

GEORGIA STATE BOARD OF NURSING HOME ADMINISTRATORS
Meeting Minutes – January 28, 2016

The Georgia State Board of Nursing Home Administrators met on Thursday, January 28, 2016 in the Board office at 237 Coliseum Drive, Macon, Georgia 31217.

Members Present:

Barbara Baxter, NHA, Chair
Barbara Mitchell, NHA, Vice-Chair
Kerry Smith, NHA
Dianne Patterson, NHA
Kay Watkins, Public at Large
Dare Domico, Educator
Terrell Cook, NHA
Scott Kroell, Hospital Administrator (via teleconference)

Board Members Absent:

Dennis Taylor, Jr., M.D.
Donna Huffstutler, NHA
Carolyn Hill, RN

Others Present:

Brig Zimmerman, Executive Director, HC-1
Mary Katherine Lindsey, BSS
Hope Harrison, Licensure Analyst

Attorney General's Office:

Janet Jackson, Assistant Attorney General

Ms. Baxter, Board Chair, established that a quorum was not present and called for a meeting of the Board to order at 9:19 a.m. as a sitting committee until 10:28 when a quorum was met.

Agenda: Approved as presented

Minutes:

- October 1, 2015

Ms. Patterson motioned, Mr. Cook seconded and the Board voted to approve the amended meeting minutes of October 1, 2015. None opposed, motion carried.

Rules Discussion:

The Board discussed amendments to the following rules:

393-4-.02 Administrator In Training (AIT) Program Requirements

(1) ~~All~~ **ALL** applicants for initial licensure in Georgia as a Nursing Home Administrator must complete an Administrator in Training program as determined by the Board (excluding applicants by endorsement).

(2) A person who intends to qualify for a **Nursing Home Administrators license and** admission to the licensure examination by use of an Administrator In Training (A.I.T.) program must first receive approval to begin the program by meeting the requirements of ~~Rule Chapter~~ **Chapter 393-3** and successfully completing the AIT program in a Board approved Nursing Home Training Site facility under the coordination, supervision and teaching of a Georgia Nursing Home Administrator Preceptor who has obtained approval from the Board pursuant to and who continues to meet the qualifications of this rule.

(3) ~~Board Approved Nursing Home Training Site.~~ **Board Approved Nursing Home Training Site**

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

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

1. a A nursing home with sixty (60) to one hundred (100) licensed beds may be approved for a maximum of one (1) AIT;

2. ~~a~~ A nursing home with one hundred and one (101) or more licensed beds may be approved for a maximum of two (2) AITs;

(c) The licensed Georgia Nursing Home Administrator of record of the proposed AIT site must submit:

1. An application and non-refundable administrative fee for consideration as a Board approved Nursing Home Training Site;

2. Copies of all surveys received in the last eighteen (18) 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) Once approved, a Nursing Home Training Site term of approval shall coincide with the Nursing Home Administrators license expiration date of December 31st of every odd numbered year and will be subject to re-approval and a new administrative fee every two years. ~~Approved training sites will be able to complete this re-approval process online (NOTE: NO continuing education hours required for re-approval of a Nursing Home Training Site).~~

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

~~(4) Nursing Home Administrator Preceptor~~ **Nursing Home Administrator 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 on monthly reports as well as upon a final completion report of the AIT program.

1. It is the responsibility of the preceptor to assure each monthly and final completion report is completed correctly, completely and accurately.

2. Each monthly report shall only contain AIT hours accrued within the calendar month, regardless of the dates or number of hours. Do not combine calendar months into one report.

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

(c) To be approved as a Nursing Home Administrator Preceptor, the applicant must submit the application, non-refundable administrative fee and:

1. Be currently licensed in Georgia as a Nursing Home Administrator with no disciplinary actions taken against the applicant's license which the Board deems to be of such a nature as to prevent the applicant from providing services as a Preceptor;

2. Currently have been employed as a licensed Nursing Home Administrator for five (5) years with the final year of practice being in Georgia;

3. Be employed and working full time at the Georgia Board approved AIT Training Site;

4. ~~Notify the Board of s~~Successfully completing completed the "Nursing Home Administrator Preceptor" course through the Georgia Health Care Association (GHCA) ~~within eighteen (18) months of the Board's initial preceptor status approval.~~

(d) Once approved, a Nursing Home Administrator Preceptor term of approval shall coincide with the Nursing Home Administrators license expiration date of December 31st of every odd numbered year and will be subject to re-approval and a new administrative fee every two years. ~~Approved preceptors will be able to complete this re-approval process online (NOTE: NO continuing education hours required for re-approval of a Nursing Home Administrator Preceptor).~~

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

(f) A nursing home administrator who becomes unable to continue to serve as a preceptor, or leaves the AIT site as the Administrator of Record for any reason must notify the Board of same by registered mail no later than ten (10) business days after their last date of service as a preceptor. If the nursing home administrator fails to notify the Board as outlined in this rule in a timely manner, the Board reserves the right to sanction or discipline the Preceptor's license and to withdraw or restrict the preceptor's approval.

~~(5) The starting date of an AIT program will be determined upon receipt of completed application, the non-refundable fee, and a currently approved Preceptor and AIT Site by the Board (refer to current listing of approved sites/preceptors on the Board website www.sos.ga.gov/plb/nursinghome). If the Training Site and Preceptor have not been pre-approved, the application must go to the next Board meeting for approval. The AIT program will not begin until approval is granted and any training completed prior to the authorized start date will be considered invalid. The Preceptor must attest on the application that it is complete and meets all qualifications.~~

(5) Preceptor and Training Site Re-Approval Process

(a) Failure to obtain re-approval of a Preceptor or Training Site within three (3) months from its expiration date will require new applications, fees and all supporting documents to be submitted.

(b) After April 1st of every EVEN numbered year, in order to be considered for the reinstatement of a Preceptor or Training Site approval, the Preceptor of Record for the Training Site must submit a completed Reinstatement of Preceptor Approval application, and a Training Site Approval application, pay the required fees and provide any supporting documentation required on the application forms.

(c) Any training conducted on or after January 1st of every EVEN numbered year without the Board's re-approval of the current Preceptor and Training Site shall not be accepted by the Board towards the required hours of the AIT program being conducted.

(d) Re-Approval of Preceptors and Training Sites shall be at the sole discretion of the Board.

(6) ~~Administrator In Training (AIT) Program.~~ **Administrator In Training (AIT) Program**

(a) An AIT program is approved for a specific Georgia Nursing Home as the Training Site, and, for an approved Georgia Nursing Home Administrator Preceptor at the approved Training Site.

(b) An AIT program occurs from a minimum of 500 clock hours to a maximum of 2000 clock hours, earned in consecutive months from three (3) months to twelve (12) months, with a an average per calendar week of twenty-four (24) hours worked for part time candidates to forty (40) hours worked for full time candidates as defined by Board rules.

(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/laundry, business office, leadership, quality improvement, disaster preparedness and supervisory management techniques;

2. Allotted time for participation in professional meetings and staff meetings, but cannot dominate training hours each week;

(d) ~~A n~~Monthly reports ~~is~~ are to be submitted to the Board ~~beginning no later than~~ thirty (30) days from the ~~starting date of the AIT~~ last day of the training month completed. 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. Any denied hours/reports by the Board must be addressed by the Preceptor and the AIT in a timely manner and no additional monthly reports will be reviewed/approved until the denied hours/reports are resolved.

(e) The Board may request the ~~AIT and/or the preceptor~~ Preceptor and/or AIT to meet with the Board to discuss the AIT's progress if monthly reports are denied or other concerns are raised.

(f) If the preceptor is no longer able to supervise the AIT, the AIT will be afforded up to 12 months' time to find another Preceptor to oversee his/her program at the current site or seek placement at another approved site. The "~~interim~~" new Preceptor and the AIT must notify the Board in writing (submit the "Change of Preceptor" Form) of the changes in circumstances prior to any training being provided by the "~~interim~~" new Preceptor. The Board will review the circumstances and determine if the AIT can proceed under the "~~interim~~" new Preceptor. Once approved by the Board, the AIT may continue his/her program.

(g) An individual shall receive no credit for ~~time served~~ training hours at an unapproved Nursing Home Training Site; for ~~time served~~ training hours under the supervision of a nursing home administrator who has not been approved as a preceptor for that particular AIT; or for ~~time served~~ training hours prior to the Board's approval of the AIT's application.

(h) An Administrator in Training program which has been discontinued by a period of military service (the AIT or affected immediate family member of an AIT) shall be allowed to be completed within a year after the completion of the military service. The Board must receive notice in the event of discontinuance of training for military service and for any other reason as well.

(i) An AIT ~~applicant~~ may take the national examination ~~prior to~~ within six (6) months of the Board approved completion of the AIT program and submission of a Nursing Home Administrator application for licensure ~~completion of the AIT program and not before.~~ However, the NHA license shall not be issued until the AIT program is completed satisfactorily.

(j) The starting date of an AIT program will be determined upon receipt of completed application, the non-refundable fee, and a currently approved Preceptor and AIT Site by the Board (refer to current listing of approved sites/preceptors on the Board website www.sos.ga.gov/plb/nursinghome).

1. If the Preceptor and Training Site have not been pre-approved by the Board, the AIT application cannot be approved until both the Preceptor and Training Site have been approved.

2. The Preceptor must attest on the application that it is complete and meets all qualifications prior to submitting it to the Board for consideration. The Preceptor is responsible for all documentation submitted to the Board for approval of his/her AIT.

Ms. Mitchell motioned, Mr. Kroell seconded, and the Board voted to refer the proposed rule amendments to 393-4-.02 to the AG’s office for a Memo of Statutory Authority, and for the Executive Director to post the proposed rule amendments upon receipt of authority for the required minimum of thirty days for public view and comment, with a public rules hearing to follow as soon as possible. None opposed, motion carried.

Petition for Waiver/Variance:

- Burns, R.

Ms. Domico motioned, Ms. Watkins seconded, and the Board voted to deny the petition for failure to substantiate, prove a substantial, verifiable hardship; refer applicant to the Board Rules for a joint facility. None opposed, motion carried.

Application Ratify List: October 1, 2015- January 27, 2016

NHA005656	Collins, Alton Isaiah	Nursing Home Administrators
NHA005657	Zarif, Amir M	Nursing Home Administrators
NHA005658	Collins, Victoria Brown	Nursing Home Administrators
NHA005659	Gerard, Jason Matthew	Nursing Home Administrators
NHA005660	Holden, Patricia	Nursing Home Administrators
NHA005661	Blackman, Tonya	Nursing Home Administrators
NHA005662	Crider, Benjamin D	Nursing Home Administrators
NHA005663	Kraft, Robert Mitchell	Nursing Home Administrators
NHA005664	Smith, Obadiah	Nursing Home Administrators
NHA005665	Matheny, Rebecca Marie	Nursing Home Administrators
NHA005666	Rowlands, Lindsay Marie	Nursing Home Administrators
NHA005667	Hubble, Toni Marie	Nursing Home Administrators
NHA005668	Lecornu, Cheryl Jean	Nursing Home Administrators
NHA005669	Triplet, Eugene B, II	Nursing Home Administrators
NHA005670	Martin, Matthew Gregory	Nursing Home Administrators
NHA005671	Barthwell, Natasha	Nursing Home Administrators
NHA005672	Cooper, Sonya Patrice	Nursing Home Administrators
NHA005673	Goberdhan, Bhojraj	Nursing Home Administrators
NHA005674	Cherry, Shanna Nunnally	Nursing Home Administrators
NHA005675	Clay, Tammy Annette Mullins	Nursing Home Administrators
NHA005676	Walker, Francine	Nursing Home Administrators
NHAP000201	Hay, Winona Michelle	Nursing Home Administrators
NHAP000202	Conlan, Sheila Kay Bradford	Nursing Home Administrators
NHAP000203	Lucke, Carolyn Jo	Nursing Home Administrators
NHAP000204	Cliett, Linda Gail	Nursing Home Administrators
NHAS000217	The Oaks Scenic View	Nursing Home Administrators
NHAS000219	Tattnall Nursing LLC, dba Tattnall Healthcare Center	Nursing Home Administrators
NHAS000220	Eagle Health and Rehabilitation	Nursing Home Administrators
NHAS000221	Dawson Health and Rehabilitation	Nursing Home Administrators
NHAS000222	Meadows Park Health and Rehabilitation	Nursing Home Administrators
NHAT000284	Simmons, Carol	Nursing Home Administrators
NHAT000285	Hoang, Dustin Minh Bao	Nursing Home Administrators

NHAT000286	Parker, Julie Elizabeth	Nursing Home Administrators
NHAT000287	Dunaway, Rebecca Brooke	Nursing Home Administrators
NHAT000288	Pope, Bess Peacock	Nursing Home Administrators
NHAT000289	Cason, Christopher T	Nursing Home Administrators
NHAT000290	Sorensen, Tribbie Tamaira	Nursing Home Administrators
NHAT000291	Bardge, Machele Pace	Nursing Home Administrators
NHAT000292	Pearson, Kristen Michelle	Nursing Home Administrators
NHAT000293	McKinster, Stacy L.	Nursing Home Administrators
NHAT000294	Karanja, Anthony Kinyanjul	Nursing Home Administrators
NHAT000295	Height, Brittany Burney	Nursing Home Administrators
NHAT000296	Akers, Baren Deleon	Nursing Home Administrators
NHAT000297	Shaw, Alexis Danielle	Nursing Home Administrators
NHAT000298	Hughes, Letitia Rajee'	Nursing Home Administrators
NHAT000299	Echols, Savannah Elizabeth	Nursing Home Administrators
NHAT000300	Jones, Regenia Louise	Nursing Home Administrators
NHAT000301	Parker, Rachel Morgan	Nursing Home Administrators

Mr. Cook motioned, Ms. Watkins seconded, and the Board voted to approve the Application Ratify List as presented. None opposed, motion carried.

Executive Directors Report:

Executive Director proposed the following re-approval fees for approval by the Board for Preceptors and Training Sites:

- Preceptor (\$100) and Training Site (\$150) Re-approval fee (after expiring)
- Nursing Home Administrator license application fee - \$100

Mr. Kroell motioned, Ms. Domico seconded, and the Board voted to accept the new Preceptor re-approval fee of \$100, and the Training Site re-approval fee of \$150 once a license has been expired, passed the late re-approval date. None opposed, motion carried.

Ms. Patterson motioned, Mr. Cook seconded, and the Board voted to accept the new Nursing Home Administrator license application fee of \$100.00. None opposed, motion carried.

Ms. Mitchell motioned, Ms. Patterson 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 the prior meetings applicant interview, applications and the Professional Practices Committee and Attorney Generals reports. Voting in favor of the motion were Baxter, Mitchell, Kroell, Domico, Patterson, Watkins, Smith, and Cook.

At the conclusion of Executive Session on Thursday, October 1, 2015, Ms. Baxter declared the meeting to be “open” pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq.

Professional Practice Committee Report:

Cases recommended for closure, no additional actions required – DCH Surveys/In Compliance:

- NHA160007

To Remain Pending:

- NHA160001, NHA160005 and NHA160009

Ms. Patterson motioned, Ms. Domico seconded and the Board voted to accept the Professional Practices Committee recommendations on the above named complaints/surveys. None opposed, motion carried.

Attorney General's Report:

Ms. Janet Jackson, Assistant Attorney General provided a status report to the Board, which included information on any cases referred for action, requests for advice and/or requests for authority for proposed rules.

Mr. Smith motioned, Mr. Kroell seconded and the Board voted to accept the Attorney General's report as presented. None opposed, motion carried.

Applications:

Recommendation:

- R. B. Pending

Mr. Cook motioned, Mr. Kroell seconded and the Board voted to accept the recommendations made on the applications as presented. None opposed, motion carried.

Applicant/Licensee Interview:

Recommendation:

- J. P. Allow KR to submit a Petition for Variance of Board Rules. In Addition, O.C.O will not be considered to begin an AIT program until Fall of 2016, and, M.O. will seek another site.

Mr. Kroell motioned, Ms. Patterson seconded, and the Board voted to accept the recommendations of the applicant interview of J.P. as presented. None opposed, motion carried.

Renewals- CE Audits:

Recommendation:

- N. N. Send letter stating CE hours must be obtained by March 31, 2016 for the license to be renewed.
- J. S. Send letter stating CE hours must be obtained by March 31, 2016 for the license to be renewed.
- C. M. Send letter stating CE hours must be obtained by March 31, 2016 for the license to be renewed.
- L. P. Send letter stating the files cannot be accepted; Need certificates.

Ms. Mitchell motioned, Mr. Cook seconded, and the Board voted to accept the recommendations as presented for J. S., N. N. and C. M. None opposed, motion carried.

Board Inquiry:

Recommendation:

- J. P. Discussed Preceptor/TS roles; Current AIT needs to file a Petition requesting to vary rule 393-4-.02.

Ms. Patterson motioned, Mr. Kroell seconded, and the Board voted for the Board Staff to notify J. P. to advise K.R. to submit a Petition for Variance to vary Board Rule 393-4-.02 as recommended. None opposed, motion carried.

Executive Session Minutes:

Recommendation:

- October 1, 2015

Accept as amended

Ms. Mitchell motioned, Ms. Domico seconded and the Board voted to approve the Executive Session minutes of October 1, 2015 as amended. None opposed, motion carried.

The next scheduled Board meeting is April 28, 2016, via teleconference.

Mr. Cook motioned, Mr. Smith seconded and the Board meeting was adjourned at 12:55 p.m.

Minutes recorded, reviewed and edited by:

Mary Katherine Lindsey, BSS
Brig Zimmerman, Executive Director

BARBARA BAXTER
Chair

BRIG ZIMMERMAN,
Executive Director, Healthcare 1

These minutes were approved: April 28, 2016