

APPENDIX E

New Jersey Department of Health
Division of Certificate of Need & Licensing
P. O. Box 358
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RECOMMENDED REQUIREMENTS FOR TRAINERS OF THE ASSISTED LIVING ADMINISTRATOR TRAINING PROGRAM

Requirements

I. Standard Track

Two (2) years of experience as an Administrator in the areas of housing, hotel management, or health care, or two years of experience in teaching adults, or any combination thereof.

Baccalaureate degree may substitute for one year of administrative or teaching experience.

40-hour course following the content of the New Jersey Department of Health (DOH) curriculum for the Assisted Living Administrator Training Program.

Practicum at a New Jersey licensed Assisted Living Residence or Comprehensive Personal Care Home shall be a minimum of 16 hours and the rest to be determined by the needs of the individual based on previous work experience, education and training.

Practicum shall include:

Satisfactory completion of resident service needs assessment, service plan and risk management agreement as attested to by the approved preceptor.

Thorough knowledge and familiarity with the State DHSS regulations pertaining to Assisted Living (N.J.A.C. 8:36 and N.J.A.C. 8:33H).

Develop and present a written curriculum and teaching materials to the Committee for Assisted Living of the Department of Health

Personal interview with the Committee for Assisted Living of the DOH.

Recommended Requirements for Trainers of the Assisted Living Administrator Training Program (continued)

II. Alternate Track:

Two (2) years of experience as an Assisted Living Administrator in a licensed Assisted Living facility or two years of experience in teaching adults, or any combination thereof.

Practicum at a New Jersey licensed Assisted Living Residence or Comprehensive Personal Care Home shall be a minimum of 16 hours and the rest to be determined by the needs of the individual based on previous work experience, education, and training.

Practicum shall include:

Satisfactory completion of resident service needs assessment, service plan and risk management agreement as attested to by the approved preceptor.

Thorough knowledge and familiarity with the State DOH regulations pertaining to Assisted Living. (N.J.A.C. 8:36 & N.J.A.C. 8:33H).

Develop and present a written curriculum and teaching materials to the Committee for Assisted Living of the DOH.

Personal interview with the Committee for Assisted Living of the Department of Health

ASSISTED LIVING ADMINISTRATOR TRAINING PROGRAM **OPERATIONAL DEFINITIONS**

The following words and terms, when used in this guideline and with this curriculum shall have the following meanings, unless the context clearly indicates otherwise:

“Aging in place” means a process whereby individuals remain in their living environment despite the physical and/or mental decline and growing needs for supportive services that may occur in the course of aging. For aging in place to occur, services are added, increased, or adjusted to compensate for the person’s physical and/or mental decline.

“Assisted living” means a coordinated array of supportive personal and health services, available 24 hours per day, to residents who have been assessed to need these services, including residents who require formal long-term care. Assisted living promotes resident self-direction and participation in decisions that emphasize independence, individuality, privacy, dignity, and homelike surroundings.

“Assisted living residence” means a facility which is licensed by the DOH to provide apartment-style housing and congregate dining and to ensure that assisted living services are available when needed, for four or more adult persons unrelated to the proprietor. Apartment units offer, at a minimum, one unfurnished room, a private bathroom, a kitchenette, and a lockable door on the unit entrance.

“Commissioner” means the New Jersey State Commissioner of Health.

“Committee for Assisted Living” means a group of health related professionals chosen by the DOH to consider, investigate, and act on matters related to the requirements for administrators and trainers involved with assisted living.

“Communicable disease” means an illness due to a specific infectious agent or its toxic products, which occurs through transmission of that agent or its products from a reservoir to a susceptible host.

“Comprehensive Personal Care Home” means a facility that is licensed by the DOH to provide room and board and to ensure that assisted living services are available when needed, to four or more adult persons unrelated to the proprietor. Residential units in comprehensive personal care homes house no more than two residents and have a lockable door on the unit entrance.

“Continuing care retirement community” means a facility that has received a certificate of authority pursuant to the Continuing Care Retirement Community Regulation and Financial Disclosure Act, N.J.5. A. 52:27D-330 et seq.

“Department” means the New Jersey State Department of Health.

ASSISTED LIVING ADMINISTRATOR TRAINING PROGRAM OPERATIONAL DEFINITIONS (continued)

“Documented” means written, signed, and dated.

“Employee” means a person who is gainfully employed in the assisted living facility on a full or part-time basis and for whom a record of hours worked and wages paid are maintained and who meets the health, age and other requirements of this chapter. Reimbursement for such employment may include salaries, wages, room and board, or any combination thereof. A person placed in the assisted living facility under a purchase of care or service agreement by the facility, or the resident, is not considered an employee.

“Formal long-term care” means ongoing assistance with activities of daily living and health care services, provided on a daily or regular basis to people with disabling long-term illnesses by nurses or other health care professionals or by personnel under the direction and supervision of health care professionals, as ordered by a physician.

“Full-time” means relating to a time period established by the facility as a full working week, as defined and specified in the facility’s policies and procedures.

“Governing authority” means the organization, person, or persons designated to assume legal responsibility for the management, operation, and financial viability of the facility.

“Health care service” means any service provided to a resident of an assisted living residence or comprehensive personal care home that is ordered by a physician and required to be provided or delegated by a licensed, registered or certified health care professional. Any other service, whether or not ordered by a physician, that is not required to be provided by a licensed, registered or certified health care professional is not to be considered a health care service. For purposes of this definition a certified health care professional excludes certified homemaker/home health aide and certified nurse aides.

“Health care facility” means a facility so defined in N.J.S.A. 26:2H-1 et seq., and amendments thereto.

“Pecuniary” means reference to money matters of a practical or personal nature.

“Preceptor” means a teacher, pre-approved by the DOH, qualified to set direction for a rule of action or conduct.

“Resident” means a person who lives in an assisted living residence or comprehensive personal care home.

ASSISTED LIVING ADMINISTRATOR TRAINING PROGRAM OPERATIONAL DEFINITIONS (continued)

“Residential unit” means a separate apartment or unit where one or more individuals reside within the assisted living residence or a room or rooms where residents reside within a comprehensive personal care home.

“Supervision” means authoritative procedural guidance by a qualified person for the accomplishment of a function or activity within his or her sphere of competence, with initial direction and periodic on-site inspection of the actual act of accomplishing the function or activity.

“Direct supervision” means supervision on the premises.

“Supplemental Instructor” means other personnel from selected health and related professions with at least one year of experience in their fields.

**CORE CURRICULUM REQUIREMENTS FOR
ASSISTED LIVING ADMINISTRATOR TRAINING PROGRAM**

<u>Content Map</u>	<u>Hours</u>
Introduction	1
Philosophy and Background of Assisted Living and Aging in Place Objectives and Principles of Assisted Living Resident Programs Comparison of Assisted Living to Other Resident-type Programs	
Basic Concepts of Assisted Living	4
Choice Independence Privacy Individuality Dignity	
Age-Related Changes and Aging in Place	4
The Aging Process and Its Impact	
Physical Psychosocial Pecuniary	
Basic Needs of the Elderly and Disabled	
Assessments	4
Purpose and Process Guidelines for Conducting Assessments Regulatory Requirements	
Scope of Services and Service Planning	8
Guidelines Required Services Criteria for Residency and Discharge Resident Contracts Enhanced Scope of Services (wound care, behavioral issues, hospice care) Regulatory Requirements	

CORE CURRICULUM REQUIREMENTS FOR ASSISTED LIVING ADMINISTRATOR TRAINING PROGRAM (continued)

<u>Content Map</u>	<u>Hours</u>
Shared Responsibility and Managed Risk	5
Resident Rights	
Negotiating Risky Behaviors	
Working with Residents' Families	
Working with External Health and Social Service Providers	
Documentation	3
Purpose and Methods	
Developing Policy and Procedure Manuals	
Regulatory Requirements	
Staffing Patterns	4
Creative Scheduling to Meet Resident Needs	
Hiring and Training Staff	
Appropriate Staffing Patterns	
Developing Personnel Policies and Procedures	
Regulatory Requirements	
Nursing Activities and Medication Administration	3
Appropriate Nurse Delegation	
Concept of Self-Administration and Medication Services	
Assistance and Administration of Medications	
Medication Storage	
Health-related Tasks	
Regulatory Requirements	
Infection Control Techniques/Universal Precautions	
Promoting a Home-like Environment	4
Normalization of the Environment	
Maintaining Building, Grounds and Equipment	
Fire, Disaster and Emergency Preparedness	
Regulatory Requirements	
OSHA Requirements	
	<u>Total Hours</u> 40

CORE CURRICULUM REQUIREMENTS FOR ASSISTED LIVING ADMINISTRATOR TRAINING PROGRAM (continued)

Teaching Methods

Lecture/Discussion
Audiovisual Aids
Overhead Projector
Charts/Diagrams
Role Playing
Sensitivity Training
Group Discussions
Written Exercises/Case Studies
Independent Study

11/4/94

**Recommended Requirements for Administrators of
Assisted Living Residencies and
Comprehensive Personal Care Homes**

Requirements

Completes a forty- (40) hour core curriculum course following the content of the New Jersey State Department of Health curriculum for the Assisted Living Administrator Training Program.

Completes a practicum at a New Jersey licensed Assisted Living Residence or Comprehensive Personal Care Home which shall consist of a minimum of sixteen (16) hours. These 16 hours must be completed within 120 days of completion of the 40-hour course noted above. The practicum shall include:

Satisfactory completion of resident service needs assessment, service plan and risk management agreement as attested to by the approved preceptor.

Demonstrates knowledge of the State Regulations pertaining to Assisted Living (N.J.A.C. 8:36 & N.J.A.C. 8:33H).

Submits documentation of successful completion of the 40-hour course and 16 hour practicum noted above prior to approval by the Department of Health as an Assisted Living Administrator.

Successfully completes a Department of Health approved Standardized Competency Examination following successful completion of the course and practicum noted above.

11/4/94