

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



MASTER SYLLABUS

HSMB 309 – Nursing Home Administration

**Created by: Vicki Perrine
Updated by: Vicki Perrine**

**SCHOOL OF BUSINESS AND LIBERAL ARTS
HEALTH SERVICES MANAGEMENT
2019**

A. **TITLE:** Nursing Home Administration

B. **COURSE NUMBER:** HSMB 309

C. **CREDIT HOURS:** (3)

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** N/A

F. **SEMESTER(S) OFFERED:** 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/CO-REQUISITES:**

- a. Pre-requisite(s): HSMB 101 – Introduction to Health Services Management or Permission of Instructor
- b. Co-requisite(s): None
- c. Pre- or co-requisite(s): N/A

I. **STUDENT LEARNING OUTCOMES:**

<u>Course Student Learning Outcome [SLO]</u>	<u>PSLO</u>	<u>GER</u>	<u>ISLO</u>
1. Examine the nature of the nursing home environment and the role of the Nursing Home Administrator.	Demonstrate effective oral and written communication skills.		1. Communication - Written
2. Exhibit the knowledge of the continuum of long term care.	Demonstrate effective oral and written communication skills.		1. Communication - Written
3. Apply the philosophies, theories, principles, and concepts of management to nursing home settings.	Analyze alternative management solutions in healthcare related problems and challenges.		2. Critical thinking - Critical Analysis (CA)
4. Demonstrate an understanding of the regulatory requirements and their impact on	Analyze alternative management solutions in healthcare related		5. Industry, professional, discipline-specific knowledge and skills

administration of a nursing home organization.	problems and challenges.		
5. Demonstrate an understanding of the resident care skills necessary to care for the nursing home clients.	Demonstrate effective oral and written communication skills.		1. Communication - Written

KEY	<u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u>
ISLO #	ISLO & Subsets
1	Communication Skills Oral [O], Written [W]
2	Critical Thinking <i>Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS]</i>
3	Foundational Skills <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	Social Responsibility <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	Industry, Professional, Discipline Specific Knowledge and Skills

J. **APPLIED LEARNING COMPONENT:** Yes _____ No **X**

K. **TEXTS:**
Allen, James, Nursing Home Administration. 7th ed. Springer Publishing Company, 2016.

- L. **REFERENCES:**
1. Allen, James, Nursing Home Administration. 7th ed. Springer Publishing Company, 2016.
 2. Allen, James, Nursing Home Federal Requirements. Guidelines to Surveyors and Survey Protocols. 8th ed. Springer Publishing Company, 2015.
 3. Allen, James, The Licensing Exam Review Guide in Nursing Home Administration. 7th ed. Springer Publishing Company, 2016.

4. Townsend, Joseph and Davis, Winborn, The Principles of Health Care Administration. BNB Systems, Revised and Updated April 2013.

M. **EQUIPMENT:** None

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 function
- 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 Employee

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
- g. Depreciation
- h. Using "Costs" in Managerial Decisions
- i. Budgets and Budgeting
- j. Finance – The Broader Context – Integrating Clinical and Financial Systems
- 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 Home 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)
 - f. Fire Safety: The Life Safety Code
 - g. Americans with Disabilities Act (ADA)
 - h. Health Planning Regulations
 - i. The Joint Commission on Accreditation of Health Care Organizations
 - j. The Affordable Care Act
 - k. The Elder Justice Act

5. Resident Care Skills
 - a. Aging Process
 - b. Medical and Related Terms
 - c. Medications and Drug Actions
 - d. Diseases Common to the Nursing Home Population
 - Review of body systems
 - Effects of Aging
 - Mobility
 - Communication
 - Disability
 - Dementia
 - Alzheimer's Disease
 - Nutrition and Fluids
 - Infections
 - Cognitive Impairment
 - e. Principles of Fall Prevention
 - f. Rehabilitation Services
 - g. Sexuality
 - h. Emotional and Mental Wellbeing
 - i. Restraint usage and Reduction
 - j. Behavior Management

6. Putting the Systems Together
 - a. Licensure of the Facility
 - b. Administration Policies
 - c. Compliance with Laws
 - d. Transfer Agreement
 - e. Infection Control
 - f. Physician Services
 - g. Environmental Management
 - h. Dental Care
 - i. Dietary
 - j. Nursing Requirements
 - k. Quality of Care
 - l. Pharmacy
 - m. Medical Records
 - n. Developing a Person Centered Care Plan
 - o. The Resident Assessment Instrument (RAI)
 - p. Minimum Data Set (MDS)
 - q. The Report Card

r. Reimbursement

Q. LABORATORY OUTLINE: None