

COURSE OUTLINE

Long Term Care Administration

Course Description

NR 224. Long Term Care Administration. 2 hours credit. Prerequisites: NR 105 with a C or better or RN/LPN or prior approval of instructor. This course will enable the student to explore the legal and business responsibilities associated with long term care administration, including varied payer sources. This course will provide the student with basic skills essential in the role of long term care administration. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

Course Relevance

In response to the growing number of older adults currently residing in long term care facilities it is important that nurses pursuing a long term care administrative role have an appropriate understanding of the business and legal aspects of long term care administration.

Required Materials

Ebersole. P., Hess, P., & Luggen A.S. (2004). *Toward healthy aging: Human needs and nursing response*. (6th ed.). St. Louis, MO: Mosby.

Learning Outcomes

The intention is for the student to be able to

1. Discuss the legal and business responsibilities involved with long term administration
2. Demonstrate a basic understanding of the statutes, regulations and governing bodies regulating long term care administration
3. Identify payer sources for long term care facilities

Primary Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student's involvement in this course, he/she will develop his/her ability in the following primary PACT skill areas:

1. Critical Thinking
 - Through the analysis of case studies and written assignments, the student will develop critical thinking and analytical skills.

Secondary skills (developed but not documented):

Computer Literacy
Internet Use
Valuing Diversity

Ethical Conduct

Major Summative Assessment Task(s)

These learning outcomes and the primary Learning PACT skills will be demonstrated by

1. Interviewing a long term care administrator and writing a summary of the administrative role
2. Analyzing case studies involving state regulations, statutes and long term care law
3. Developing a brochure explaining various payer sources as a community resource
4. Creating a database of governing bodies that regulate long term care administration

Course Content

- I. Themes – Key reoccurring concepts that run throughout this course:
 - A. Required knowledge of the diverse responsibilities of long term care administration
 - B. Professional responsibility to act as an advocate for older adults
- II. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Lack of qualified health care professionals adequately prepared to serve in the role of the long term care administrator
 - B. Lack of adequate financial funding/resources to provide optimal health care for older adults
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Recognition of business, legal, and administrative issues in long term care administration
 - B. Understanding of the available payer sources to meet long term care needs
- IV. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Assessment of the legal and business responsibilities associated with long term care administration
 - B. Explore various regulatory agencies governing the long term care industry
 - C. Discuss various payer sources
 - D. Describe long term care law

Learning Units

- I. Long term care administration overview of responsibilities and current trends in education, licensure, and continuing education requirements
 - A. Responsibility to owner and staff
 - B. Legal and business acumen
 - C. Statistical data and the elderly
 - D. Barriers to becoming a long term care administrator
- II. The diverse role of a long term care administrator
 - A. Defining responsibility
 - B. Responsibility to resident and families
 - C. Requirements set by statutes
 - D. Reporting and social responsibilities

- III. Regulatory agencies and legal statutes
 - A. Kansas Department of Health and Environment
 - B. Kansas Department on Aging
 - C. Federal regulations through the Social Security Act
 - D. State regulations
 - E. Other sources of law governing nursing homes

- IV. Payer sources
 - A. Common payment problems
 - B. Social security
 - C. Medicare eligibility and rights
 - D. Medicaid eligibility and rights
 - E. Private insurance, Medigap policies and long term care policies
 - F. Personal and family support
 - G. Mandatory estate recovery and liens

- V. Professional advocacy role of the long term care administrator
 - A. Complaint procedure
 - B. Duties
 - C. Advocacy groups

- VI. Nursing home law
 - A. Pre-admission considerations
 - B. Discrimination
 - C. Admission contract documents

Learning Activities

Independent study of materials supported by additional materials as required by the instructor as well as discussion of case studies, examination of professional journals, collaboration and interactive participation among class members and instructor.

Grade Determination

The student will be graded on completion of assessment tasks, class participation and discussion, as well as other methods of evaluation determined at the discretion of the instructor.