

Nursing Home Administrators Advisory

Administrator-In-Training Internship Checklist

AIT applicant _____ has had practical experience under the supervision of _____ and has demonstrated ability to carry out specific responsibilities in the practice of nursing home administration

FROM: ___/___/___ TO: ___/___/___.

Both the preceptor (administrator of the facility) and the intern (administrator-in-training) must initial and date the checklist columns below.

This checklist must be used in conjunction with the NAB 5-Step AIT Internship Manual, focusing on knowledge and skills components, in order to provide a comprehensive and in-depth AIT experience.

A statement should be made in the Comments section at the end of this form giving the preceptor's opinion as to whether s/he believes the intern is capable of efficiently administering a nursing home **without supervision**.

Name of Facility: _____

Location: _____

<u>Focal Area/Domain of Practice</u>	<u>% of total hours</u>	<u># of hours</u>	
1. Administration	7%	70 hours	
	Initials	Initials	Date
Organization, Leadership, & Management			
Goals & Objectives of NHA Manual	_____	_____	___/___/___
Policy Manual	_____	_____	___/___/___

Specific Departments:

- Nursing _____ / /
- Dietary _____ / /
- Housekeeping _____ / /
- Maintenance _____ / /

Community Interrelationships:

- Public Relations _____ / /
- Volunteer Groups _____ / /
- Community Health Plans _____ / /
- Government Agencies _____ / /

Utilization Review Committee:

- Administrator's Role _____ / /
- Physician/Medical Director _____ / /
- Nursing Director _____ / /
- Social Worker _____ / /

Residents' Money & Valuables
Security

_____ / /
_____ / /

Residents' Relations with:

- Staff _____ / /
- Administration _____ / /

Interdisciplinary Roles

- PT _____ / /
- OT _____ / /
- Clergy _____ / /
- Family _____ / /
- Civic _____ / /
- Dentist _____ / /
- Podiatrist _____ / /
- Laboratory _____ / /
- X-ray _____ / /
- Dietician _____ / /
- Social Worker _____ / /
- Visiting Nurse Association _____ / /
- Pharmacist _____ / /

Relationships of physicians with

- Residents _____ / /
- Administrative Staff _____ / /
- Interrelationships of all _____ / /

	<u>% of total hours</u>		<u># of hours</u>
2. Human Resources	6%		60 hours
Personnel Management			
• Personnel Policies	_____	_____	____/____/____
• Orientation	_____	_____	____/____/____
• Job Training	_____	_____	____/____/____
• In-service Education	_____	_____	____/____/____
• Contract Arrangements	_____	_____	____/____/____
• Job Descriptions/Work Schedules	_____	_____	____/____/____
Laws & Regulations			
• Unemployment Comp	_____	_____	____/____/____
• Social Security	_____	_____	____/____/____
• Worker's Comp	_____	_____	____/____/____
• Fair Labor Laws	_____	_____	____/____/____
• Wages & Hours	_____	_____	____/____/____
• Union Contracts	_____	_____	____/____/____
• Collective Bargaining	_____	_____	____/____/____
• Safety Acts & Regulations	_____	_____	____/____/____
• Local, State, & Federal Reports	_____	_____	____/____/____
Employee Health Service			
• Pre-Employment	_____	_____	____/____/____
• Physical Exam	_____	_____	____/____/____
• Routine Preventive Measures	_____	_____	____/____/____
• Emergency Situation Plans	_____	_____	____/____/____
Recruitment			
• Interview Techniques	_____	_____	____/____/____
• Level Expectations	_____	_____	____/____/____
• Selection	_____	_____	____/____/____
• Licensure Requirements	_____	_____	____/____/____

	<u>% of total hours</u>		<u># of hours</u>
3. Nursing	25%		250 hours
Employee Practice			
• Handwashing	_____	_____	____/____/____
• Management of Isolation	_____	_____	____/____/____
Equipment			
• Nursing Practice Clean & Sterile	_____	_____	____/____/____

Cross-contaminants	_____	_____	____/____/____
• Proper Care & Handling of Equipment	_____	_____	____/____/____
Safety			
• Side rails/low beds	_____	_____	____/____/____
• Bathroom guards	_____	_____	____/____/____
• Accident prevention	_____	_____	____/____/____
Patient-centered environmental factors			
• Noise	_____	_____	____/____/____
• Color	_____	_____	____/____/____
• Temperature	_____	_____	____/____/____
• Lighting	_____	_____	____/____/____
Pharmaceutical Services			
Storage/Safety/Narcotics Laws	_____	_____	____/____/____
Drugs-Alcohol	_____	_____	____/____/____
Patient as a Person			
• Individual differences	_____	_____	____/____/____
• Psychology of human behavior	_____	_____	____/____/____
• Citizen Rights	_____	_____	____/____/____
• Family & Needs	_____	_____	____/____/____
End of Life Care			
• Hospice Services	_____	_____	____/____/____
• Terminal Care	_____	_____	____/____/____
• Pain Management	_____	_____	____/____/____
• Palliative Care	_____	_____	____/____/____
Health Components			
• Disease Process	_____	_____	____/____/____
• Health Care Plan	_____	_____	____/____/____
• Terminology	_____	_____	____/____/____
Therapeutic Needs			
• Observations & Changes	_____	_____	____/____/____
• Meaningful Interpretations	_____	_____	____/____/____
• Revisions of the Health Care Plan	_____	_____	____/____/____

% of total hours # of hours

4. Rehabilitation

8%

80 hours

Restorative Measures

- Activities of Daily Living _____ _____ ____/____/____

• Activities & Recreation	_____	_____	____/____/____
• Group Interaction	_____	_____	____/____/____
• Remotivation	_____	_____	____/____/____
	<u>% of total hours</u>		<u># of hours</u>

5. Medical Records	4%		40 hours
• Ethics	_____	_____	____/____/____
• Employee Conduct	_____	_____	____/____/____
• Privacy of the Patient's Record	_____	_____	____/____/____
• Nursing Home Policy	_____	_____	____/____/____
• Misinformation	_____	_____	____/____/____
	<u>% of total hours</u>		<u># of hours</u>

6. Activities	8%		80 hours
People			
• Family & Friends	_____	_____	____/____/____
• Interaction Needs	_____	_____	____/____/____
	<u>% of total hours</u>		<u># of hours</u>

7. Social Service/Admissions	8%		80 hours
Admission Procedure			
• Orientation	_____	_____	____/____/____
• Placement	_____	_____	____/____/____
• Readjustment	_____	_____	____/____/____
	<u>% of total hours</u>		<u># of hours</u>

8. Business Office	10%		100 hours
Institutional Management			
• Purchasing Equipment	_____	_____	____/____/____
• Admissions & Discharges	_____	_____	____/____/____
Charges	_____	_____	____/____/____
Refunds	_____	_____	____/____/____
Transfers	_____	_____	____/____/____
Death	_____	_____	____/____/____
Burial	_____	_____	____/____/____
Business Management			
• Office Procedures	_____	_____	____/____/____
Bookkeeping	_____	_____	____/____/____
Budgeting & Controls	_____	_____	____/____/____
Cash Flow	_____	_____	____/____/____

Cost-accounting & analysis	_____	_____	____/____/____
Payroll-control & analysis	_____	_____	____/____/____
Record Keeping	_____	_____	____/____/____

Insurance

• Fire & Extended Coverage	_____	_____	____/____/____
• Malpractice	_____	_____	____/____/____

Third party payers

• Medicare	_____	_____	____/____/____
• Medicaid	_____	_____	____/____/____
• Insurance	_____	_____	____/____/____
• VA	_____	_____	____/____/____

% of total hours	# of hours
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9. Dietary

8%

80 hours

Dietary Regulations

• Food Service	_____	_____	____/____/____
• Storage	_____	_____	____/____/____
• Handling	_____	_____	____/____/____
Hygiene	_____	_____	____/____/____
Dishwashing	_____	_____	____/____/____
• Distribution	_____	_____	____/____/____
Trays	_____	_____	____/____/____
Dining Room	_____	_____	____/____/____
• Preparation-hot/cold	_____	_____	____/____/____
• Spoilage-Disposal	_____	_____	____/____/____
• Sanitation Codes	_____	_____	____/____/____
• Disease-Transmission	_____	_____	____/____/____
• Disaster Plan-Emergency Feeding	_____	_____	____/____/____

Food-Nutrition of Elderly

• Basic food needs	_____	_____	____/____/____
• Special diets	_____	_____	____/____/____
• Malnutrition & Aging	_____	_____	____/____/____
• Palatable Food	_____	_____	____/____/____

Dining Atmosphere

• Pleasures of eating	_____	_____	____/____/____
• Modifications	_____	_____	____/____/____
• Dining Room	_____	_____	____/____/____
• Tray Service	_____	_____	____/____/____
• Volume Distribution	_____	_____	____/____/____

- Feeding _____ / /

% of total hours # of hours

10. Housekeeping/Laundry

8%

80 hours

Housekeeping

- Disease/Pest Control
- Bacteriology Factors
- Cleanliness
- Prevention of odors

_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

Clothing—Individual

- Laundering
- Purchasing & Safety

_____	_____	____/____/____
_____	_____	____/____/____

Disposal of contaminants

- Laundry
- Equipment

_____	_____	____/____/____
_____	_____	____/____/____

% of total hours # of hours

11. Maintenance/Environmental

8%

80 hours

Federal-State Regulations

- Fire Codes—Fire Drill
- Disaster Plan
- Safety Measures
- Oxygen Usage

_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

Facility Licensure

- Building Codes
- Orientation to Facility
- Related Responsibilities

_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

Shelter-Privacy

- Safety
- Heat & Fresh Air
- Cleanliness

_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

TOTAL

100%

1,000 hours

CO-SIGNATURES

To the best of my knowledge, I agree that the information signed for on the above checklist is accurate.

Preceptor Signature & Initials Date

Title License Number

Administrator-In-Training Signature & Initials Date

COMMENTS:
