploma and a ~~2000-hour~~ twelve month Georgia AIT.
- (~~⊕~~) (e) Management experience is defined as full-time employment as a department head or licensed professional supervising two or more employees in a nursing home or skilled nursing hospital unit.
- (f) The NAB domains are: Resident Care and Quality of Life, Human Resources, Finance, Physical Environment and Atmosphere and Leadership and Management.

Authority O.C.G.A. 43-27-4, 43-27-5 and 43-27-6

Weddon motioned, Sauter seconded, and the Board voted to adopt the proposed amendments to Rule 393-3.02 Qualifications for Licensure as presented. None opposed, motion carried.

In addition, the Board voted that the formulation and adoption of Rule 393-3-.02 does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot

be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§43-27-4, 43-27-5, and 43-27-6.

It is not legal or feasible to meet the objective of O.C.G.A. §§ 43-27-4, 43-27-5, and 43-27-6 to adopt or implement differing actions for businesses as listed at O.C.G.A. §50-13-4-(3)(A), (B), (C), and (D). The formulation and adoption of this rule will impact every licensee in the same manner and each licensee is independently licensed, owned and operated and dominant in the field of Nursing Home Administrators.

SYNOPSIS OF PROPOSED AMENDMENTS TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULES, CHAPTER 393-4 ADMINISTRATOR IN TRAINING; SUBCHAPTER .02 AIT PROGRAM AT AN APPROVED NURSING HOME.

Purpose: The purpose of the proposed chapter amendment is to clarify the definition and requirements for licensure of an Administrator In Training.

Main Feature: The main feature of the proposed chapter amendment is the updating of the definitions and requirements of licensure for an Administrator in Training

THE PROPOSED AMENDMENT TO THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS RULES, CHAPTER 393-4 ADMINISTRATOR IN TRAINING; SUBCHAPTER .02 AIT PROGRAM AT AN APPROVED NURSING HOME.

Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.

393-4-.02 Georgia Board-Approved AIT Program Requirements. Amended.

(1) Nursing Home.

(a) In order to be the site of an AIT program, the nursing home must have a minimum of 60 beds.

(b) The Board may limit the number of AIT's the nursing home trains at one time as follows:

1. a nursing home with 60 to 100 beds may be approved for a maximum of one intern;
2. a nursing home with 101 to 150 beds may be approved for a maximum of two interns;
3. a nursing home with 151 or more beds may be approved for a maximum of three interns.

(c) The administrator must submit:

1. An Application for Approved AIT Site;
2. An application fee (See Fee Schedule);
3. Submit copies of all surveys received in the last 24 months.

(d) A nursing home which otherwise qualifies for approval, but is deficient in one or more of the above listed criteria, may seek approval based upon the establishment of affiliations with other nursing homes.

(e) The approval of a nursing home as an AIT site shall be valid for three consecutive years, unless withdrawn by the Board for reasons stated in these rules including Chapters 393-4 and 393-6. Re-approval will be considered after receipt and review of application, fee and forms at the Board's discretion.

(f) The Board may withdraw approval of an AIT site based upon changes in the nursing home surveys, preceptor or for reasons stated in these rules including Chapters 393-4 and 393-6.

(2) Preceptor.

(a) The preceptor is solely responsible for ensuring that the AIT complies with the

Laws and Rules of the Board, and must attest to such compliance upon completion of the AIT program.

(b) The preceptor must ensure that the AIT is not over-burdened with routine responsibilities that may be detrimental to his or her training, and must ensure that the intern is afforded a broad and comprehensive experience.

(c) To be licensed as a Nursing Home Administrator Preceptor, the applicant must submit the application and fee and:

1. Be currently licensed in Georgia as a Nursing Home Administrator;
2. Currently have been employed as a licensed Nursing Home Administrator for five years;
3. Be employed and working full time at the AIT Training Site.

(d) Approval of a nursing home administrator as a preceptor shall be valid for three consecutive years unless withdrawn by the Board for reasons stated in these rules. Reapproval will be considered after the Board's receipt and review of an Application for Approved Preceptor and fee.

(e) The Board may withdraw approval of a preceptor license at its discretion.

(f) A nursing home administrator who becomes unable to continue to serve as a preceptor, must notify the Board of same by registered mail no later than five days after their last date of service as a preceptor.

(3) The starting date of an AIT will be determined upon receipt of completed application, fee, already approved Preceptor and AIT Site by the Board office. A license will be mailed to applicant upon approval by the Board office. If the AIT Site or Preceptor have not been approved the application must go to the next Board meeting for approval. The AIT will not begin until license is issued. The Preceptor must validate on the application that it is complete and meets qualifications.

(a) This individual must meet requirements for licensure as stated in 393-3 Licensure requirement.

~~1. be at least 21 years of age, be of good moral character, and be a citizen of the United States or have a registration card indicating valid residency and work status in the United States;~~

~~2. having met the qualifications of an NHA;~~

~~3. Applicants must meet academic requirements from an educational institution accredited by a regional body recognized by the Council on Post Secondary Accreditation (for example, SACCS) and internship requirements.~~

~~(i) a master's degree in health administration, health services administration, health care administration, or nursing, or other related degrees, which includes coursework that encompasses the five domains of the National Association of Boards of Examiners of Long Term Care Administrators, Inc. (NAB), with one year of management experience and completion of a 500-hour internship and or a Georgia AIT; or~~

~~(ii) a baccalaureate degree in health administration, health services administration, health care administration, or nursing, or other related degree, which includes coursework that encompasses the five domains of the NAB, with three years of management experience and completion of a 500-hour internship and/or a Georgia AIT.~~

~~(iii) Eight years of full-time work in any skilled nursing facility with the last five years being in management, plus 60 semester units or 90 quarter units of college, plus a 1000 hour AIT.~~

~~(iv) Eight years of full-time experience in a nursing home with the last five years being in management, High School Diploma and a 2000 hour AIT.~~

~~(I) Management experience is defined as full-time employment as a department head or licensed professional supervising two or more employees in a nursing home or skilled nursing hospital unit.~~

(4) AIT Program.

(a) An AIT program is approved for a specific Georgia licensed Nursing Home as the

Training Site and for the Georgia licensed Nursing Home Administrator Preceptor at the approved Training Site.

(b) An AIT program occurs three to six twelve consecutive months with a twenty to forty hour work week as defined by licensure requirements. ~~Approval for breaks during the consecutive period will be at the discretion of the Board.~~

~~(c) The typical AIT training week shall consist of 20 to 40 hours.~~

~~(d)~~ (c) Schedules for the AIT must include, at a minimum, the following:

1. Allotted time for various functions of the nursing home such as nursing, dietary, housekeeping, business office, management and supervisory techniques;
2. Allotted time for participation in professional meetings and staff meetings;

~~(e)~~ (d) A monthly report is to be submitted to the Board beginning 30 days from the starting date of the AIT. This report must follow the individualized schedule and describe the activities of the month and should be signed and notarized by both the Preceptor and AIT.

~~(f)~~ (e) The Board may request the AIT and/or the preceptor to meet with the AIT Committee to discuss the intern's progress.

~~(g)~~ (f) If the preceptor is no longer able to supervise the AIT, the AIT may petition the Board for the appointment of an interim preceptor pending the approval of a new preceptor by the Board. The Board, at its discretion, may continue its approval of the AIT program, if the AIT within five days notifies the Board of any change in circumstances, including but not limited to illness of the preceptor. An AIT who fails to make such a petition may not receive credit for the period already served.

~~(h)~~ (g) An individual shall receive no credit for time served in an unapproved AIT program; for time served under the supervision of a nursing home administrator who has not been approved as a preceptor; or for time served prior to the Board's approval of the AIT's Application for Registration.

~~(i)~~ (h) Any change in preceptor requires notice to and approval by the Board. An internship which has been discontinued by a period of military service shall be allowed to be completed within a year after the service. Also the Board must receive notice in the event of discontinuance of training for any other reason.

~~(j)~~ (i) An AIT applicant may take the national examination prior to completion of the AIT program. However, the NHA license will not be issued until the AIT program is completed satisfactorily.

Authority: O.C.G.A. §§ 43-27-4, 43-27-5 and 43-27-6

Ms. Weddon motioned, Ms. Sauter seconded, and the Board voted to adopt the proposed amendments to Rule 393-4.02 Administrators in Training as presented. None opposed, motion carried.

In addition, the Board voted that the formulation and adoption of Rule 393-4-.02 does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-27-4, 43-27-5, and 43-27-6.

It is not legal or feasible to meet the objective of O.C.G.A. §§ 43-27-4, 43-27-5, and 43-27-6 to adopt or implement differing actions for businesses as listed at O.C.G.A. §50-13-4-(3)(A),(B),(C), and (D). The formulation and adoption of this rule will impact every licensee in the same manner and each licensee is independently licensed, owned and operated and dominant in the field of Nursing Home Administrators.

Approval of Minutes

Ms. Sauter motioned, Mr. Stone seconded and the Board voted to approve the Minutes from the September 04, 2008 meeting as presented. None opposed, motion carried.

Executive Session

Mr. Stone motioned, Mr. Dunbar seconded, and the Board voted to enter into Executive Session in accordance with O. C. G. A. §43-1-2(k) (1) (2), § 50-14-2 (1), and 43-1-19(h) (2) &(4), to deliberate on applications, complaints, and to receive the Assistant Attorney General's, Cognizant and Investigation's reports. Voting in favor of the motion were Baxter, Weddon, Cook, Sauter, Stone, Dunbar, Card and McCullar.

Attorney General's Report

Ms. Scarlett Elliott, Assistant Attorney General, provided a status report, which included information on any cases referred for action, requests for advice and/or requests for authority for proposed rules.

Ms. Sauter motioned, Ms. Card seconded and the Board voted to approve the Assistant Attorney General's report as presented. None opposed, motion carried.

Professional Practices Committee Report:

Ms. Weddon gave an update on the pending complaint/investigation cases with the committee. The following recommendations were presented to the Board.

Cases Closed: No Additional Information Required:

NHA080012, NHA080026, NHA080028, NHA080029, NNHA080030, NHA080034,
NHA090002, NHA090003, NHA090004, NHA090006, NHA090007, NHA090008,
NHA090010, NHA090011, NHA090019, NHA090028, NHA090029, NHA090030,
NHA090032, NHA090033, NHA090034, and NHA090038

Pending Receipt of Additional Information

NHA080024, NHA080027, NHA080032, NHA080033, NHA090001, NHA090005,
NHA090009, NHA090012, NHA090013, NHA090014, NHA090015, NHA090016,
NHA090017, NHA090018, NHA090020, NHA090021, NHA090023, NHA090024,
NHA090025, NHA090026, NHA090027, NHA090031, NHA090035, NHA090036,
and NHA090037

Cases Forwarded to the Attorney General's office:

NHA080020

Cases Referred to the Office of Regulatory Services:

NHA090022

Ms. Sauter motioned, Ms. Card seconded, and the Board voted to accept the recommendations made to the Professional Practice Committee Report. None opposed, motion carried.

Credentials Committee:

Mr. Dunbar motioned, Ms. Sauter seconded, and the Board voted to approve the following Credentials Committee report.

NURSING HOME ADMINISTRATOR

1. S.R.H.	Denied
2. S.D.J.	Pending
3. S.M.	Denied
4. M.A.R.	Denied

ENDORSEMENT

1. Casper, Sandra	Approved
2. May, Jessica R.	Approved
3. N.L.W.	Approved Pending

REINSTATEMENT

1. Epting, Cynthia P.	Approved
2. L.F.	Denied
3. Lomonico, Stephen	Approved

REACTIVATION

1. Bullock, Hazel C.	Approved
2. Stewart, Meredith E.	Approved

PRECEPTOR

1. Boyer, Beverly H.	Approved
2. Fort, Jr. Hillery V.	Approved
3. Hudson Jr., Robert T	Approved
4. Hurt, Coretta	Approved
5. Sims, John T.	Approved

AIT SITE

1. Greene Point Health & Rehabilitation	Approved
2. Providence Health Care	Approved
3. Magnolia Manor Nursing Center	Approved
4. Hamilton House Nursing & Rehab Ctr.	Approved

Mr. Dunbar motioned, Ms. Sauter seconded; motion carried to allow pending applicants to proceed with AIT program while rules are clarified.

AIT

1. Arwood, Candy M.	Approved
2. Bunn, Annette	Approved
3. Butler, Sr., Donald E.	Approved
4. Elzey, Shannon L.	Approved
5. J.G.	Pending

6. Jones, Angela R.	Approved
7. Mack, Jonathan R.	Approved
8. Monroe, Ouida	Approved
9. L.W.N.	Pending
10. T.M.N.	Pending
11. S.R.	Approved Pending
12. C.W.	Pending
13. S.H.W.	Denied

2009-2010 Board Officer Elections:

Mr. Dunbar moved, Ms. Weddon seconded, and the Board voted to elect Ms. Barbara Baxter as Board President and Mr. Terrell Cook as Vice President. None opposed, motion carried.

With no additional business to be discussed, Ms. Weddon moved, Mr. Cook seconded, and the Board adjourned the meeting at 11:00 a.m.

Minutes recorded by:

Amanda M. Allen, Board Secretary

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

Barbara Baxter, Vice President

Brig Zimmerman, Executive Director

These minutes were signed and approved on _____.