STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

MASTER SYLLABUS

COURSE NUMBER – COURSE NAME
HSMB 309 – Nursing Home Administration

CIP Code: 51.0701
For assistance determining CIP Code, please refer to this webpage
or reach out to Sarah Todd at todds@canton.edu

Created by: Vicki Perrine
Updated by: Vicki Perrine

School of Business and Liberal Arts
Department: Healthcare Management
Semester/Year: Fall, 2023
A. TITLE: Nursing Home Administration

B. COURSE NUMBER: HSMB 309

C. CREDIT HOURS: (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)
   
   # Credit Hours: 3  
   # Lecture Hours: 3 per week  
   # Lab Hours: 0 per week  
   Other: 0 per week  

   Course Length: 15 Weeks

D. WRITING INTENSIVE COURSE: Yes ☐ No ☒

E. GER CATEGORY: None: ☒ Yes: GER  
   If course satisfies more than one: GER

F. SEMESTER(S) OFFERED: Fall ☒ Spring ☐ Fall & Spring ☐

G. COURSE DESCRIPTION:

   This course is designed to help students apply the knowledge and skills acquired in earlier courses to the specific field of nursing home administration. It covers such topics as operational management, finance, human resources, residential care, and environmental management, dealing with those subjects in the context of nursing home administration.

H. PRE-REQUISITES: None ☐ Yes ☒ If yes, list below:

   Junior level status or Permission of Instructor

   CO-REQUISITES: None ☒ Yes ☐ If yes, list below:

I. STUDENT LEARNING OUTCOMES: (see key below)

   By the end of this course, the student will be able to:

<table>
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<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>Program Student Learning Outcome [PSLO]</th>
<th>GER [If Applicable]</th>
<th>ISLO &amp; SUBSETS</th>
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<tr>
<td>1. Examine the nature of the nursing facility environment and the role of the Nursing Home Administrator.</td>
<td>Analyze alternative management solutions in healthcare related</td>
<td>2-Crit Think ISLO ISLO</td>
<td>PS Subsets Subsets Subsets</td>
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<td>Institutional Student Learning Outcomes [ISLO 1 – 5]</td>
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<td>ISLO #</td>
<td>ISLO &amp; Subsets</td>
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| 1 | Communication Skills  
Oral [O], Written [W] |

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| 2. Exhibit the knowledge of the continuum of long term care. | Describe the framework in which healthcare services are produced, coordinated, consumed, and reimbursed. | 1-Comm Skills  
ISLO  
ISLO | W  
Subsets  
Subsets  
Subsets |
| 3. Apply the philosophies, theories, principles, and concepts of management to nursing facility settings | Analyze alternative management solutions in healthcare related problems and challenges. | 2-Crit Think  
ISLO  
ISLO | CA  
Subsets  
Subsets  
Subsets |
| 4. Demonstrate an understanding of the regulatory requirements and their impact on administration of a nursing home organization. | Describe the framework in which healthcare services are produced, coordinated, consumed, and reimbursed. | 1-Comm Skills  
ISLO  
ISLO | W  
Subsets  
Subsets  
Subsets |
| 5. Demonstrate an understanding of the resident care skills necessary to care for the nursing home clients. | Describe the framework in which healthcare services are produced, coordinated, consumed, and reimbursed. | 1-Comm Skills  
ISLO  
ISLO | W  
Subsets  
Subsets  
Subsets |

**KEY**

- ISLO: Institutional Student Learning Outcomes
- ISLO & Subsets: Subsets of ISLOs
- O: Oral
- W: Written
2 Critical Thinking
   Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]

3 Foundational Skills
   Information Management [IM], Quantitative Lit./Reasoning [QTR]

4 Social Responsibility
   Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]

5 Industry, Professional, Discipline Specific Knowledge and Skills

*Include program objectives if applicable. Please consult with Program Coordinator

J. APPLIED LEARNING COMPONENT: Yes ☐ No ☒

If YES, select one or more of the following categories:

☐ Classroom/Lab ☐ Civic Engagement
☐ Internship ☐ Creative Works/Senior Project
☐ Clinical Placement ☐ Research
☐ Practicum ☐ Entrepreneurship
☐ Service Learning ☐ (program, class, project)
☐ Community Service

K. TEXTS:


L. REFERENCES:


M. EQUIPMENT: None ☒ Needed:

N. GRADING METHOD: A-F

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

Discussion posts, quizzes, assignments and an exam will be used to measure attainment of course objectives.

P. DETAILED COURSE OUTLINE:

1. Managing the Health Care Organization
   a. Management Functions
b. Forecasting
c. Planning
d. Organizing
e. Staffing
f. Directing
g. Comparing and Controlling Quality
h. Innovating
i. Marketing the Long-Term Care Facility

2. Understanding the Departments and Managing Human Resources
   a. Organization of the Nursing Facility and Its Staff
   b. Identifying the Human Resources Functions
   c. Planning Employment Needs
   d. Forecasting Future Employment Needs
   e. Recruiting Employees
   f. Hiring Staff
g. Training Staff
h. Retaining Employees
i. Evaluating Employees
j. Paying Employees
k. Disciplining Employees

3. Managing the Organization’s Finances
   a. The Administrator’s role as Financial Manager
   b. Generally Accepted Accounting Principles
   c. Cash Accounting and Accrual Accounting
   d. Recording Transactions and Preparing Financial Statements
   e. Financial Statements, Working Capital, Ratio Analysis, and Vertical Analysis
   f. Accounting Procedures That Help the Administrator Maintain Control Over the Facility
   g. Depreciation
   h. Using “Costs” in Managerial Decisions
   i. Budgets and Budgeting
   k. Risks of Operating a Long Term Care Facility - Sources of Law, Court Systems, Legal Terminology, Insurance Terms, Advance Directives

4. The Continuum of Long Term Care
   a. Origins, Overview, and Current Profile of the Nursing Facility Industry
   b. The Social Security Act: Medicare and Medicaid
   c. Older Americans Act
   d. Labor and Management: Laws and Regulations
   e. Workplace Safety: The Occupational Safety and Health Act (OSHA)
   g. Americans with Disabilities Act (ADA)
   h. Voluntary Operating Standards: The Joint Commission
   i. The Affordable Care Act
   j. The Elder Justice Act
   k. Patient Driven Payment Model
   l. Value-Based Care and Pay for Performance

5. Resident Care Skills
a. Aging Process
b. Medical and Related Terms
c. Medications and Drug Actions
d. The Aging Process as it Relates to Diseases Common to the Nursing Facility Population

6. Putting the Systems Together
   a. Setting Policies for the Facility
   b. Developing a Person-Centered Care Plan
   c. The Quality Indicators Survey: The Regulatory Survey and Inspection Process and Plan of Correction
d. The Report Card
e. Getting Reimbursed for Care Given
   f. A Glance at the Horizon
g. Summary Observations From a Career of Nursing Facility Administration

Q. LABORATORY OUTLINE:  None ☒  Yes ☐