



2015

Domains & Course Requirements Review



Course Requirement #1 Organizational Management	
Minnesota Requirement	National-Professional Practice Analysis
6400.6500 SPECIFIC COURSE REQUIREMENTS. Subpart 1. Organizational management. An applicant must complete a course in organizational management covering the basic management functions of: A. planning and objective setting; B. organizing and delegating; and C. observing, monitoring, and evaluating outcomes, including customer satisfaction.	10.00
	K04 Interpersonal relationships, dispute resolution, and group dynamics
	20.00
	K18 Types and methods of communication
	K19 Conflict resolution and team dynamics
	50.00
	K18 Strategic business planning
	K30 Organizational structures
	K34 Workforce planning and education
	K31 Leadership and management principles and philosophies (such as planning, organizing, directing, delegating, motivating, evaluating)
K32 Personality and leadership styles	

Course Requirement #2 Managerial Accounting	
6400.6500 SPECIFIC COURSE REQUIREMENTS.	30.00
<p>Subp. 2. Managerial accounting.</p> <p>An applicant must complete a course in managerial accounting, beyond introductory accounting, covering:</p> <p>A. budgeting and fiscal resource allocation; and B. interpreting financial information to monitor financial performance and position and to make managerial decisions.</p>	<p>K01 Applicable federal and state laws, rules, and regulations</p> <p>K02 Operational and capital budgeting and forecasting methods</p> <p>K03 Financial statements and reporting requirements for not for profit and for profit service providers</p> <p>K04 Service-related sources of revenue/reimbursement</p> <p>K05 Reimbursement methods across the continuum of care</p> <p>K06 Alternative sources of revenue</p> <p>K07 Integration of clinical and financial systems</p> <p>K08 Billing, accounts receivable, and collections</p> <p>K09 Accounts payable procedures and management</p> <p>K10 Revenue cycle management</p> <p>K11 Internal controls</p> <p>K12 Contracts and agreements</p> <p>K13 Financial analysis (such as ratios, profitability, debt covenants, revenue mix, depreciation, forecasting)</p> <p>K14 Financial statements (such as income statement, balance sheet, statement of cash flows)</p> <p>K15 Financial measures (such as operating margin, days cash on hand, staffing, expense analysis)</p> <p>K16 Risk management</p>

	<p>K17 Insurance coverage (such as property, liability)</p> <p>K18 Inventory control and management</p> <p>K19 Payroll procedures and documentation</p> <p>K20 Purchasing process and supply chain management (such as request for proposals, pricing, ordering, receiving, group purchasing organization [GPO])</p>

Course Requirement #3 Gerontology	
6400.6500 SPECIFIC COURSE REQUIREMENTS. Subp. 3. Gerontology. An applicant must complete a course in gerontology covering: A. the physical, social, and psychological aspects of the aging process; and B. programs and services designed to meet the needs of the aged population.	10.00
	K05 Psychosocial aspects of aging
	K06 Physiological aspects of aging
	K28 Grieving process
	K29 Death and dying
	40.00
	K40 Services and resources available across the continuum of care (such as community, social, financial, spiritual) K54 Transportation options for care recipients K04 Community resources, programs and agencies available to meet the care recipients' home needs
50.00	
K6 Services available in the healthcare continuum K7 Provider's role in the healthcare continuum	

Course Requirement #4 Health Care and Medical Needs	
<p>6400.6500 SPECIFIC COURSE REQUIREMENTS.</p> <p>Subp. 4. Health care and medical needs.</p> <p>An applicant must complete a course in health care and medical needs of nursing facility residents covering:</p> <p>A. differentiation between the aging process and the disease process;</p> <p>B. common conditions, issues, diseases, illnesses, disabilities, and treatments of nursing facility residents including dementia (cognitive decline including Alzheimer's disease); AIDS; pressure sores; infections; mobility, falls, and restraints; incontinence and constipation; sensory impairments; depression; nutrition; iatrogenesis (health care system induced medical problems); drug use; and end-of-life pain management; and</p> <p>C. medical and pharmacological terminology.</p> <p>A. The anatomic and physiologic changes that are associated with the aging process.</p> <p>B. The impact and management of common syndromes associated with aging including vision/hearing impairment, nutrition/malnutrition, and balance and mobility</p>	<p>10.00</p> <p>K07 Basic principles and concepts of nursing</p> <p>K08 Basic medical terminology</p> <p>K09 Basic pharmaceutical terminology</p> <p>K10 Basic principles and regulations for medication management/administration</p> <p>K11 Basic principles and concepts of restorative/wellness programs</p> <p>K12 Basic principles of rehabilitation</p> <p>K13 Basic principles of acute and chronic diseases</p> <p>K19 Basic understanding of mental health issues</p> <p>K20 Basic understanding of cognitive impairments</p> <p>K21 Basic principles of behavior management</p> <p>K22 Basic principles of restraint usage and reduction</p> <p>K14 Basic principles of infection control</p> <p>K15 Basic principles of pain management</p> <p>K16 Basic principles of fall prevention</p> <p>K46 Emergency medical services and techniques (such as CPR, first aid, Heimlich maneuver, AED)</p> <p>K57 Basic technological advances in healthcare</p>

<p>impairment.</p> <p>C. Prevention and management of conditions such as pressure ulcers and delirium</p> <p>D. Common psychiatric and neurodegenerative disorders such as Dementias (including Alzheimer's), depression, anxiety, psychotic disorders and alcohol and drug abuse.</p> <p>E. Advance care planning and the role of palliative care and end-of-life care</p> <p>F. Basic medical and pharmacological terminology</p> <p>G. Emerging medical trends and technology used in the long-term care setting</p>	
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Course Requirement #5 Long-term Care Supports and Services		
<p>6400.6500 SPECIFIC COURSE REQUIREMENTS.</p> <p>Subp. 5. Nursing facility services, programs, and issues. Long Term Care Supports and Services</p> <p>An applicant must complete a course in the organization, operations, functions, services, and programs of nursing facilities covering:</p> <p>A. governing and oversight bodies and their relationship to the administrator; B. administrative responsibilities and structures; C. operations and functions of each facility department; D. functions and roles of professional and nonprofessional staff and consulting personnel; and E. issues of cultural diversity and human relationships between and among employees and residents of nursing facilities and their family members.</p>	10.00	
	K01	Applicable federal and state laws, rules, and regulations
	K02	Government programs and entities
	K23	Basic elements of a social services program
	K24	Basic elements of a therapeutic recreation/activity program
	K25	Basic principles of nutrition including specialized diets
	K26	Basic principles of dietary sanitation, food storage, handling, preparation, and presentation
	K27	Basic principles of hospice and palliative care
	K30	Person-centered care concepts
	K31	Diversity of care recipients
	K32	Care recipients' support network interests, needs, and values
	K37	Admission/move-in, transfer, and discharge/move-out requirements
	K38	Bed-hold requirements (<i>NHA only</i>)
	K39	Roles, responsibilities, regulation and oversight of contracted providers and services
	K42	Activities of Daily Living (ADLs) and Independent Activities of Daily Living (IADLs)
	K43	Role of Medical Director
K44	Role of healthcare partners and clinical providers	
K45	Medical services, specialties and equipment (such as oxygen, durable medical equipment, podiatry)	

	K52 Medical record content, format, and documentation requirements
	K55 Environmental services (such as housekeeping and laundry)
	K56 Hospitality services
	20.00
	K09 Diversity training
	K23 Mandatory reporting requirements
	30.00
	K01 Applicable federal and state laws, rules, and regulations
	K02 Operational and capital budgeting and forecasting methods
	K03 Financial statements and reporting requirements for not for profit and for profit service providers
	K04 Service-related sources of revenue/reimbursement
	K05 Reimbursement methods across the continuum of care
	K18 Inventory control and management
	K21 Resident trust accounts for personal funds
	40.00
	K01 Federal, state and local standards, codes and regulations for building, equipment, maintenance, and grounds
	K07 Physical plant security principles
	K08 Preventative and routine maintenance programs for buildings, grounds, and equipment
	K09 Contracted services for mechanical, electrical, plumbing, laundry systems, IT
	K10 Compliance matters related to provision of contracted services

	<p>K12 Pest control programs</p> <p>K13 Handling and disposal of potentially hazardous materials</p> <p>K14 Disaster and emergency planning, preparedness, and recovery</p> <p>K15 Community resources available in the event of emergency or disaster</p> <p>K16 The use, storage, and inspection of required emergency equipment</p> <p>K17 Policies and procedures for housekeeping, maintenance, and laundry services</p> <p>K05 Design principles that create a safe, secure, and home-like atmosphere based on the needs of the individuals served</p> <p>K18 Technology infrastructure</p>
	50.00
	<p>K1 Applicable federal and state laws, rules, regulations, agencies, and programs</p> <p>K3 Components and purpose of mission, vision, and value statements</p> <p>K4 Stakeholder roles, responsibilities, and limitations</p> <p>K5 Roles and responsibilities of owners and governing bodies</p> <p>K13 Compliance programs</p> <p>K18 Strategic business planning</p> <p>K19 Management information systems</p> <p>K30 Organizational structures</p> <p>K33 Diversity awareness (such as culture, ethnicity, race, sexual orientation, gender, religion, language)</p> <p>K34 Workforce planning and education</p>

	<p>K37 Functions of all departments and services</p> <p>K20 Technology to support operations</p> <p>K21 Sales and marketing techniques</p> <p>K22 Public relations including media relations</p> <p>K23 Volunteer programs</p>
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Course Requirement #6 Human Resources	
6400.6500 SPECIFIC COURSE REQUIREMENTS.	20.00
Subp. 6. Human resources.	
An applicant must complete a course in human resource management covering:	
A. staffing;	K01 Applicable federal and state laws, rules, and regulations
B. equal employment opportunity, affirmative action, and workforce diversity;	K04 Employee position qualifications, job analysis, job descriptions
C. compensation and benefits;	K05 Employee recruitment, selection, interviewing, reference and background checks
D. coaching and performance management;	K06 Employee orientation, training and continuing education requirements, and resources
E. training and development;	K07 Compensation and benefit programs (such as employee assistance programs, insurance, salary, retirement)
F. labor relations, including union contract negotiation and administration; and	K08 Human resource policies and procedures (such as employee grievance, workplace rules, discipline, absenteeism, turnover, classification, exemption status)
G. employment law.	K09 Diversity training
H. Workplace culture, accountability and fairness, just and learning culture concepts.	K10 Performance evaluation procedures
	K11 Safety and injury prevention training
	K12 OSHA rules and regulations
	K13 Workers compensation rules, regulations, and procedures
	K14 Drug-free workplace programs
	K15 Methods for assessing, monitoring, and enhancing employee satisfaction
	K16 Employee recognition, appreciation, and retention programs
	K17 Leadership development
	K18 Types and methods of communication
	K19 Conflict resolution and team dynamics

	K21 Union/management and labor relations
	K22 Employee record-keeping requirements and procedures
	K23 Mandatory reporting requirements
	K20 Information technology safeguards related to such issues as data security, social media, e-mail, voicemail, computer software, cell phones, photography, video, texting
	30.00
	K19 Payroll procedures and documentation
	K20 Purchasing process and supply chain management (such as request for proposals, pricing, ordering, receiving, group purchasing organization [GPO])
	50.00
	K34 Workforce planning and education
	K35 HR management theory and principles
	K17 Internal investigation protocols and techniques

Course Requirement #7 Regulatory Management	
<p>6400.6500 SPECIFIC COURSE REQUIREMENTS.</p> <p>Subp. 7. Regulatory management.</p> <p>An applicant must complete a course in regulatory management covering the legal, regulatory, and funding provisions and requirements governing operation of long-term care supports and services and health care programs including:</p> <p>A. resident rights, resident choice/resident risk and protection from maltreatment; B. professional and biomedical ethics, including advance directives; C. guardianship and conservatorship; D. liability, negligence, and malpractice; E. data confidentiality, privacy, and practices; F. professional licensing, certification, and reporting for staff and consulting personnel; G. health and safety codes including OSHA and the National Life Safety Code; H. Medicare and Medicaid, standards for managed care and subacute care, and third-party payer requirements and reimbursement; I. federal and state nursing home survey and compliance regulations and processes; J. requirements affecting the quality of care and life of residents, including measurement of outcomes from clinical and resident-satisfaction perspectives; K. resident acuity and assessment methodology; and</p>	10.00
	<p>K01 Applicable federal and state laws, rules, and regulations</p> <p>K02 Government programs and entities</p> <p>K03 Ethical decision-making</p> <p>K18 Basic principles of creating a safe environment for care recipients</p> <p>K30 Person-centered care concepts</p> <p>K33 Care recipient Bill of Rights</p> <p>K34 Resident Assessment Instrument (RAI) and interdisciplinary care plan requirements and process</p> <p>K41 Care recipient specific legal matters (such as power of attorney, guardianship, conservatorship, code status, Advance Directives)</p> <p>K47 Center for Medicare and Medicaid Services (CMS) quality indicators and measures</p> <p>K48 Quality assurance and performance improvement processes as related to care and services</p> <p>K51 Mandatory reporting requirements for incidents and adverse events</p> <p>K53 Confidentiality, disclosure, and safeguarding medical record information requirements</p>
	20.00
	<p>K11 Safety and injury prevention training</p> <p>K12 OSHA rules and regulations</p> <p>K13 Workers compensation rules, regulations, and procedures</p> <p>K14 Drug-free workplace programs</p>

<p>L. Quality assurance and performance improvement M. Customer choice</p>	<p>K20 Information technology safeguards related to such issues as data security, social media, e-mail, voicemail, computer software, cell phones, photography, video, texting</p>
	<p>30.00</p>
	<p>K07 Integration of clinical and financial systems K12 Contracts and agreements K16 Risk management K17 Insurance coverage (such as property, liability)</p>
	<p>40.00</p>
	<p>K02 Environmental principles that promote care recipient rights K07 Physical plant security principles K08 Preventative and routine maintenance programs for buildings, grounds, and equipment K09 Contracted services for mechanical, electrical, plumbing, laundry systems, IT K10 Compliance matters related to provision of contracted services K12 Pest control programs K13 Handling and disposal of potentially hazardous materials K14 Disaster and emergency planning, preparedness, and recovery K15 Community resources available in the event of emergency or disaster K16 The use, storage, and inspection of required emergency equipment K17 Policies and procedures for housekeeping, maintenance, and laundry services K03 HIPAA compliance</p>

	<p>K06 Safety and security procedures</p> <p>K11 Infection control and sanitation regulations/standards of practice</p>
	50.00
	<p>K1 Applicable federal and state laws, rules, regulations, agencies, and programs</p> <p>K2 Code of ethics and standards of practice</p> <p>K8 Methods for assessing, monitoring and enhancing care recipient satisfaction</p> <p>K9 Provider's certifications and licensing requirements</p> <p>K10 Regulatory survey and inspection processes, including the plan of correction process</p> <p>K11 Grievance procedures</p> <p>K12 Procedures for Informal Dispute Resolution (IDR)</p> <p>K13 Compliance programs</p> <p>K15 Risk management principles and processes</p> <p>K16 Provider's legal and criminal scope of liability</p> <p>K24 Elements of contracts and agreements</p> <p>K25 Care recipient's rights and responsibilities</p> <p>K26 Role of care recipient advocates and advocacy groups</p> <p>K27 Mandatory reporting requirements</p> <p>K36 Governmental relations and advocacy</p> <p>K17 Internal investigation protocols and techniques</p>

Course Requirement #8 Information Uses	
6400.6500 SPECIFIC COURSE REQUIREMENTS. Marilyn and Jane will retool offline Subp. 8. Information uses. Quality Measurement and Performance Improvement An applicant must complete a course in the accumulation and analysis of data to inform management decision making including: A. strategic uses of data and information; B. data accumulation, storage, integration from multiple sources, manipulation, and presentation; C. needs assessment and analysis methodologies; and D. measures, analysis, and assessment of outcomes including customer satisfaction and quality improvement. E. Utilizing QI tools and methodologies	10.00
	K49 Techniques for auditing care recipient services and outcome
	50.00
	K8 Methods for assessing, monitoring and enhancing care recipient satisfaction
	K14 Reportable outcome measurements
	K28 Quality assurance and performance improvement techniques and models
	K29 Organizational change management

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Practicum	
6400.6500 SPECIFIC COURSE REQUIREMENTS.	10.00
	K38 Bed-hold requirements (<i>NHA only</i>)

<p>Subp. 9. Practicum. An applicant must complete or have waived, based upon prior experience under part <u>6400.6650</u>, subpart 1, item A, a practicum course as described in part <u>6400.6600</u>.</p>	30.00
	K01 Applicable federal and state laws, rules, and regulations
	K02 Operational and capital budgeting and forecasting methods
	K03 Financial statements and reporting requirements for not for profit and for profit service providers
	K04 Service-related sources of revenue/reimbursement
	K05 Reimbursement methods across the continuum of care
	K21 Resident trust accounts for personal funds