

GEORGIA STATE BOARD OF NURSING HOME ADMINISTRATORS
Conference Call – March 3, 2016

The Georgia State Board of Nursing Home Administrators teleconference was held on Thursday, March 3, 2016 in the Board office at 237 Coliseum Drive, Macon, Georgia 31217.

Members Present:

Barbara Baxter, NHA, Chair
Donna Huffstutler, NHA
Kerry Smith, NHA
Dianne Patterson, NHA
Dare Domico, Educator
Terrell Cook, NHA
Scott Kroell, Hospital Administrator

Board Members Absent:

Dennis Taylor, Jr., M.D
Barbara Mitchell, NHA, Vice-Chair
Kay Watkins, Public at Large

Others Present:

Brig Zimmerman, Executive Director, HC-1
Mary Katherine Lindsey, Healthcare 1
Hope Harrison, Licensure Analyst
Amanda Allen, Licensing Supervisor
Linsey Brookins, BSS

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 9:01 a.m. as a quorum.

Agenda: Approved as presented

Petition for Waiver/Variance:

- Goodrum, T. 393-3-.04

Ms. Patterson motioned, Ms. Hill seconded, and the Board voted to deny the petition for failure to prove a substantial, verifiable hardship; she must repeat the 500 hour AIT program before licensure will be considered. None opposed, motion carried.

The Board Rules Discussion:

The Board discussed proposed amendments to the following rules and the public release of AG Memo of Statutory Authority for the following rules:

- 393-3-.02 Licensure Requirements
- 393-3-.04 Examination
- 393-5-.01 Renewal of License
- 393-5-.03 License Reinstatement
- 393-9-.01 Endorsement
- 393-9-.02 Qualifications of Applicants

Mr. Kroell motioned, Ms. Patterson seconded, and the Board voted to release the AG's memo for statutory authority for the rules to the public. None opposed, motion carried.

- **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; all applicants must submit a secure and verifiable document, as defined in Code Section 50-36-2;

(d) Be qualified to work in a skilled nursing home as outlined in state and federal guidelines and Board rules. The following are the education requirements accepted by the Georgia Nursing Home Administrators Board:

1. A doctorate or master's degree in health administration, health services administration, health care administration, or nursing, or other related healthcare degrees, and a 500 hour Georgia AIT program; or

2. A baccalaureate degree in health administration, health services administration, health care administration, or nursing, or other healthcare related degree, and a 1000 hour Georgia AIT program, or

3. An associate degree in nursing or licensed practical nursing certification with four years of full time work in any skilled nursing facility with the last two years being in management, and a 1500 hour Georgia AIT program; or

~~3~~ 4. 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 2000 hour Georgia AIT program, or

~~4~~ 5. Eight years full time experience in a skilled nursing facility with the last five years being in management, a High School Diploma, and a 2000 hour Georgia AIT program.

(e) Management experience is defined as full-time employment as a department manager or licensed professional supervising a staff of two or more employees in a skilled nursing facility or skilled nursing hospital unit.

(f) Education is 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 SACS).

(g) If an applicant does not meet these requirements but does have a doctorate, masters or baccalaureate degree in a field outside of healthcare, the applicant would be required to complete a 2000 hour AIT program in Georgia to qualify for licensure.

- **393-3-.04 Examination. Amended.**

(1) Upon the Board's approval of the completion of an AIT program, An applicant must take and pass a Board shall be approved to take the national exam. No applicant shall be approved to register and sit for the national exam prior to the Board approval of the AIT program.

(2) Following the Board approval of the completion of the AIT program, An applicant must shall complete all requirements for licensure as a Nursing Home Administrator within one year six (6) months of the date of Board approval of the AIT program's completion application.

(3) If the applicant fails to complete all requirements for licensure as a Nursing Home Administrator ~~the application process including passing of the national exam~~, within ~~that year's~~ the six (6) month timeframe, the application will be withdrawn and the applicant must submit a new application, current documentation and fee.

- **393-5-.01 Renewal of License. Amended.**

(1) Nursing Home Administrator licenses shall expire on December 31st ~~st~~ of ~~the~~ each odd-numbered years.

(a) ~~Renewal fee is due by December 31st of the odd year.~~

(2) 40 hours of CE must be obtained within the current ~~biennial renewal period~~ two year active licensure cycle (i.e. between January 1st of every even numbered year after the expiration date, through December 31st of the subsequent odd numbered year/next expiration date), except as indicated below.

(a ~~3~~) ~~Unless the licensee is audited by the Board, i~~It is the responsibility of the licensee to keep maintain records of the 40 hours of CE hours obtained per renewal for a period of three years.

(4) The continuing education requirement for the first renewal of a license which was issued in even numbered years shall be twenty (20) hours in any combination of the categories set out in Rule Chapter 393-13.

(5) Licensees obtaining initial 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 twenty (20) hours of continuing education.

- **393-5-.03 License Reinstatement. Amended.**

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

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

(3) In order to be considered for the reinstatement of a surrendered or revoked license, the applicant must submit a completed reinstatement application, pay the required fee and meet one of the following criteria:

(a) If the license has been lapsed for two (2) years or less from the date of expiration, the applicant for reinstatement must provide certificates of completion of forty (40) contact hours or 4.0 CEUs directly related to the practice of Nursing Home Administrator obtained within two years preceding the date of the application as outlined in ~~Board~~ Rule # Chapter 393-13.

(b) If the license has been lapsed for more than two (2) years, but less than five (5) years from the date of expiration, the applicant must provide certificates of completion of eighty (80) contact hours or 8.0 CEUs directly related to the practice of Nursing Home Administrator obtained within two years preceding the date of the application as outlined in ~~Board~~ Rule Chapter 393-13.

(c) If the license has been lapsed for five (5) or more years from date of expiration, the applicant must provide verification of having retaken and passed the NAB exam within one year of the date of the application.

(d) If an applicant for reinstatement has been practicing as a Nursing Home Administrator in an approved state or jurisdiction, and holds a current unencumbered license, for a period of at least two (2) years preceding the date of the reinstatement application, the applicant must provide a current, official verification of licensure from the state or jurisdictions licensing authority, and certificates of completion of forty (40) contact hours or 4.0 CEUs directly related to

the practice of Nursing Home Administrator within two (2) years preceding the date of the application as outlined in ~~Board~~ Rule Chapter 393-13.

(4) The continuing education requirement for the first renewal of licenses which were reinstated in even numbered years shall be twenty (20) hours in any combination of the categories set out in Rule Chapter 393-13.

(5) Reinstated licenses issued in odd numbered years shall not be required to obtain any continuing education hours prior to the first renewal cycle.

~~(4 6)~~ 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.

- **393-9-.01 Endorsement:**

393-9-.01 Application by ~~Endorsement~~ Reciprocity. Amended.

(1) Licensure by reciprocity endorsement refers to licensure for applicants who hold a current ~~valid~~ Nursing Home Administrators license in other states and are applying for ~~license~~ consideration of licensure in Georgia as a Nursing Home Administrator.

(2) The ~~Endorsement~~ Reciprocity applications, other Board forms and the a current listing for of the Board approved and disnon-approved states for endorsement reciprocity are available at the following on the Board web site:
www.sos.state.ga.us/plb/nursinghome.

(3) The Board may in its discretion deny licensure to an applicant who has had disciplinary action taken against him or her by any licensing authority or professional organization, or whose record reflects any other matter that puts in question his or her competency to be a Nursing Home Administrator.

- **393-9-.02 Qualifications of Applicants by Reciprocity. Amended.**

(1) Licensure in Georgia by ~~Endorsement~~ Reciprocity may be granted to a Nursing Home Administrator who is at least 21 years of age, of reputable and responsible character, and a citizen of the United States or ~~have a registration card indicating valid residency and work status in the United States~~ a qualified alien under the Federal Immigration and Naturalization Act, and be lawfully present in the United States, and must satisfy one of the alternatives delineated below.

(a) Applicants from the approved states list must ~~send~~ submit to the Board an ~~the a~~ Application by Reciprocity, the fee, a Affidavit of Applicant and shall cause a verification of licensure be sent directly to the Georgia Board from every state ~~licensed~~ or jurisdiction in which the licensee has ever held a license. ~~The application must be received 14 days prior to the next Board meeting.~~

(b) Applicants from the ~~dis-non~~ approved states list must ~~send~~ submit to the Board an ~~the a~~ Application by Reciprocity, the fee, Affidavit of Experience for one year as a licensed administrator, Affidavit of Applicant, evidence of twenty (20) hours of CEUs obtained within one year of prior to the date of application, official NAB score, and shall cause a verification of licensure be sent directly to the Georgia Board from every state ~~ever licensed~~ or jurisdiction in which the licensee has ever held a license.

(e2) ALL endorsement applicants must NOT have any Board sanctions. The Board may in its discretion deny licensure to an applicant who has had disciplinary action taken against him or her by any licensing authority or professional organization, or whose record reflects any other matter that puts in question his or her competency to be a Nursing Home Administrator.

Ms. Patterson motioned, Ms. Hill seconded, and the Board voted to post the proposed amendments to Board rules 393-3-.02, 393-3-.04, 393-5-.01, 393-5-.03, 393-9-.01 and 393-9-.02 upon receipt of the AG's office memo of statutory 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.

The Board discussed the potential economic impact of these rule amendments upon their licensees. Mr. Kroell motioned and Ms. Patterson seconded, and the Board voted that the formulation and adoption of this proposed rule amendment does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed chapter cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. § 43-27.

Additionally, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. § 43-27 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(a)(3)(A), (B), (C) and (D). The formulation and adoption of this chapter will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of nursing home administration. None opposed, motion carried.

Ms. Hill motioned, Mr. Kroell 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 applications and the Professional Practices Committee and Attorney Generals reports. Voting in favor of the motion were Baxter, Kroell, Domico, Patterson, Huffstutler, Hill, Smith, and Cook.

At the conclusion of Executive Session on Thursday, March 3, 2016, 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.

Applications:

- C.O.

Recommendation:

Pending

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

Complaint:

- NHA160001

Ms. Patterson motioned, Mr. Kroell seconded and the Board voted to close NHA160001. None opposed, motioned carried.

The next scheduled Board meeting is April 28, 2016 at the Boards office at 237 Coliseum Drive Macon, GA 31217.

Mr. Kroell motioned, Ms. Patterson seconded and the Board meeting was adjourned at 11:05 a.m.

Minutes recorded, reviewed and edited by:

Linsey Brookins, BSS

Brig Zimmerman, Executive Director

BARBARA BAXTER

Chair

These minutes were approved: **April 28, 2016**

BRIG ZIMMERMAN,

Executive Director, Healthcare 1