

GEORGIA STATE BOARD OF NURSING HOME ADMINISTRATORS
Conference Call Meeting Minutes – June 16, 2016

The Georgia State Board of Nursing Home Administrators met on Thursday, June 16, 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
Carolyn Hill, RN
Dianne Patterson, NHA
Dare Domico, Educator
Terrell Cook, NHA
Scott Kroell, Hospital Administrator
Kay Watkins, Public at Large

Board Members Absent:

Dennis Taylor, Jr., M.D
Donna Huffstutler

Others Present:

Brig Zimmerman, Executive Director, HC-1
Tiffany Jordan, Licensure Analyst

Attorney General's Office:

Janet Jackson, Assistant Attorney General

Ms. Baxter, Board Chair, established that a quorum was present and called for a meeting of the Board to order at 3:33 p.m.

Agenda: Approved

Petition for Waiver/Variance:

- Pruitt, Tiffany – Board Rule 393-3 & 393-4

Ms. Domico motioned, Mr. Kroell seconded, and the Board voted to deny the Petition request for Rule Waiver for T. Pruitt as presented for failure to demonstrate a substantial hardship; Lapsed NHA licensure cannot be considered. None opposed, motion carried.

- Burns, Jr., R. – Preceptor Approval & Palemon Gaskins Memorial N.H. – Training Site Approval
Board Rule 393-4 AIT Program Requirements (Petitions presented together)

Mr. Kroell motioned, Ms. Patterson seconded, and the Board voted to deny both of the Petition requests for Rule Waiver for R. Burns and Palemon Gaskins M.N.H. as presented for failure to demonstrate a substantial hardship; Request petitioner appear before a sub-committee of the Board next meeting. None opposed, motion carried.

Rules Discussion/Amendments Proposed (Revisited):

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

(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 reciprocity~~).

(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 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. ~~Be 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. ~~Have Notify the Board of 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) e)~~ 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 approval, and/or 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 re-approval of a Preceptor or Training Site approval, the Preceptor of Record for the Training Site must submit a completed Preceptor Re-Approval application, and a Training Site Re-Approval application, pay the required fees and provide any supporting documentation required on the application forms.

(c) Any AIT 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.

(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 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 monthly report is 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 completion of the AIT program. However, the NHA license shall not be issued until the AIT program is completed satisfactorily. The starting date of an AIT training program will be determined by the Board after the Board's receipt of a complete AIT program application, a non-refundable administration fee, and the Board's approval of the program Preceptor and AIT training site.

1. The AIT program application will not be approved by the Board until both the Preceptor and the Training Site for the program have been approved.

2. The AIT program application must be signed and attested by the program Preceptor. Before the Preceptor signs the AIT program application, the Preceptor is responsible for assuring that the application meets all board requirements prior to Board consideration and approval.

(j) When the AIT training program is completed, the AIT must submit evidence of completion to the Board. Once the Board receives evidence of completion and has approved it as being satisfactory, then the AIT must submit a completed application for NHA licensure within thirty (30) days from the date the Board approved the completion of the AIT training program.

(k) An AIT applicant for NHA licensure must take and pass the licensing examination no later than six (6) months after the date the Board receives the AIT's completed application for NHA licensure.

Authority: O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6 and 50-13-3

Ms. Hill motioned, Mr. Kroell seconded and the Board voted to submit the proposed amendments to rule 393-4-.02 to the Attorney General's office for a revised Memo of Statutory Authority; for the proposed rule amendments to be posted for the required minimum of thirty days upon receipt of said memo, with a public rules hearing/adoption of the proposed rule amendments to Board rule 393-4-.02 to be scheduled the next available meeting date. None opposed, motion carried.

In Addition, Ms. Domico motioned, Mr. Kroell seconded and the Board voted that the formulation and adoption of the proposed rule amendments to 393-4-.02 do 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.

Additionally, Ms. Domico motioned, Mr. Kroell seconded and the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-1-24, 43-1-25, 43-27-4, 43-27-5, 43-27-6 and 50-13-3 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.

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

Board tabled the discussion of rule 393-3-.04, Examination, to the next subsequent meeting date.

Ms. Patterson 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. Voting in favor of the motion were Baxter, Domico, Smith, Mitchell, Kroell, Hill, Patterson, Watkins, and Cook.

At the conclusion of Executive Session on Thursday, June 16, 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:

Recommendation:

- S.W. Pending

Ms. Domico motioned, Mr. Kroell seconded and the Board voted to accept the recommendation made on the application of S.W. as presented. None opposed, motion carried.

- K.S. Submit Application/Reciprocity

Mr. Kroell motioned, Ms. Patterson seconded and the Board voted to accept the recommendation made on the application request of K.S. as presented. None opposed, motion carried.

- R.B. Pending; Schedule to appear before a sub-committee of the Board

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

Non-Compliance with Board Order:

- L.P. Refer to AG's Office

Ms. Patterson motioned, Ms. Watkins seconded and the Board voted to accept the recommendation on the above named licensee. None opposed, motion carried.

Ms. Huffstutler motioned, Ms. Watkins seconded and the Board meeting was adjourned at 5:01 p.m.

Minutes Recorded Reviewed and Edited by:

Brig Zimmerman, Executive Director

BARBARA BAXTER
Chair

BRIG ZIMMERMAN,
Executive Director, Healthcare 1

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