

Transmittal Memo

Date: February 13, 2009

To: Joanne Arhar, Ph.D., Associate Dean
Student Services and Undergraduate Education

Nancy Barbour, Ph.D., Associate Dean
Administrative Affairs and Graduate Education

From: Mary Dellmann-Jenkins, Ph.D., Director
School of Family & Consumer Studies

Re: Establish new courses for the BS in HDFS with GNHA concentration

Summary statement describing the proposed action:

The Bachelor of Science degree in Human Development and Family Studies (HDFS) offers 5 concentrations: Youth Development, Family Life Education, Case Management, Gerontology, and Gerontology & Nursing Home Administration. The intent of this proposal is to establish four new Gerontology courses (two undergraduate and one slash-level course), which will be required for the Gerontology & Nursing Home Administration (GNHA) concentration.

(1) **GERO 43092** *Practicum in Nursing Home Administration I* and **GERO 43192** *Practicum in Nursing Home Administration II*, were both formerly offered as **GERO 44092** *Practicum in Gerontology* (repeated two consecutive semesters). The gerontology practicum meets the needs of students in the Gerontology (GERO) concentration (non-administration), but not those in the Nursing Home Administration program (GNHA). The content for the new courses address the specific practicum requirements as set forth by the State Board of licensing for Nursing Home Administration.

Additionally, the credit hours for the proposed course (GERO 43092 and GERO 43192) reflect the standards set by the Ohio Board of Regents, where one credit hour is awarded for a min. of seven clock hours per week in a practicum or internship. For these courses, the contact hours (400 per semester) for the internship combined with five 3-hour on-campus seminars will result in a five credit course (4 credits for practicum/1 credit for lecture).

(2) **GERO 4/54032** *Long Term Care Administration* was a Special Topic course, but since it is a required course (approved by the Board of Examiners of Nursing Home Administration), it must be a regular course. Creation of a 50,000-level course may prove attractive to graduate students interested in careers in long-term care.

Since the proposed courses currently exist in other forms, there will be no effect on current offerings, staffing, or other units/programs.

Listing of all curricular/consultative bodies that have approved this action:

- Human Development & Family Studies/Gerontology program area faculty
- School of Family and Consumer Studies Curricular Committee
- School of Family and Consumer Studies Faculty Advisory Committee

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **11-Dec-08** Curriculum Bulletin _____

Effective Date **Spring 2010** Approved by EPC _____

Department **Family and Consumer Studies Studies**
 College **EH - Education, Health and Human Services**
 Proposal **Establish Course**
 Course Subject **GERO** Course Number **43092**
 Course Title **Practicum in Nursing Home Administration I**
 Minimum Credits **05** Maximum Credits **05**

- | | | |
|--|--|---|
| Checked items
are new
or revised | <input checked="" type="checkbox"/> Subject | <input type="checkbox"/> Cross-Listed / Slash |
| | <input checked="" type="checkbox"/> Number | <input checked="" type="checkbox"/> Grade Rule |
| | <input checked="" type="checkbox"/> Title | <input checked="" type="checkbox"/> Credit by Exam |
| | <input checked="" type="checkbox"/> Title Abbreviation | <input checked="" type="checkbox"/> Course Content |
| | <input checked="" type="checkbox"/> Credit Hours | <input type="checkbox"/> Liberal Education Requirements (LER) |
| | <input checked="" type="checkbox"/> Prerequisites | <input type="checkbox"/> Writing-Intensive (WIC) |
| | <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Diversity |
| | <input checked="" type="checkbox"/> Schedule Type | <input type="checkbox"/> Other |

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):
None

Units consulted (other departments, programs or campuses affected by this proposal):
None

REQUIRED ENDORSEMENTS

Department Chair / School Director / Campus Dean	____/____/____
College Dean	____/____/____
Executive Dean of Regional Campuses / Dean of Graduate Studies	____/____/____
Senior Vice President for Academic Affairs and Provost	____/____/____

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date **11-Dec-08** Requested Effective Term **Spring 2010**
 Course Subject **GERO** Course Number **43092**
 Course Title **Practicum in Nursing Home Administration I**
 Title Abbreviation **Practicum in NHA I**
NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course **/ /** Cross-listed with _____ Cross-list Banner code _____
4/5, 4/5/7 or 6/8 NOTE: To be completed by Curriculum Services.
 Minimum Credit **05** to or Maximum Credit **05** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours Lecture Minimum Hours **00.00** to or Maximum Hours **03.00**
 Per Week Laboratory Minimum Hours _____ to or Maximum Hours _____
 Other Minimum Hours **27.00** to or Maximum Hours **27.00**
NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit _____ OR maximum hours _____
 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LEC - Lecture PRA - Practicum**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite
 Course(s) _____
NOTE: List minimum-grade requirement for course prerequisites if other than "D."
 Test Score(s) _____
 Corequisite(s) _____
 Registration is by special approval only Yes No
NOTE: Checking "yes" means all students must seek approval from department to register.
 Restrict Registration **GERO majors, senior level**
 (e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Internship in nursing home care facility. One (3 hr) on-campus seminar every three weeks (meets five times).**
(do not include prerequisites)

Complete the following only if applicable:

Previous Title _____
 Previous Subject _____ Previous Number _____
 Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
5.00	Management, Governance, Leadership: management functions, forecasting, planning, organizing, staffing, directing, comparing and controlling quality, innovating, marketing.
5.00	Human Resources: organizational patterning of the nursing facility and its staff, identifying the HR functions, planning employment needs--writing job descriptions, forecasting future employment needs, recruiting/hiring/training staff, retaining/evaluating/paying/ disciplining employees.
5.00	Finance/Business: the administrator's role of financial manager, accounting principles, accounting approaches (cash and accrual), recording transactions and preparing financial statements, capital/ratio analysis/vertical analysis, accounting procedures, depreciation, budgets and budgeting, finance.
400.00	Internship in nursing home care facility: working with direct and daily supervision of a licensed nursing home administrator.
415.00	Total Contact Hours

Textbook(s) Used in this Course	Allen, J. (2007). NURSING HOME ADMINISTRATION (5thed.). New York: Springer.
Writing Expectations	Professional Management and Philosophy Statement
Instructor(s) Expected To Teach	Human Development & Family Studies Faculty
Instructor(s) Contributing to Content	Mary Dellmann-Jenkins, Ph.D.

REQUIRED ENDORSEMENT

 Department Chair / School Director / Campus Dean

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **11-Dec-08** Curriculum Bulletin _____

Effective Date **Spring 2010** Approved by EPC _____

Department **Family and Consumer Studies Studies**
 College **EH - Education, Health and Human Services**
 Proposal **Establish Course**
 Course Subject **GERO** Course Number **43192**
 Course Title **Practicum in Nursing Home Administration II**
 Minimum Credits **05** Maximum Credits **05**

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|--|--|---|
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are new
or revised | <input checked="" type="checkbox"/> Subject | <input type="checkbox"/> Cross-Listed / Slash |
| | <input checked="" type="checkbox"/> Number | <input checked="" type="checkbox"/> Grade Rule |
| | <input checked="" type="checkbox"/> Title | <input checked="" type="checkbox"/> Credit by Exam |
| | <input checked="" type="checkbox"/> Title Abbreviation | <input checked="" type="checkbox"/> Course Content |
| | <input checked="" type="checkbox"/> Credit Hours | <input type="checkbox"/> Liberal Education Requirements (LER) |
| | <input checked="" type="checkbox"/> Prerequisites | <input type="checkbox"/> Writing-Intensive (WIC) |
| | <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Diversity |
| | <input checked="" type="checkbox"/> Schedule Type | <input type="checkbox"/> Other |

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):
None

Units consulted (other departments, programs or campuses affected by this proposal):
None

REQUIRED ENDORSEMENTS

Department Chair / School Director / Campus Dean	____/____/____
College Dean	____/____/____
Executive Dean of Regional Campuses / Dean of Graduate Studies	____/____/____
Senior Vice President for Academic Affairs and Provost	____/____/____

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date **11-Dec-08** Requested Effective Term **Spring 2010**
 Course Subject **GERO** Course Number **43192**
 Course Title **Practicum in Nursing Home Administration II**
 Title Abbreviation **Practicum in NHA II**
NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/" is allowed with no spaces before or after the slash)
 Slash Course / / Cross-listed with _____ Cross-list Banner code _____
4/5, 4/5/7 or 6/8 NOTE: To be completed by Curriculum Services.
 Minimum Credit **05** to or Maximum Credit **05** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours Lecture Minimum Hours **00.00** to or Maximum Hours **03.00**
 Per Week Laboratory Minimum Hours _____ to or Maximum Hours _____
 Other Minimum Hours **27.00** to or Maximum Hours **27.00**
NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit _____ OR maximum hours _____
 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LEC - Lecture PRA - Practicum**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite

Course(s)

NOTE: List minimum-grade requirement for course prerequisites if other than "D."

Test Score(s)

Corequisite(s)

Registration is by special approval only Yes No

NOTE: Checking "yes" means all students must seek approval from department to register.

Restrict Registration **GERO majors, senior level**

(e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **Internship in nursing home care facility. One (3 hr) on-campus seminar every three weeks (meets five times).**

(do not include prerequisites)

Complete the following only if applicable:

Previous Title

Previous Subject

Previous Number

Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
7.50	Industry Laws and Regulations: origins overview and current profile of nursing home industry, Social Security Act, Older American Act, labor and management laws and regulations, Occupational Safety and Health Act, the Life Safety Code, Americans with Disabilities Act, health planning regulations, Joint Commission of Accreditation of Healthcare Organizations.
7.50	Patient/Resident Care: the aging process, medical and related terms, the aging process as it relates to diseases common to the nursing home population, final observations on a career in nursing home administration.
400.00	Internship in nursing home care facility: working with direct and daily supervision of a licensed nursing home administrator

415.00 Total Contact Hours

Textbook(s) Used in this Course	Allen, J. (2007). NURSING HOME ADMINISTRATION (5thed.). New York: Springer.
Writing Expectations	Professional Management and Philosophy Statement
Instructor(s) Expected To Teach	Human Development & Family Studies Faculty
Instructor(s) Contributing to Content	Mary Dellmann-Jenkins, Ph.D.

REQUIRED ENDORSEMENT

 Department Chair / School Director / Campus Dean

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **24-Nov-08** Curriculum Bulletin _____
 Effective Date **Spring 2010** Approved by EPC _____

Department **Family and Consumer Studies**
 College **EH - Education, Health and Human Services**
 Proposal **Establish Course**
 Course Subject **GERO** Course Number **44032**
 Course Title **Long Term Care Administration**
 Minimum Credits **03** Maximum Credits **03**

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| Checked items
are new
or revised | <input checked="" type="checkbox"/> Subject | <input checked="" type="checkbox"/> Cross-Listed / Slash |
| | <input checked="" type="checkbox"/> Number | <input checked="" type="checkbox"/> Grade Rule |
| | <input checked="" type="checkbox"/> Title | <input checked="" type="checkbox"/> Credit by Exam |
| | <input checked="" type="checkbox"/> Title Abbreviation | <input checked="" type="checkbox"/> Course Content |
| | <input checked="" type="checkbox"/> Credit Hours | <input type="checkbox"/> Liberal Education Requirements (LER) |
| | <input checked="" type="checkbox"/> Prerequisites | <input type="checkbox"/> Writing-Intensive (WIC) |
| | <input checked="" type="checkbox"/> Description | <input type="checkbox"/> Diversity |
| | <input checked="" type="checkbox"/> Schedule Type | <input type="checkbox"/> Other |

Describe impact on other policies, programs or procedures (e.g., encroachment and duplication issues; enrollment and staffing considerations; need, audience, prerequisites; teacher education licensure):
None

Units consulted (other departments, programs or campuses affected by this proposal):
None

REQUIRED ENDORSEMENTS

Department Chair / School Director / Campus Dean	____/____/____
College Dean	____/____/____
Executive Dean of Regional Campuses / Dean of Graduate Studies	____/____/____
Senior Vice President for Academic Affairs and Provost	____/____/____

BASIC DATA SHEET

Complete all fields. Data entered below should reflect new/revised information.

Preparation Date **24-Nov-08** Requested Effective Term **Spring 2010**
 Course Subject **GERO** Course Number **44032**
 Course Title **Long Term Care Administration**
 Title Abbreviation **Long Term Care Admin**
NOTE: Maximum 30 spaces, with no punctuation or special characters (exception: forward slash "/") is allowed with no spaces before or after the slash)
 Slash Course **4 / 5 /** Cross-listed with **54032** Cross-list Banner code _____
4/5, 4/5/7 or 6/8 NOTE: To be completed by Curriculum Services.
 Minimum Credit **03** to or Maximum Credit **03** (e.g., 3 to 3 credits, 1 to 12 credits, 2 or 4 credits)
 Contact Hours Lecture Minimum Hours **03.00** to or Maximum Hours **03.00**
 Per Week Laboratory Minimum Hours to or Maximum Hours to or Maximum Hours
 Other Minimum Hours to or Maximum Hours
NOTE: Contact hours should be per week.
 Repeat Status **NR - Course may not be repeated**
 If repeats, course limit OR maximum hours
 Course Level **UG - Undergraduate**
 Grade Rule **B - Letter**
 Schedule Type(s) **LEC - Lecture**
 Course Attribute(s) **none**
 Credit By Exam **N - Credit by Exam Not Approved**

COMPLETE ONLY WHAT IS APPLICABLE TO THE COURSE

Prerequisite
 Course(s)
NOTE: List minimum-grade requirement for course prerequisites if other than "D."
 Test Score(s)
 Corequisite(s)
 Registration is by special approval only Yes No
NOTE: Checking "yes" means all students must seek approval from department to register.
 Restrict Registration **Junior level and above; NURS, GERO, ILS major OR instructor permission**
 (e.g., VCD majors, East Liverpool Campus, junior level and above, graduate standing, BA-CHEM program)

COMPLETED BY CURRICULUM SERVICES

OBR Program Code _____

OBR Subsidy Code _____

OBR Course Level _____

CIP Code _____

Catalog Description **This course presents an overview and introduction to the principles of Long-Term Care (LTC) Administration and other administration options.**
(do not include prerequisites)

Complete the following only if applicable:
 Previous Title **ST: Long Term Care Administration**
 Previous Subject **GERO** Previous Number **41095**
 Term Start _____ Term End _____ NOTE: To be completed by Curriculum Services.

Content Outline (include contact hours for each section)

Contact Hours	Outline
3.00	Expectations, Syllabus Review; Levels of Care; Customer Care
3.00	History of LTC; Policies, Bill of Rights, Quality Improvement Organizations
3.00	Supervision, Management, Leadership: types, styles, and traits
3.00	How to conduct effective meetings
3.00	Reimbursement: Medicare, Medicaid, VA, LTC Insurance
3.00	Field Observation
3.00	Cultural Change: environment, attitudes, expectations; Generational Diversity
3.00	Satisfactions Surveys; Joint Commission; Disaster Preparedness
3.00	Midterm: multiple choice, short answer essay
3.00	Marketing & Sales
3.00	Cutting Edge in LTC
3.00	Employment Opportunities in LTC/Related Fields
3.00	Grant Writing; Ethics
6.00	Portfolio, Final Project

45.00 Total Contact Hours

Textbook(s) Used in this Course	Readings will be assigned from online articles and websites.
Writing Expectations	Article summaries; Research project with 7-10 page report.
Instructor(s) Expected To Teach	
Instructor(s) Contributing to Content	

REQUIRED ENDORSEMENT

Department Chair / School Director / Campus Dean

____/____/____

Fall 2009
GERO 43092 – Practicum in Nursing Home Administration I

Instructors: Mary Dellmann-Jenkins, Ph.D. mdellman@kent.edu
Donna Alexander, MA, LNHA dalex2@kent.edu
Phone: 330-672-2197

Required Textbook:

Nursing Home Administration, James E. Allen (5th Edition). Springer Publishing Company.

Main Goal of Course: GERO 44092 is designed to help students: (a) engage in a productive internship, (b) build confidence in securing a position in the field, and (c) become knowledgeable of the resources available to successfully pass licensure exams. Students work under the direct and daily supervision of a licensed nursing home administrator in order to fulfill the requirements, including hours at the facility, as set forth by the Board of Examiners of Nursing Home Administrators (BENHA) of the State of Ohio. **A total of at least 800 hours is required during the two-semester practicum process prior to the student applying for and taking the nursing home administrator's exam.** Students should be advised that all course requirements for both semesters must be met in order to successfully complete the curricular requirements for the degree program. The hour requirement cannot be completed in less than two semesters. Students who anticipate completing the hour requirement early must review the completion date with the instructor(s).

Course Requirements:

1. Reading and discussion of the required text will facilitate success in passing the national and state level examinations. Each of you will be responsible for leading a 20-30 discussion focused on one chapter from Allen's Long Term Care Administration text. An outline also needs to be compiled that can be used for study purposes.
2. Participation in the seminar-style course is encouraged; students will benefit from the discussion of the unique features of each student's placement. Confidentiality of information is expected.
3. Per the State of Ohio requirements, each student (with the assistance of his/her preceptor) will complete a training plan that outlines the goals and objectives for the semester. Training plans must be on file in the instructor's office and changes in the plan must be recorded as they occur. Students are encouraged to complete a daily log of activities at the facility, which include hours to date. Daily logs are used in the completion of the monthly report.
4. Each student is required to submit a monthly report of hours and activities. Monthly hours and activities must correspond to the training plan, and the report needs to be signed by the preceptor and the student. For first and second semester AIT students, the 400 hour (½ of the required hours) or 800 hour should be completed by the last week of the semester. Monthly reports documenting these hours may be emailed to the instructors. All monthly reports are submitted at Kent State University; no forms are to be sent to BENHA.
5. Preceptors will be sent midterm and final evaluations.
6. Each student is required to develop a project at the facility. This is a two-semester assignment; during the first semester, students will compile a written description of the project and during the second semester the project will be presented. The project is any special

assignment or activity completed apart from, or addition to, the regular assignments or activities. Projects will vary depending on the special needs of the facility.

7. Each student is required to create a resume that includes relevant content (e.g., education, prior and current professional experiences), is well organized and outlines professional skills/accomplishment acquired during AIT internship. Please proof read closely for spelling, grammar, and punctuation. This assignment is due no later than December 1st, 2008.

Evaluation and Grading:

Written Description of Facility Project	50 points
Training Plan	50 points
Monthly Reports (4@ 5)	20 points
Discussion of Chapter from Long-Term Care Administration Text and Outline	50 points
Resume	50 points

(220 Possible Points)

This is a senior-level course, therefore, the grade-cut offs are set higher (92%; 83%; 74%; 65%).

A	220 - 202 points
B	201 - 183 points
C	182 - 163 points
D	162 - 143 points
Failing	< 143 points

Course Schedule: every 3rd Week: 5:30-8:00 p.m.

Content and Required Reading

Class 1 Review practicum requirements; discuss placements

Class 2 Management Functions, Forecasting, Planning, Organizing, Staffing, Directing, Comparing and Controlling Quality (Part I – Allen Text)

Class 3 Innovating, Marketing, Organizing Nursing Facility, and Staff, HR Function, Planning Employee Needs, Recruiting, and Hiring (Part I and II – Allen Text)

Class 4 Retaining, Evaluating, Paying and Disciplining Employees, the Administrator as a Financial Manager, Accounting Principles (Part II and III – Allen Text)

Class 5 Accounting Approaches and Steps, Financial Statements, the Concept of Depreciation, Budgets and Budgeting, Finance (Part III – Allen Text)

Spring 2010
GERO 43192 – Practicum in Nursing Home Administration II

Instructors:

Mary Dellmann-Jenkins, Ph.D. mdellman@kent.edu
Donna Alexander, MA, LNHA dalex2@kent.edu
Phone: 330-672-2197

Required Textbook:

Nursing Home Administration, James E. Allen (5th Edition). Springer Publishing Company.

Main Goal of Course: GERO 44092 is designed to help students: (a) engage in a productive internship, (b) build confidence in securing a position in the field and (c) become knowledgeable of the resources available to successfully pass licensure exams. Students work under the direct and daily supervision of a licensed nursing home administrator in order to fulfill the requirements, including hours at the facility, as set forth by the Board of Examiners of Nursing Home Administrators (BENHA) of the State of Ohio. **A total of at least 800 hours is required during the two-semester practicum process prior to the student applying for and taking the nursing home administrator's exam.** Students should be advised that all course requirements for both semesters must be met in order to successfully complete the curricular requirements for the degree program. The hour requirement cannot be completed in less than two semesters. Students who anticipate completing the hour requirement early must review the completion date with the instructor(s).

Course Requirements:

1. Reading and discussion of the required text will facilitate success in passing the national and state level examinations. Each of you will be responsible for leading a 20-30 discussion focused on one chapter from Allen's Long Term Care Administration text. An outline also needs to be compiled that can be used for study purposes.
2. Participation in the seminar-style course is encouraged; students will benefit from the discussion of the unique features of each student's placement. Confidentiality of information is expected.
3. Per the State of Ohio requirements, each student (with the assistance of his/her preceptor) will complete a training plan that outlines the goals and objectives for the semester. Training plans must be on file in the instructor's office and changes in the plan must be recorded as they occur. Students are encouraged to complete a daily log of activities at the facility, which include hours to date. Daily logs are used in the completion of the monthly report.
4. Each student is required to submit a monthly report of hours and activities. Monthly hours and activities must correspond to the training plan, and the report needs to be signed by the preceptor and the student. For first and second semester AIT students, the 400 hour (½ of the required hours) or 800 hour should be completed by the last week of the semester. Monthly reports documenting these hours may be emailed to the instructors. All monthly reports are submitted at Kent State University; no forms are to be sent to BENHA.
5. Preceptors will be sent midterm and final evaluations.
6. Each student is required to develop a project at the facility. This is a two-semester assignment; during the first semester, students will compile a written description of the project

and during the second semester the project will be presented. The project is any special assignment or activity completed apart from, or addition to, the regular assignments or activities. Projects will vary depending on the special needs of the facility.

7. Each student is required to write a professional management philosophy (1-2 pages). The goal of this assignment is for you to begin to develop a career portfolio as a nursing home administrator. Suggested format: briefly discuss what (a) motivates you to pursue a career in nursing home administration; and then outline (b) the skills and experiences that reinforce your success at being an effective nursing home administration; and (c) your mission, overall purpose as a nursing home administrator. Please proof read for grammar and spelling.

8. Each student is encouraged to submit a reworked resume reflecting accomplishments achieved in the past semester.

Evaluation and Grading:

Training Plan	50 points
Presentation of Facility Project	50 points
Updated Resume	20 points
Professional Management Philosophy	100 points
Monthly Reports (4@ 5)	20 points
Discussion of Chapter from Long-Term Care Administration Text and Outline	50 points

(290 Possible Points)

This is a senior-level course, therefore, the grade-cut offs are set higher (92%; 83%; 74%; 65%).

A	290 - 267 points
B	266 - 241 points
C	231 - 214 points
D	213 - 188 points
Failing	< 188 points

Course Schedule: every third week; 5:30-8:00 p.m.

Class Content and Required Reading

Class 1 Review practicum requirements; discuss placements

Class 2 Current Profile of Industry, Medicare and Medicaid, Older American Act of 1965; Labor and Management, Workplace Safety

Class 3 Americans Disability Act of 1990, Health Planning Regulations, Joint Commission on Accreditation of Healthcare Organizations and II – Allen Text)

Class 4 Retaining, Evaluating, Paying and Disciplining Employees, the Administrator as Financial Manager, Accounting Principles, (Part II and III – Allen Text)

Class 5 Accounting Approaches and Steps, Financial Statements, the Concept of Depreciation, Budgets and Budgeting, Finance (Part III – Allen Text)

Kent State University

Fall Semester, 2008

GERO-4/54032

LONG TERM CARE ADMIN

Credits: 3 credit hours

Prerequisites: Upper division undergraduate standing in nursing, gerontology, integrated life sciences or permission of instructor

Class time: Tuesdays: 5:30 - 8:15 p m.
Building: Nixson Hall Room: 206

Faculty: Donna Alexander, LNHA, MBA
Phone: 216-978-8572
E-mail: dalexa2@kent.edu

Debra Radecky, LNHA, MA
Phone: 330-807-9676
E-mail: dradecky@kent.edu

Faculty Advisor: Dr. Mary Dellmann-Jenkins
100 Nixson Hall
Kent, OH 44242
Phone: 330-672-2197
E-mail: mdellman@kent.edu

Overview:

This course presents an overview and introduction to the principles of Long Term Care (LTC) Administration and other Administration options.

Objectives:

At the conclusion of this course the student will be able to:

1. Discuss the principles, policies, and practices of long term care administration.
2. Describe legislative and governmental requirements for operation of LTC facilities.
3. Learn the skills necessary to become an effective leader in LTC.

Weekly topics and required readings.

Link to the Ohio Administrative Code (OAC), for the Ohio nursing home laws and rules:
<http://www.odh.ohio.gov/rules/final/f3701-17.aspx>

Link to the Code of Federal regulation readings:
http://www.gpo.gov/nara/cfr/waisidx_05/42cfr483_05.html

Links for frequent communication about LTC: www.mcknights.com and www.clintmaun.com for the publication newsletter@ihnsolutions.com

Each week, we may watch a video or entertain a guest speaker on a subject that will cover areas such as: leadership, conflict management, how to conduct meetings, etc. Videos, guest speaker presentations, or field trips will not be available to be made up if you miss class.

Date		Required Readings (subject to change)
8/26	Introductions; Expectations; Syllabus review; Project Identification It's A People Business!	Article link: http://www.aahsa.org/pubs_resources/futureage/mar_apr_07/document_s/FEAT_WorkplaceInterventionsBJBC_V6N2.pdf Clint Maun video Project topic discussion
9/2 A	History of LTC Policies that affect LTC Bill of Rights QIO's	Article links and websites: http://www.medicalnewstoday.com/printerfriendlynews.php?newsid=72660 http://www.centerofhope.com/bill_of_rights.htm http://www.cms.hhs.gov/QualityImprovementOrgs/ http://www.ohiokepro.com/
9/9 A	Supervision, Management, Leadership Types, styles & traits	Article links: http://www.aahsa.org/pubs_resources/papers_articles/documents/leadership_behaviors_culture_change.pdf http://www.providermagazine.com/pdf/quality_connection.pdf http://www.nwlink.com/~donclark/leader/leadstl.html http://www.12manage.com/methods_goleman_leadership_styles.html
9/16 A	Meetings! Meetings! Meetings! Speaker: Frank Alexander	How to Conduct Effective Meetings
9/23 A	Reimbursement – Medicare, Medicaid VA, LTC & other insurance Debbie Adams	Article links and websites: http://www.firstinvestmentcorp.com/LTC%20insurance.htm http://www1.va.gov/health/index.asp http://medicarebenefits.com/medicare_what_is_it.html Governor's Unified Long Term Care Budget
9/30	Field Trip: Laurel Lake, Hudson	Two Questions... 1-How would you feel if your children or spouse/significant other placed you here? 2- What observations did you make about Laurel Lake, related to LTC? (answers due 10/7)
10/7 A	Culture Change – environment, attitudes, expectations Generational Diversity	Article links and websites: www.pioneernetwork.net www.wellspringis.org www.edenalt.org http://www.centeredcare.org/pages/about_centeredcare.asp http://www.aahsa.org/pubs_resources/papers_articles/documents/POE_lessons.pdf http://www.stanfordhospital.com/pdf/healthlibrary/stanfordnurse/stanfordnursefall2004.pdf (pages one thru ten) Finalize Project topics

10/14 A	Survey – ODH, satisfaction surveys, local Health Dept., Joint Commission Disaster Preparedness Exam review	Article links and websites: www.myinnerview.com (Life Safety Code survey guidelines-not necessary to bring to class) http://www.cms.hhs.gov/manuals/downloads/som107ap_i_lsc.pdf http://www.jcrinc.com/26813/newsletters/28194/ http://www.aahsa.org/pubs_resources/futureage/sep_oct_05/documents/DisasterPreparedness.pdf (John Mason, Portage Cty ER Mgmt)
10/21	Mid-term Exam	25 questions – multiple choice & short answer essay
10/28 A	Speaker: Jeff Bassett Difference between marketing & sales	Article links: http://www.aahsa.org/pubs_resources/papers_articles/documents/MarketingSrHousing_Whitepaper.pdf http://www.aahsa.org/pubs_resources/papers_articles/documents/2004Fall_Love.pdf
11/4 A	Cutting Edge in LTC Speaker: Cameron Camp	Article links and websites: http://www.aahsa.org/pubs_resources/futureage/may_jun_07/documents/FEAT_SpontaneityInActivities_V6N3.pdf http://www.esn-eu.org/inclusion/alldownloads/esn_message_long-term_care.pdf http://www.alz.org/alzheimers_disease_treatments.asp
11/11		No Class – Veteran's Day
11/18 A	Final project review Employment Opportunities in LTC/ related fields	Article link: (no need to make a copy or bring to class. Just an FYI) http://www.mcknightsonline.com/content/fileadmin/files/pdfs/CareerGuide2006.pdf Panel of professionals....
11/25		No Class – work on final poster & project presentation
12/2 A	Grant Writing; Ethics Poster/Project Presentations	Article and website links: http://lone-eagles.com/granthelp.htm Handouts and Project Presentations
12/9	Poster/Project Presentations	Handouts and Project Presentations

Performance Evaluation and Grading: Your performance in this class will be evaluated based on the regularity and quality of your contributions and in the following areas:

Graded learning activities	Points
1. Attendance & Participation	(100 pts)
2. 10 Articles w/summaries	(100 pts.)
3. Mid-term exam	(100 pts.)
4. Final Project	(100 pts.)
5. Graduate Journal Presentations	(100 pts.)
Total Points (Undergraduate)	(400 pts.)
Total Points (Graduate)	(500 pts.)

1. Attendance and participation: (25% of total grade)

- Class discussion and reflection are vital components of your learning. As adult learners, students are expected to be prepared and attend class every week and to actively participate in the classes. Class discussion and reflection will count towards your course grade. Students are expected to:
 - consistently present their points of view in a clear and organized manner;
 - contribute substantively to all aspects of the assignments;
 - demonstrate ability to analyze conceptual issues in the readings and discussions;
 - bring copies of the required readings to class for class discussion.

2. Articles w/ Summaries – see “A” on class dates

- On assigned weeks, students are to turn in an article of choice from any source (newspaper, journal, Internet, etc.) that discusses the latest in LTC – can be product or service related (wander systems, IT/IS, homecare, CCRC's, therapies – traditional and nontraditional, etc.) disease specific (Alzheimer's, arthritis, CVA, etc.). Include a **short** (no more than one paragraph) summary about the significance of the topic to the class.

3. Mid-Term Exam

- An exam will consist of multiple choice and/or short answer essay questions. Questions will be based on lecture, guest speaker presentations, videos, and required readings.

4. Final – Portfolio Presentations

- Students will create and present their professional/research project that focuses on an administration-related topic that is of particular interest. Students will need to research a topic of their choice, create a poster presentation along w/a one page handout (40 points), a written paper of 7-10 pages (APA style) to include an introduction, the significance of the topic, findings, directions for future practice or research, and references (40 points). *Be Creative.* This should reflect your personal style. Presentations will be limited to 5 minutes each during the last two classes (20 points).

5. Graduate – Journal Presentations

- Students enrolled in the practicum for graduate credit are to select two research journal articles on a topic in long-term care administration for discussion with the class. This will be a 10-15 minute discussion, summarizing the purpose, methods, major findings, and implications of the study. Please provide the instructors with a copy of the article prior to the date of your discussion. Presentation grades will be based on content (20 points), organization (10 points), and presentation style (20 points).

<u>Grading Scale</u>	<u>Undergraduate</u>	<u>Graduate</u>
A = 93% - 100%	372 - 400 points	465 - 500 points
B = 92% - 86%	344 - 371 points	430 - 464 points
C = 85% - 78%	312 - 344 points	390 - 429 points
D = 77% - 69%	276 - 311 points	345 - 389 points
F = 68% and lower	< 276 points	< 345 points

No “+” or “-” grades will be given (only straight letter grades). Please note that the grading scale is a 7% scale and not a 10% scale. Assignments turned in late (after scheduled due dates) are subject to loss of points, up to one full grade.

Accessibility Services

University policy 3342-3-18 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391) or visit www.kent.edu/sas for more information on registration procedures.

Registration Policy: Students who are not officially registered for (enrolled in) a course by published University deadlines are not eligible to attend class sessions or to receive credit or a grade for the course. Students who do not have a status of ENROLLED are not eligible to attend, receive credit or a grade for the course.

Position/policy on student plagiarism *

Faculty and students in the College of Health, Education, and Human Services support and endorse the Student Cheating and Plagiarism Policy #42-3-07 of Kent State University which states that:

Standard "Students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied". Please refer to this policy (#42-3-07) for a more inclusive description of definitions and academic sanctions.

Student-Faculty Consultation All academic work, written or otherwise, submitted by students to their instructors is expected to be the result of their own ideas or research, or creativity. In cases where students feel unsure about a question of plagiarism involving their work, they are *obliged to consult their* instructors on the matter *before submission* of their work.

Acknowledgements of Sources When a student's assignment involves using research from outside sources of information, the student must carefully acknowledge exactly where they got the information from; i.e. the source. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes to an original document or someone else's work while leaving the organization, content and/or phraseology intact is considered plagiarism. Students must acknowledge such organization, content or phraseology by citing sources in the document. If a student is unclear how to proceed, consult with the faculty member before submitting the work.

Consequences If plagiarism is suspected, (As per #42-3-07) a faculty member in the College of Education, Health, and Human Services may:

1. assign a grade of "F" or zero for the submitted work
2. assign a grade of "F" for the course in which the plagiarism took place
3. recommend to the Department Chair or Dean that further action be taken
4. refer to the Department Chair and Dean to determine whether or not further sanctions should be invoked(42-3-07; D 2).

See specific policy (#42-3-07) for further procedural details.

** This document was compiled from the Kent State University Student Cheating and Plagiarism Policy #42-3-07 as well as the Purdue University Online Source (<http://owl.english.purdue.edu>)