



NURSING HOME ADMINISTRATOR Request for Continuing Education Approval

SPONSOR APPLICATION

Name of Sponsor: _____

Contact Person: _____

Phone: _____ Email _____

Applicant Address: _____

Title of Educational Offering: _____

Date of Offering: _____ Location of Offering: _____

Please describe the value of this offering to nursing home administrators: _____

Check the category that best describes this offering (CHECK ONLY ONE):

- | | | |
|--|---|--|
| <input type="checkbox"/> Regulation/Licensing | <input type="checkbox"/> Aging/Gerontology | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Management/Operations | <input type="checkbox"/> Client/Resident Services | <input type="checkbox"/> Medical/Disease Control |
| <input type="checkbox"/> Advertising/Marketing | <input type="checkbox"/> Human Relations | <input type="checkbox"/> Professional Development / Self-Actualization |

Total Number of NHA CE Contact Hours Being Requested: _____
(60 minutes = 1 contact hour)

Signature of Sponsor's Authorized Agent _____ Date _____

FOR NMHCA OFFICE USE ONLY

Action Taken:

- Approved for _____ CE Contact Hours Approval # _____
- Not Approved Reason: _____

Mail all required information to:

NMHCA
4411 McLeod NE Suite G
Albuquerque, NM 87109
(505) 880-1088

PLEASE RETAIN A COPY OF ALL FORMS FOR YOUR FILES

NMHCA Representative Responsible for Determination _____ Date _____

Check List for Documents to be Enclosed with Request:

- Sponsor Application Form
- Schedule of Education Activity
- Instructor Background Sheets/Resumes
- Review Fees (\$5.00 per credit/clock hour)
- Overall Summary of the Program Content

Incomplete applications will be returned without review. It is the responsibility of the applicant to ensure all information is included. Packages received without payment will be reviewed at the discretion of NMHCA; however, the offering will not be submitted to the Regulation and Licensing board until all fees are received.

An individual, group or organization wishing to sponsor a continuing education offering to be provided to a group of administrators must submit a Sponsor Application Packet when requesting continuing education credit. This credit, if approved will be applicable to all administrators in attendance who complete the course at the level of proficiency predetermined by the sponsor. Those submitting a request for a Sponsored Offering Approval may wish to note on their promotional materials that "credits for nursing home administrators have been applied for through the New Mexico Health Care Association" as a means of alerting potential attendees that they will not have to apply individually for credit. If credit is granted to a Sponsor, an offering, an "NHA" number, coded to reflect this specific offering, is issued by NMHCA. This number should be printed on any certification of completion issued to attendees of the program by the Sponsor. Failure to display this "NHA" number may cause delay or denial when submitting credits for re-licensure.

The Sponsor Application should include the following:

- ❖ A Sponsor Application form
- ❖ A Schedule of Educational Activity
- ❖ Instructor Background Sheets
- ❖ Review Fees (\$5 per credit/clock hour)
- ❖ An Overall Summary of the Program Content

All information delineated above should be on the attached NMHCA forms. Failure to submit on appropriate forms will result in return or denial of the Sponsor Application Packet. Exceptions to this rule are A.) personal resumes may be substituted for Instructor Background Sheets; and B.) The above mentioned information making up the Sponsor Application packet may be submitted on forms issued by the New Mexico Nurses Association/New Mexico CEARP so long as the content reflects the same information required on NMHCA forms.

Review Fees for a Sponsor Application are \$5 per credit/clock hour. Fees must be attached to the Application packet, or the request will be deemed incomplete and no credit will be issued. If the application packet arrives in advance of the review fee, a review may take place (at the discretion of NMHCA), but the course or program in question will not be submitted to the Regulation and Licensing Department as an approved offering until all fees are received.

Curriculum Suitable for Consideration

NMHCA will consider only superior quality curriculum for continuing education approval. Basis for this judgment shall be based on the following factors:

- ❖ Educational/experiential background of instructors
- ❖ Timeliness of the subject matter (i.e., topics must be relevant to current nursing home practices and procedures; topics should not be dated or obsolete).
- ❖ Teaching methods must be appropriate and complementary to the subject matter.
- ❖ Appropriateness of the subject matter to professional field. (**Please Note:** Requestors should make certain that subject matter is directly applicable to better managing the daily operational duties of a nursing home administrator. If a course does not clearly apply to the daily duties of the nursing home administrator, special care must be taken by the requestor to provide adequate justification to explain course relevancy. For example, a course entitled "Use of Color in Interior Design" would most likely be denied credit unless a statement of justification was included to explain how the course content is adaptable to a health care setting.)

The party or organization requesting credit approval may request credit for any of the following bodies of knowledge typically required of nursing home administrators:

Regulations/Legislation (REG) - Example topics: Medicaid and Medicare updates, the Americans with Disabilities Act, federal or state mandates regarding the training and continuing education of nursing assistants, or the effects of cuts by the New Mexico Legislature on Medicaid budget.

Aging/Gerontology (AGE) - Example topics: Care methods for dementia patients, sexuality and aging, reminiscence therapy, sensory loss.

Management/Operations (MGT) - Example topics: Budgeting, computer technology, time management, interviewing, grant writing for health care providers, personnel management.

Human Relations (HUM) - Example topics: Problem employees, client services, dealing with anger, admission as a client relations tool.

Client Services (CLI) - Example topics: The Patient Self Determination Act, building a specialty wing at your facility, development of the resident council, fostering autonomy in the early resident.

Medical Disease Control (MED) - Example topics: AIDS, flu prevention, HIV, HBV, inoculations, drug control in long term care, tuberculosis.

Financial (FIN) - Example topics: Reimbursement, care-mix systems, billing systems, taxation, alternative, reward systems.

Professional Development/Self Actualization (PRO) - Example topics: Coping with stress, communication skills, stress management, goal setting, assertiveness training, and relaxation techniques.

Promotion /Advertising & Marketing (MKT) -Example topics: Media relations, marketing in the health care setting, marketing to private pay clientele demographics.

It should be noted that course work outside these bodies of knowledge may be suitable for submission so long as adequate justification of relevancy is included.

Single Offering/Multi-Offering Programs

NMHCA will accept requests for approval for both single offering and multi-offering programs. A single offering is a free-standing course with one specific subject focus, i.e. a day long program on AIDS prevention; a multiple offering program is a set of educational sessions linked together under one common title, i.e. The New Mexico Hospital Association Annual Convention which may encompass separate sessions on disease prevention, management techniques, stress management, etc.

Activities and Functions Not Qualifying for Credit Approval

NMHCA does not grant credit for the following types of activities:

- ❖ Board meetings
- ❖ Meetings for the purpose of social interaction
- ❖ Luncheons or other meal-related functions
- ❖ Education solely limited to other professional disciplines within the nursing home (such as courses expressly limited to nurses, social services, etc.)
- ❖ Work experience as education
- ❖ Meetings devoted to national, state or local organizations
- ❖ Business meetings of clubs, committees or associations
- ❖ Meetings of committees
- ❖ Coffee breaks or time not spent in a bona fide educational endeavor.

Specification of Credits Requested

The requestor should make certain to indicate how many hours he/she wishes to request. For example, a standard 3-hour college credit course computes to 45 hours of continuing education for administrators. However, since administrators are required to submit only 24 C.E. hours per year for re-licensure, it is doubtful that applying for the full 45 hours available from one such college course would be beneficial to the requestor. Instead, the requestor should indicate clearly how many hours he or she wishes to have reviewed. Fees, it should be noted, will be based on this figure.

EDUCATIONAL OFFERING INFORMATION SHEET

Learning Objectives:

Please describe the learner outcomes in terms of what the course will teach the Nursing Home Administrative Professional to do. Avoid terms such as "learn how to," "understand," and "recognize." For example, "Ride a bicycle" is a valid learning objective. "Understand how to ride a bicycle" is not.

Upon completion of this course, the student should be able to:

Teaching Methods:

Explain what teaching methods will be used. For example, will you use lecture, audio/visuals, group discussion, questions and answer sessions?

Topics to be Covered:

Please list the main ideas that will be addressed:

On a separate sheet, please give a complete agenda of activity that will take place during the educational program. Include start and end times, all breaks, luncheons, etc.

PLEASE NOTE: Credit hours will not be given for non-learning activity such as breaks and meals unless the mealtime is specifically identified as a "working" period.