





IHCA Assisted Living Administrator & Nurse Training

The Bridge at Post Falls
 545 N. Garden Plaza Ct., Post Falls
 (208) 343-9735 | www.idhca.org

Tuesday, March 21, 2017 Total Hours 8.0 <i>Please arrive no later than 7:45 am</i>		
HOMEWORK ASSIGNMENT!	<p>The Idaho Board of Nursing has produced a webinar series to assist the nurse in delegation. This guidance is important after the board promulgated rules that allow a nurse to delegate MUCH more to caregivers. The training is available: http://cetrain.isu.edu/delegation Just press "Register" then "Enroll" and create a new student profile. The final registration step will ask for confirmation. To access the class, press the "Moodle" link to your account. If you experience technical issues with registration, please contact ISU CE / WT at 282-3372 or email cetrain@isu.edu.</p> <p>Upon successful completion of the IBON webinars, a certificate will be available for your records. To get your CEUs for this IHCA training, you MUST bring these certificates to us by the last day of this training course.</p>	
8:00 am – 9:30 am (1.5)	<p>Unstoppable Teams: Improving Communication, Connection, & Effectiveness MaryRuth Butler, Administrator, Kindred Nursing & Rehab-Mt. Valley</p> <p>Unstoppable teams don't just happen; they are created by leaders who have and effectively communicate a vision. This presentation will help the attendee better understand how to create a culture of success in which team members are intrinsically motivated and fully invested in the success of the organization. By participating in this presentation, the attendee will:</p> <ul style="list-style-type: none"> • Define management and leadership and discuss the differences • Examine leadership qualities of effective managers and understand & appreciate the role of the AL Administrator & Nurse • Discuss time management techniques • Relate management and leadership to Nurses in Assisted Living • Discuss effective communication to all parties involved in AL • Engage in easy and fun teambuilding exercises that will lay the foundation to improve communication with their staff. 	
9:45 am – 10:45 am (1.0)	<p>Human Resource Management Kara L Heikkila, Attorney , Witherspoon • Kelley</p> <p>By participating in this presentation, the attendee will:</p> <ul style="list-style-type: none"> • Outline the important factors involved in human resource planning. • Describe how to develop administrative personnel procedures and accurate records which benefit both employees and the business. • Outline an effective recruitment plan that can be implemented. • Determine proper hiring and orientation techniques and the essential parts of the employee's contract • Describe how to manage and motivate staff • Ensure appropriate staff training and professional development • Discuss the multifaceted components of guest relations and the responsibilities of the nursing administrator for these relations 	

<p>10:45 am – 11:45 pm (1.0)</p>	<p>Customer Service Kirstin Davis, Marketplace Director, Better Business Bureau</p> <p>Satisfaction drives the world of hospitality. A satisfied team will create a satisfied customer and a satisfied customer will create a satisfied team. But how does this chicken or the egg scenario get started? It all boils down to expectations and how to create them. Resident and employee onboarding share many of the same principles and we will cover some best practices that should create a culture of satisfaction.</p>
<p>11:45 am-12:15 pm</p>	<p style="text-align: center;">LUNCH BREAK - Lunch provided on-site</p> <p style="text-align: center;">Short presentation by: </p>
<p>12:15 pm- 1:45 pm (1.5)</p>	<p>Financial Planning & Management </p> <p>By participating in this session the attendee will:</p> <ul style="list-style-type: none"> • Outline the major components of a financial plan; • Identify the principles of developing a budget; • Recognize the basic accounting principles; • List the principles necessary for vendor contracts; • Describe how to develop & implement a method for monitoring & evaluating the financial performance of a business; • Understand the different reimbursement systems in ALs in Idaho and how they apply & pay for care; • Recognize the financial impact of care plan decisions; • Understand the Medicaid process;
<p>2:00 pm- 5:00 pm (3.0)</p>	<p>Licensed Nurses Scope and Standards of Practice in Assisted Living Anita Grimm RN, BSN Director of Nursing Guardian Angel Homes</p> <p>By participating in this presentation, the attendee will:</p> <ul style="list-style-type: none"> • Describe the influence that the national AL associations (ANA, NADONA/LTC, NAPNES and NFLPN) have on the scope and standards of practice for RNs and LPNs and how Idaho licensed nurse job descriptions from corporations and small facility owners may differ • Review and discuss the scope of practice of the RN versus the LPN as written in the Idaho Nursing Practice Act and the Board of Nursing Administrative Rules, 2007 • Review the delegation process as defined and described in the Board of Nursing rules • Demonstrate an understanding of medication assistance • Distinguish the difference in competencies for the RN and LPN in AL as they are stated in the Scope and Standards document • Delineate the responsibilities of the RN and LPN in AL as stated in the Idaho Residential Care Assisted Living Facilities (RALF) program and Nursing Services Checklist • Review the Idaho State Assisted Living Survey process as it relates to the Nursing Services Checklist • Assess need and plan for continuing education in gerontological nursing



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<p>8:00 am – 10:30 am (2.5)</p>	<p>Resident Care Management & Delegation Maureen Karr, RN, Educational Services</p> <p>By participating in this session the attendee will:</p> <ul style="list-style-type: none"> • Describe the role assisted living plays in the continuum of long term care and the funding mechanisms available to assisted living residents. • Review and discuss the resident's Admission Agreement and Negotiated Service Agreement (NSA) • Determine nursing responsibilities in managing care of vulnerable residents • Understand the role of the Ombudsman and Adult Protection; <ul style="list-style-type: none"> • Describe their role in protecting the resident's rights; • Know the signs of elder abuse; • Utilize best practices in behavioral management. • Describe an acceptable system of addressing accidents, incidents, complaints and behaviors. • Review important elements of critical thinking as they contribute to problem solving and decision-making in nursing. • Explain a medication system that must be developed and implemented that provides for assistance with medications to residents. • Understand the importance of utilizing the Delegation Tool Kit. • Describe what makes a good food service system, including meal planning, dining and nutrition. • Describe a process for developing a quality activities program • Describe the stages of dying and ways to help family members and employees cope.
<p>10:45 am – 12:00 pm (1.25)</p>	<p>Investigations & Reporting Cecilia Owsley, BSN, RN, Administrator, Guardian Angel Homes – Post Falls</p> <p>This session will cover “how, when, and why” incident reports and investigations need to be completed and when to report.</p>
<p>12:00 pm – 12:30 pm</p>	<p>LUNCH BREAK (Lunch provided on-site)</p>
<p>12:30 pm – 2:30 pm (2.0)</p>	<p>Rules and Regulations for Assisted Living & How-to Write an Effective & Acceptable Plan of Correction Cecilia Owsley, BSN, RN, Administrator, Guardian Angel Homes – Post Falls</p> <p>By participating in this session the attendee will:</p> <ul style="list-style-type: none"> • List survey types; • Review pending rule changes; • Review the ID Assisted Living survey process; • Identify, locate, & review resources on ID RALF web-site; • Review Quality Assurance checklists; • Utilize Reporting Requirements matrix; • Verbalize questions regarding the regulations & survey process. • Employ the principles of root cause analysis; • Critique a POC for effectiveness & acceptance.



<p>2:45 pm – 5:00 pm (2.25)</p>	<p>Informed Consent & Advance Directives: Understanding Their Significance & Making The Most Of The End-of-Life Conversations David Wilson, Ahrens-DeAngeli</p> <p>By participating in this session the attendee will:</p> <ul style="list-style-type: none">• Understand the essential ethical elements related to advance planning documents;• Identify the key differences between the Idaho POST and other Advance Planning documents;• Understand the role as a member of the healthcare team in preparing, interpreting and executing advance planning documents and the fundamental ethical principles involved with preparing and using advance planning documents and surrogate decision making.
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