



NURSING HOME ADMINISTRATOR Request for Continuing Education Approval

INDIVIDUAL APPLICATION

Name of Applicant: _____

Phone: _____ Email: _____

Applicant Address: _____

Title of Educational Offering: _____

Date of Offering: _____ Location of Offering: _____

Sponsor of Offering: _____ Sponsor Phone: _____

Sponsor Address: _____

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 Individual Requesting Approval _____ Date _____

FOR NMHCA OFFICE USE ONLY

Action Taken:

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

Mail all required information to:

NMHCA
2329 Wisconsin NE, Suite B
Albuquerque, NM 87110
(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:

- Application Form
- Overall Description of Course
- Timeframe for all Education Activity
- Review Fees (\$10.00 per credit/clock hour)
- Instructor Credentials
- Certificate of Completion

Incomplete applications will be returned without review. It is the responsibility of the applicant to ensure all information is included in brochures submitted. If the brochure fails to include all information, it is the applicant's responsibility to obtain and submit the necessary information.

Individual General Procedures

An individual nursing home administrator who wishes to attend a course offered by others may submit an *Individual Application Packet* if the course in question does not grant credits under a Sponsorship. (It is advisable that the potential attendee of any course for nursing home administrators checks with the sponsoring body in order to determine if credits have been applied for and granted by NMHCA.)

Individuals are liable for providing the following with their Individual Application packets:

- ❖ An Individual Application Form
- ❖ An Overall Description of the Course
- ❖ A Timeframe for all Education Activity
- ❖ Review Fees (\$5 per credit/clock hour)
- ❖ Instructor Credentials
- ❖ Certificate of Completion

It is important to note that if the overall outline of the program and timeframe do not cover information required by the Sponsorship Application, the Individual applicant should include the missing information on forms normally used by those requesting Sponsorship credits. For example, many applicants for individual credits use a flyer or brochure regarding the course as their overall description and timeframe. If such a brochure should, however, fail to list instructor names and credentials, it is the responsibility of the person requesting individual credit to obtain such information and submit it on the Instructor Background Sheet.

Review fees for individual applicants are \$5 per credit/clock hour and must be received before the application will be considered complete. Failure to submit fees with the application will result in delay or denial of the request for credit.

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.