



PROPOSED AIT PROGRAM TRAINING PLAN DOMAINS OF PRACTICE

The Preceptor and Administrator-In-Training (AIT) are encouraged to work together to develop a training plan that best suits the individual training needs of the AIT in their respective long-term care setting. The training plan form should include the proposed number of hours in each category, as applicable.

For more information and resources for completing this training form, please visit <https://www.nabweb.org/new-ait-program-manual>.

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|---|-------------------------------|
| FULL NAME OF AIT | |
| EMAIL ADDRESS OF AIT | |
| NAME OF TRAINING SITE | PHONE NUMBER OF TRAINING SITE |
| TRAINING SITE ADDRESS | |
| FULL NAME OF PRECEPTOR | PHONE NUMBER OF PRECEPTOR |
| EMAIL ADDRESS OF PRECEPTOR | |
| NUMBER OF HOURS REQUIRED TO COMPLETE THE PROGRAM: | |

| Code | Subject Category | Hours Proposed |
|--|---|----------------|
| Domain 1 - Care, Services, and Supports | | |
| 1A1 | Medical and Nursing Care Practices. Knowledge/Understanding of general medical terminology and standards of practice and guidance for nursing as relates to long-term care. | |
| 1A2 | Medication Management and Administration. Knowledge/Understanding of common LTC medications, requirements/limitations, interactions, record keeping, storage requirements, etc. | |
| 1A3 | Disease Management (e.g., acute vs. chronic conditions). Knowledge of care practices, interventions, complications, prevention efforts, etc. | |
| 1A4 | Nutrition and Hydration (e.g., specialized diets). Knowledge of the value of food and drink in maintaining health and well-being. | |

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|------|---|----------------|
| 1A5 | Activities of Daily Living (ADLs) and Independent Activities of Daily Living (IADLs). Knowledge of daily self-care activities including feeding ourselves, bathing, dressing, grooming, work, homemaking, hygiene, leisure, hobbies. Includes knowledge of adaptive equipment and devices used to enhance and increase independence in performing these activities. Refers to some of the most basic functions of living. | |
| 1A6 | Rehabilitation and Restorative Programs. Knowledge of the proper roles of therapists (occupational, physical, speech...) and nursing staff. | |
| 1A7 | Care Recipient Assessment and Interdisciplinary Care Planning. Knowledge of the process and participants in the care planning processes and required timelines. | |
| 1A8 | Clinical and Medical Records and Documentation Requirements (e.g., storage, retention, destruction). Knowledge of the process, participants and required timelines in care planning. | |
| 1A9 | Medical Director. Knowledge of the role of the medical director, requirements, policies, etc. | |
| 1A10 | Emergency Medical Services (e.g., CPR, first aid, Heimlich maneuver, AED). Knowledge of EMS policies/procedures, equipment, requirements. | |
| 1A11 | Transition of Care (e.g., admission, move-in, transfer, discharge, and move-out). Knowledge of the movement of a resident from one setting of care (hospital, ambulatory primary or specialty care practice, long-term care, home health, rehabilitation facility) to another. More specifically, to and from long-term care. | |
| 1A12 | Basic Healthcare Terminology. Knowledge of basic (common) healthcare terms, and more specifically, those more common in the long-term care setting. | |
| 1B1 | Psychosocial Needs (e.g., social, spiritual, community, cultural). Knowledge relevant to a patient as well as their family's mental, social, cultural, spiritual, and developmental needs arising from emotional response to their diagnosis, social and role limitations, loss of physical and/or mental abilities and other complexities. | |
| 1B2 | Person-Centered Care and Comprehensive Care Planning. Knowledge relevant to empowering people to take charge of their own health rather than being passive recipients of services based on the patient views, input and experience help improve outcomes; knowledge of a plan of care that outlines goals of care, planned medical, nursing and allied health activities for a resident. | |
| 1B3 | Care Recipient Bill of Rights and Responsibilities. Knowledge of the federal Nursing Home Reform Law enacted in 1987 in the Social Security Act and the requirements to promote and protect the rights of each resident with a strong emphasis on individual dignity and self-determination. | |
| 1B4 | Care Recipient Safety (e.g., fall prevention, elopement prevention, adverse events). Knowledge of interventions, equipment, reporting requirements, investigation requirements, etc. | |
| 1B5 | Care Recipient (and Representative) Grievance, Conflict, and Dispute Resolution. Knowledge of processes for grievances, conflict resolution, dispute resolution, investigation, reporting requirements. | |
| 1B6 | Care Recipient Advocacy (e.g., Ombudsman, resident and family council). Knowledge of your role as residents' liaison between staff and doctors. | |
| 1B7 | Care Recipient Decision-Making (e.g., capacity, power of attorney, guardianship, conservatorship, code status, advance directives, ethical decision-making). Knowledge of legal requirements, definitions, limitations, ethics. | |
| 1B8 | Care Recipient (and Representative) Satisfaction. Knowledge of methods to understand and predict satisfaction and methods to improve. | |

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| 1B9 | Recognition of Maltreatment (e.g., abuse, neglect, exploitation). Knowledge of legal definitions of abuse, neglect, exploitation; reporting requirements, investigation techniques, etc. | |
| 1B10 | Mental and Behavioral Health (e.g., cognitive impairment, depression, social support systems). Knowledge of the difference between the two; understanding issues related to depression, anxiety, diabetes management, weight loss, smoking cessation and drinking or drug problems; understanding the connection between behaviors and the health and well-being of the body, mind and spirit; relevance to preventing illness or promoting health. | |
| 1B11 | Trauma-Informed Care (e.g., PTSD). Knowledge of the principles of a trauma-informed care approach. | |
| 1B12 | Pain Management. Knowledge of interventional procedures, medication management, therapies, counseling and support, alternative therapies and how to refer to medical specialists. | |
| 1B13 | Death, Dying, and Grief. Knowledge of the processes and stages. | |
| 1B14 | Restraint Usage and Reduction. Knowledge of the proper use of restraints and what constitutes a restraint, knowledge of legal requirements if they are used and limitations and documentation requirements. | |
| 1B15 | Foodservice (e.g., choice and menu planning, dietary management, food storage and handling, dining services). Knowledge of culture change impacts on food service choices, requirements for staffing, requirements for storage, food handling requirements, illness prevention, risks of foodborne illnesses, etc. | |
| 1B16 | Social Services Program. Knowledge of culture change impacts on food service choices, requirements for staffing, requirements for storage, food handling requirements, illness prevention, risks of foodborne illnesses, etc. | |
| 1B17 | Therapeutic Recreation and Activity Programs. Knowledge of various therapy activities that offer benefits to support the health and well-being of residents; knowledge of similar activities specific to seniors with Alzheimer's and Dementia. | |
| 1B18 | Community Resources. Knowledge of existing community resources available and how programs come to exist through legislation, who uses the resources, and how they are delivered. | |
| 1C1 | Hospice and Palliative Care. Knowledge of the differences, knowledge of pain management and psychosocial and spiritual needs, family needs, etc. Knowledge of legal limitations/guidance. | |
| 1C2 | Specialized Medical Equipment (e.g., oxygen, durable medical equipment). Knowledge of equipment and supplies to include devices, controls or appliances, specified in the care plan to enable individuals to increase their abilities to perform ADLs or to perceive, control or communicate with their environment. Also includes life support, ancillary supplies and equipment. Knowledge of limitations and costs, etc. | |
| 1C3 | Transportation for Care Recipients. Knowledge of requirements to transport. | |
| 1C4 | Telemedicine (e.g., e-health.) Knowledge of CMS guidance - Telehealth and Telemedicine Tool Kit. | |
| 1C5 | Diagnostics Services (e.g., radiology, lab services). Knowledge of availability of various services within and near the facility; limitations and requirements, etc. | |
| 1C6 | Dental and Oral Care Services. Knowledge of availability of various services within and near the facility; limitations and requirements, etc. | |

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| 1C7 | Healthcare Partners and Clinical Providers (e.g., MD/DO, Nurse Practitioner, Psychiatrist, Podiatrist, Dentist). Knowledge of availability of various services within and near the facility; limitations and requirements, etc. | |
| 1C8 | Volunteer Programs. Knowledge of volunteer programs, to include Ombudsman programs and others; limitations and regulations. | |
| Domain 2 – Operations | | |
| 2A1 | Budgeting and Forecasting. Knowledge of tools and purposes of budgeting, forecasting, generally accepted accounting principles. | |
| 2A2 | Financial Analysis (e.g., ratios, profitability, debt, revenue mix, depreciation, operating margin, cash flow). Knowledge of financial analysis tools and ability to calculate different indicators and understand what they mean. | |
| 2A3 | Revenue Cycle Management (e.g., billing, accounts receivable, accounts payable, collections). Comprehension of the revenue cycle and the administrator’s role along the way. | |
| 2A4 | Financial Statements (e.g., income/revenue statement, balance sheet, statement of cash flows, cost reporting). Understand financial statements and interpret what they mean to the facility. | |
| 2A5 | Revenue and Reimbursement (e.g., PDPM, PDGM, ACOs, HMOs, Medicaid, private payers). Comprehension of the various revenue sources, calculations, implications, etc. | |
| 2A6 | Financial Reporting Requirements (e.g., requirements for not for-profit, for-profit, and governmental providers). Knowledge of the financial reporting requirements for different facility types. | |
| 2A7 | Integration of Clinical and Financial Statements (e.g., EMR/ HER, MDS). Knowledge of policies, procedures, practices; compliance implications, viability implications; planning methods, implementation methods. | |
| 2A8 | Internal Financial Management Controls (e.g., segregation of duties, access). Knowledge of policies, procedures, practices; compliance implications, viability implications; planning methods, implementation methods. | |
| 2A9 | Supply-Chain Management (e.g., inventory control). Knowledge of cost/time/waste minimization techniques. | |
| 2A10 | Resident Trust Accounts for Personal Funds. Knowledge of policies and procedures and requirements for maintaining trust accounts and reporting/spending requirements. | |
| 2B1 | OSHA Rules and Regulations. Knowledge of rules, regulations, policies, procedures for a safe environment for employees; training, equipment requirements. | |
| 2B2 | Workers Compensation. Knowledge of how to maintain a safe work environment; implications of not doing so. | |
| 2B3 | Ethical Conduct and Standards of Practice. Understand ethical concerns and standards of practice for various professions working within the facility. | |
| 2B4 | Compliance Programs. Knowledge of the plethora of regulations relating to diversity, safety, risk management, professional development, ethics, etc. | |
| 2B5 | Risk Management Process and Programs. Knowledge/Understanding of how to identify risks, analyze risks, evaluate/rank risks, risk treatment techniques, cycles, etc. | |
| 2B6 | Quality Improvement Processes (e.g., root cause analysis, PDCA/PDSA). Working knowledge of QAPI processes from risk management paradigm. | |

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| 2B7 | Scope of Practice and legal Liability. Knowledge/Understanding of medical/professional liability issues (e.g., changes in the PPACA); relative to increased use of PAs, NPs, etc. | |
| 2B8 | Internal Investigation Protocols and Techniques (e.g., incidents, adverse events). Working knowledge of investigation procedures and techniques. | |
| 2B9 | Mandatory Reporting Requirements (e.g., incidents, adverse events, abuse, neglect, financial exploitation, fraud). Thorough understanding of definitions of abuse, neglect, exploitation; working knowledge of reporting requirements. | |
| 2B10 | Insurance Coverage (e.g., liability, property). Knowledge/Understanding of insurance requirements relative to risk management. | |
| 2B11 | Healthcare Record Requirements (e.g., confidentiality, disclosure, safeguarding, HIPAA, HITECH). Working knowledge of HIPAA; working knowledge of record keeping requirements. | |
| 2B12 | Security (e.g., cameras, monitoring systems, locks, staff location reporting). Knowledge of technology available, limitations by law, etc. | |
| 2B13 | Contracted Services (e.g., roles, responsibilities, oversight, background checks). Knowledge/Understanding of implications of managed care, case management, reimbursement, benefits, structuring, etc. | |
| 2C1 | Federal Human Resources Laws, Rules, and Regulations (e.g., ADA, FMLA, Wage and Hour, FLSA). Knowledge/Understanding of federal HR laws, rules, regulations. | |
| 2C2 | Selection and Hiring Practices (e.g., EEOC, interviewing, adverse impact, protected classes, occupational qualifications). Working knowledge of valid hiring practices and what you can and cannot do/ask/ say, etc. | |
| 2C3 | Compensation and Benefits Programs (e.g., time off, healthcare insurance, employee pay and payroll). Working knowledge of compensation and benefit programs. | |
| 2C4 | Organizational Staffing Requirement and Reporting (e.g., PBJ). Working knowledge of staffing/reporting requirements. | |
| 2C5 | Staff Certification and Licensure Requirements. Working knowledge of certification and licensure requirements of all professionals within the field of LTC. | |
| 2C6 | Professional Development (e.g., maintenance of credentials, continuing education). Knowledge of CE requirements for credential maintenance and professional development of staff (and self). | |
| 2C7 | Employee Training and Orientation. Knowledge of periodic training requirements to include orientation training. | |
| 2C8 | Performance Evaluation. Knowledge/Understanding of how to identify risks, analyze risks, evaluate/rank risks, risk treatment techniques, cycles, etc. | |
| 2C9 | Human Resources Policies (e.g., drug-free workplace, discipline, job classifications, photography and video, social media usage, mobile phone usage). Knowledge/Understanding of HR Policies (reasons for, options to change, etc.). | |
| 2C10 | Employee Record-Keeping Requirements. Knowledge/Understanding of the lifecycle of records/disposition, safeguards, regulatory requirements. | |
| 2C11 | Employee Grievance, Conflict, and Dispute Resolution. Knowledge/Understanding of resolution strategies, documentation requirements, what constitutes a grievance (act/omission, situation, decision, perceptions). | |

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| 2C12 | Employee Satisfaction, Engagement, and Retention. Knowledge/Understanding of best practices in the field, current trends, how to respond, tools available, etc. | |
| 2C13 | Cultural Competence and Diversity Awareness. Knowledge/Understanding of the ongoing evolution of cultural competence, awareness, knowledge, understanding, sensitivity and skill. | |
| 2C14 | Labor Relations (e.g., union, collective bargaining [CBA], contract/ pool staff). Knowledge/Understanding of various labor relation issues. | |
| Domain 3 – Environment | | |
| 3A1 | Federal Codes and Regulations for Building Equipment, Maintenance and Grounds. Knowledge/Understanding/working knowledge of the Life Safety Code rules/ regulations and the survey process. | |
| 3A2 | Person-Centered Environment (e.g., home-like environment). Knowledge/Understanding of role/importance of the environment in providing a home-like environment; dignity, coordination of care; personalized care; development of strengths and abilities for improved independence, etc. | |
| 3A3 | Safety and Accessibility (e.g., ADA, safety data sheets). Knowledge/Understanding of documentation required for chemicals/substances in building (SDSes); familiarity with requirements of ADA for private vs. government buildings (Titles I, II, and III). | |
| 3A4 | Facility Management and Environmental Services. Knowledge/Understanding of available strategies/approaches commensurate with culture and other factors. | |
| 3A5 | Information Systems Infrastructure (e.g., configurations, data security, technical controls). Knowledge/Understanding of compliance issues (HIPAA, CMS, HITECH) and current best practices. | |
| 3A6 | Preventative and Routine Maintenance Programs (e.g., pest control, equipment, mechanical systems). Working knowledge of equipment, systems, maintenance requirements. | |
| 3A7 | Infection Control and Sanitation (e.g., linens, kitchen, hand washing, healthcare acquired infections, hazardous materials). Working knowledge of infection control issues relevant to environmental issues. | |
| 3A8 | Disaster and Emergency Planning, Preparedness, Response, and Recovery (e.g., Appendix Z). Working knowledge of the coordinated, cooperative process of preparing to match urgent needs with available resources; includes research, writing, disseminating, testing, updating. Emergency plans are living documents and adapt to changing circumstances - protocols, procedures, division of responsibilities...vary somewhat by geography and known risks in the area (tornadoes, hurricanes, earthquakes, etc.). | |
| 3B1 | Federal Healthcare Laws, Rules, and Regulations. Working knowledge of federal healthcare laws, rules and regulations as they pertain to facility and life safety code issues. | |
| 3B2 | Government Programs and Entities (e.g., Medicare, Medicaid, waivers). Working knowledge of QAPI for Medicare/Medicaid compliance relative to Requirements of Participation; F-Tag compliance. | |
| 3B3 | Certification and Licensure Requirements for the Organization. Working knowledge of licensure requirements; Requirements of Participation for re-certification standard surveys. | |
| 3B4 | Regulatory Survey and Inspection Process. Working knowledge of; ability to run a “mock” survey/inspection. | |
| 3B5 | Procedures for Informal Dispute Resolution (IDR). Working knowledge of the process. | |

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|---|---|----------------|
| 3B6 | Centers for Medicare and Medicaid Services (CMS) Quality Measures. Working knowledge of the tools used to measure or quantify healthcare processes, outcomes, patient perceptions and organizational structure and/or systems that are associated with the ability to provide high-quality health care and/or that relate to one or more quality goals for health care. Goals include: effective, safe, efficient, patient-centered, equitable and timely care. | |
| 3B7 | Quality Assurance and Performance Improvement (QAPI). Working knowledge of QAPI, principles, processes, tools, purpose, elements of QAPI, QAPI F-Tags and federal requirements, etc. | |
| 3B8 | Bed-Hold Requirements. Working knowledge of Medicaid bed hold policies and requirements (Medicare restrictions). | |
| 3B9 | Pre-Admission Screening Annual Review (PASSR). Working knowledge of federal pre-admission screening and annual review requirements (applicability and definitions). | |
| 3B10 | Facility Assessment. Working knowledge of the requirement and purpose of an annual facility assessment; familiarity with tools for conducting these assessments. | |
| Domain 4 – Leadership and Strategy | | |
| 4A1 | Organizational Structures (e.g., roles, responsibilities, functions, systemic processes). Understanding of the purpose of different organizational structures and different types of structures. | |
| 4A2 | Organizational Change Management. Understand methods and manners to describe and implement change within its internal and external processes; understand how to develop a structured approach to change; understand how to beneficially transition while mitigating disruption. | |
| 4A3 | Organizational Behavior (e.g., organizational culture, team building, group dynamics). Understand the behavioral dynamics of individuals and groups in organizational settings; working knowledge of what motivates employees and how they interact with each other to be better able to meet short- and long-term goals. | |
| 4A4 | Leadership Principles (e.g., communications, styles, mentoring, coaching, personal professional development). Working knowledge of numerous leadership principles, leadership styles, tools, techniques. | |
| 4A5 | Governance (e.g., board of directors, governing bodies, corporate entities, advisory boards). Working knowledge of the role and responsibilities of governance entities in LTC; legal framework, oversight responsibilities, reporting indicators for governing bodies, strategic role; concepts such as collaborative governance. | |
| 4A6 | Professional Advocacy and Governmental Relations. Understand the relationships of different organizations and the processes for impactful advocacy for strengthening LTC policies/procedures/rules/laws (meaningful public policy change). | |
| 4B1 | Mission, Vision, and Value Statements. Working knowledge; understand what mission, vision and value statements are about and how to write good ones. Able to translate into foundation for strategic planning. | |
| 4B2 | Strategic Business Planning (e.g., new lines of service, succession management, staffing pipeline). Working knowledge of the processes of strategic planning and execution of the plan. | |
| 4B3 | Business Analytics (e.g., evidence-based practice, data analytics). Working knowledge of technological tools to effectively process important data for improved outcomes. | |
| 4B4 | Business Development (e.g., sales, marketing, partnerships, ACOs, contracts and agreements, negotiations). Understanding of ideas, initiatives, and activities that yields desired growth; includes building strategic partnerships and making strategic business decisions. | |
| 4B5 | Public Relations and External Stakeholders (e.g., hospitals, referrals sources, local community, donors). Working knowledge of techniques to attract referrals, partnerships and to satisfy and retain residents. | |

| State-Specific Requirements/Other Training Areas | | |
|---|--|--|
| | Virginia Requirement: Training on the care of residents with cognitive or mental impairments, including Alzheimer’s disease and dementia. (All AITs) | |
| | State Laws and Regulations: Working knowledge of state laws and regulations as they pertain to nursing home licensure and oversight. | |
| | State Laws and Regulations: Working knowledge of state laws and regulations as they pertain to assisted living facility licensure and oversight. | |
| | <i>State-Specific Requirement or Other Training Area</i> (fill in as needed): | |
| | TOTAL | |

By affixing our signatures below, as the above-named trainee (AIT) and preceptor, we agree to follow the standards and guidelines set forth by the Board and to submit such periodic and special reports as the Board may require during the training period. We have read and understand the Regulations Governing the Practice of Assisted Living Facility Administrators or the Regulations Governing the Practice of Nursing Home Administrators, as applicable, and agree that the hours of training will be conducted as required by the Regulations.

Signature of Applicant

Date

Signature of Preceptor

Date