COURSE: HCM 413-3 Long Term Care Administration

COURSE DESCRIPTION: A study of the principles of nursing home management and assisted living services which examines administrative and staffing functions relating to clients, community, public policy, programming and financing. Not for Graduate Credit. Restricted to junior standing.

PREREQUISITES TO: None.


COURSE OBJECTIVES:
- Identify and define key terms relative to nursing home management, assisted living and other long term care residential services.
- Describe both the administrative and management functions involved in nursing homes and other long term care facilities.
- Identify and describe staffing needs, roles, and responsibilities in long term care facilities.
- Recognize and respond to client needs in nursing homes, assisted living and other long term care residential facilities.
- Demonstrate the role of communication from both an administrative and staff perspective.
- Define administrative roles with regard to community relation/liaison activities.
- Identify and discuss the role of local, state, and federal policy regarding the organization and administration of nursing homes and other long term care residential facilities.
- Become knowledgeable about the various financial mechanisms which influence cash flow and reimbursement in long term care.
- Examine the role of health programming in long term care facilities.
- Identify, examine, and discuss issues, trends and ethical concerns involved in nursing homes and other long term care residential settings.
- Identify and discuss the physical, social and psychological environments of long term care residential settings.

COURSE DELIVERABLES (may vary based on instructor): Assignments, Exams

GRADING SCALE (may vary based on instructor): 245-270 pts =A, 220-244 pts=B, 195-219 =C, 170-194 pts=D, Below 170 pts =F

LEARNING/ASSESSMENT METHOD(S): Pre and Post Test, Final Grade Percentage

TOPICAL OUTLINE:

<table>
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<tr>
<th>Topics</th>
<th>Percentages</th>
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<tr>
<td>I. Nursing Home/LTC Terminology</td>
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A. Management/administration of nursing  
B. Nursing facilities, i.e., skilled nursing, intermediate care, Nursing home, assisted living, continuing care retirement communities, home health care, respite care, day care  
C. Financial management related terms including Medicare and Medicaid  
D. Typology: public/private/professional/nonprofessional

II. Administrative/Management Functions 20%

A. Admission policies  
B. Staffing  
C. Discharge planners  
D. Facilities management  
E. Client assessment  
F. Food service/dietary  
G. Other services

III. Staffing Needs 15%

A. Professional vs. non-professional  
B. Facility maintenance  
C. Qualifications  
D. Credentials  
E. Staff/Client Ratio  
F. Job Descriptions

IV. Client Needs and Characteristics 15%

A. Physical changes, including major diseases entities  
B. Psychological changes and needs  
C. Social changes and needs  
D. Spiritual needs  
E. Economic needs  
F. Recreational needs

V. Communication 10%

A. Admission and staff  
B. Staff and client  
C. Staff and staff  
D. Professional and non-professional  
E. Staff and administration and family or guardianship  
F. Administration and community  
G. The executive and the board

VI. Community Relation/ Liaison Activities 5%

A. Marketing the program  
B. Publicity and public relations  
C. Networking with other community agencies or organizations

VII. Public Policy and Accreditation/ Licensure 5%

A. Local  
B. State  
C. Federal

VIII. Financial Mechanisms 5%
A. Client- Medicare, Medicaid, third party, personal
B. Facility- profit, non-profit

IX. Health Programming
A. Health education
B. Rehabilitation
C. Habilitation
D. Health promotion

X. Issues, Trends, Legal/ Ethical Concerns
A. Issues – safety, privacy, loss of autonomy, residents’ rights
B. Trends – assisted living, CCRCs, homes health, sub-acute care, respite care, day care
C. Legal/ Ethical concerns – DNR, guardianship, living wills, durable power of attorney