

**GEORGIA STATE BOARD OF
NURSING HOME ADMINISTRATORS
MINUTES
August 6, 2009**

The Georgia State Board of Nursing Home Administrators held a conference call meeting on Thursday, August 6, 2009 at 237 Coliseum Drive, Macon, Georgia 31217.

Members Present:

Barbara Baxter, President
Norma Jean Morgan
Maranah Sauter
W. Dennis Taylor, Jr., M.D.
Christi Card
Philip Stone
Frances M. McCullar

Board Members Absent:

Terrell Cook, Vice President
Doug Colburn, DCH

Others Present:

Deborah Beard, Acting Executive Director
Scarlett Elliott, Assistant Attorney General
Serena Gadson, Licensure Supervisor
Dianne Patterson, Administrative Assistant
Amanda Allen, Board Support Specialist

Ms. Baxter, Board President, established that a quorum was present and called the conference call meeting to order at 10:06 a.m.

Announcements:

1. Ms. Deborah Beard introduced herself to the Board as the Acting Executive Director in the absence of Mr. Brig Zimmerman, Executive Director.

Public Rule Hearing:

Ms. Morgan motioned, Mr. Stone seconded, and the Board voted to adopt the proposed amendments to Rule 393-3.02 Licensure Requirements as posted. None opposed, motion carried.

**SYNOPSIS OF PROPOSED AMENDMENTS TO THE
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 as a Nursing Home Administrator.

Main Feature: The main feature of the proposed chapter amendment is to update the minimum hours obtained in a Georgia Administrator in Training requirements for licensure.

**THE PROPOSED AMENDMENT TO THE
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) and completion of a 300-hour internship or practicum validated on the transcript or a three month (minimum 500 hours worked) 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 and completion of a 300-hour internship or practicum validated on the transcript or a six month Georgia AIT~~-,~~ or
- (iii) Six years of full-time work in any skilled nursing facility with the last three years being in management and no less than 48 semester units or 90 quarter units of college, plus a six month (minimum of 1000 hours worked) Georgia AIT~~-,~~ or
- (iv) Eight years full time experience in a nursing home with the last five years being in management, High School Diploma and a twelve month (minimum of 2000 hours worked) 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

Ms. Morgan motioned, Mr. Stone seconded, and the Board voted to adopt the proposed amendments to Rule 393-4.02 Approved AIT Program Requirements as posted. None opposed, motion carried.

**SYNOPSIS OF PROPOSED AMENDMENTS TO THE
THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS
RULES: CHAPTER 393-4 ADMINISTRATOR IN TRAINING; SUBCHAPTER .02 GA BOARD-
APPROVED AIT PROGRAM REQUIREMENTS. AMENDED**

Purpose: The purpose of the proposed chapter amendment is to clarify the timeframes of the AIT program.

Main Feature: The main feature of the proposed chapter amendment is to clarify the extension of the twelve month timeframe when an individual is in the program for less than a forty hour week in order to accommodate the total required hours.

**THE PROPOSED AMENDMENT TO THE
THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS
RULES: CHAPTER 393-4 ADMINISTRATOR IN TRAINING; SUBCHAPTER .02 GA BOARD-
APPROVED AIT PROGRAM REQUIREMENTS. AMENDED**

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.
- (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 twelve consecutive months with a twenty to forty hour work week as defined by licensure requirements. If an AIT candidate will be working less than 40 hours per week, the AIT Program must be extended to accommodate the number of hours needed to qualify for licensure.
 - (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;
 - (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.
 - (e) The Board may request the AIT and/or the preceptor to meet with the AIT Committee to discuss the intern's progress.
 - (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.
 - (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.
 - (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.
 - (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. Morgan motioned, Mr. Stone seconded, and the Board voted to adopt the proposed amendments to Rule 393-5-.03 Reinstatement as posted. None opposed, motion carried.

**SYNOPSIS OF PROPOSED AMENDMENTS TO THE
THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS
RULES: CHAPTER 393-5 RENEWAL AND REINSTATEMENT PROCESS; SUBCHAPTER .03
REINSTATEMENT. AMENDED**

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

Main Feature: The main feature of the proposed chapter amendment is to clarify the reinstatement of a surrendered or revoked license due to expiration only and, to update the number of contact hours and Continuing Education Units required.

**THE PROPOSED AMENDMENT TO THE
THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS
RULES: CHAPTER 393-5 RENEWAL AND REINSTATEMENT PROCESS; SUBCHAPTER .03
REINSTATEMENT. AMENDED**

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

393-5-.03 Reinstatement. Amended.

(1) Expired License.

(a) Failure to late renew an expired license within three (3) months of its expiration shall have the same effect as a surrender or revocation.

(b) Reinstatement shall be at the discretion of the Board.

(2) Reinstatement of Surrendered or Revoked License due to expiration only.

(a) Person applying for reinstatement on or after April 1 must submit one of the following:

1. Submit a completed reinstatement application to the Board showing that the person has:

(i) Retaken and passed the NAB Exam within one year of date of the application.

(ii) Obtained ~~70~~ 40 contact hours or ~~7-0~~ 4.0 CEUs directly related to the practice of Nursing Home Administrator within two years preceding the date of the application.

(iii) Paid the reinstatement fee as set by the Board, ~~OR.~~ or

(b) Submit a completed reinstatement application to the Board and show that the person has:

1. A current license from another state with equivalent standards to the current Georgia Act with the verification from the other state.

(i) Practiced for a period of at least two years preceding the date of the reinstatement application.

(ii) Obtained ~~70~~ 40 contact hours or ~~7-0~~ 4.0 CEUs directly related to the practice of Nursing Home Administrator within two years preceding the date of the application.

(iii) Pay the reinstatement fee.

(c) A surrendered or revoked license, due to other factors not related to allowing a license to expire, is subject to reinstatement at the discretion of the Board. The Board may restore or reissue a license and as a condition thereof may impose any disciplinary action.

Authority O.C.G.A. 43-27-4, 43-27-5 43-27-6, 43-27-8 and 43-27-9

Ms. Morgan motioned, Mr. Stone seconded, and the Board voted to adopt the proposed amendments to Rule 393-13-.01 Continuing Education Requirements as posted. None opposed, motion carried.

**SYNOPSIS OF PROPOSED AMENDMENTS TO THE
THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS
RULES: CHAPTER 393-13 CONTINUING EDUCATION; SUBCHAPTER .01
REQUIREMENTS. AMENDED**

Purpose: The purpose of the proposed chapter amendment is to clarify the requirements for continuing education obtained online.

Main Feature: The main feature of the proposed chapter amendment is to update the number of online course work acceptable toward the required 40 CE Hours for renewal of a license.

**THE PROPOSED AMENDMENT TO THE
THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS
RULES: CHAPTER 393-13 CONTINUING EDUCATION; SUBCHAPTER .01
REQUIREMENTS. AMENDED**

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

393-13-.01 Requirements. Amended.

- (1) Forty clock hours of continuing education are required biennially to renew a license.
- (2) A minimum of six of the 40 hours shall be on residents' rights and/or in health care professional ethics. These hours may not be earned through independent study. The main focus must be on standards of professional conduct, professional responsibility, malpractice and recognition of ethical dilemmas. Hours concerned exclusively with legislative issues will not be acceptable. If a licensee acquires more than six hours in residents' rights and/or ethics, the excess hours may be used toward the 34-hour requirement listed below.
- (3) The remaining 34 clock hours shall be in any or all of the following health care subject areas, descriptions of which will be provided by the Board upon request:
 - (a) Resident;
 - (b) Gerontology and Special Populations (See definitions in 393-4-.01(14));
 - (c) Personnel Management;
 - (d) Financial Management;
 - (e) Marketing and Public Relations;
 - (f) Environmental Management;
 - (g) Regulatory Management;
 - (h) Organizational Management.
- (4) ~~No more than 10 hours shall be e~~Online study from a NAB Board approved course provider is allowed.
- (5) No more than 20 clock hours may be from any online provider, one course, workshop or presentation. However, this limit does not apply to professional conferences which offer multiple presentations.
- (6) The continuing education requirement for the first renewal of a license which was issued in even numbered years, shall be 20 hours in any combination of the categories set out above. Licensees obtaining licensure in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle. The passing of the national examination at any time during the biennium shall be equal to 20 hours of continuing education.
- (7) Providers who measure continuing education activities in "Continuing Education Units" (CEUs) shall define one CEU as 10 clock hours of continuing education.
- (8) Independent Study. A maximum of five continuing education hours may be obtained by engaging in any of the following independent study activities as long as they are in the content areas set out in Rule 393-13-.01(3) above: teaching a course, presenting a lecture, or conducting a workshop for the first time; listening to audio tapes; viewing video tapes; reading, editing or writing professional books or articles; and conducting professional research. The licensee shall attest to the number of clock hours completed, the type of activity, the subject material covered, and the dates involved.

Authority: O.C.G.A. § 43-27-5

With no additional business to be discussed, Dr. Taylor motioned, Ms. Saunter seconded, and the Board adjourned the conference call meeting at 10:11 a.m.

Minutes recorded by:

Amanda M. Allen, Board Secretary

Minutes reviewed and edited by:

Deborah Beard, Acting Executive Director

Barbara Baxter, President

Deborah Beard, Acting Executive Director

These minutes were signed and approved on _____.