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The Care Giver

The Texas Board of Nursing Facility Administrators

NEW RULES ARE IN EFFECT

New rules took effect September 21, 1995. Major changes include continuing education (CE) hours now at 40 total for each two year licensure period, allowing internships to be in any licensed nursing facilities which have 60 beds or more, allowing preceptors to precept immediate family members, and allowing applicant documentation for the 200 hour academic courses, internship, Texas Criminal Conviction Report, and official college transcripts to be received up to five working days prior to the exam date. The 40 CE hours can be in half hour increments, must include at least 6 hours in Regulatory Changes, Management Theory, and Ethics, (but with a total of 24 hours in these three categories combined), and requiring all licensees who reside outside the state to complete these CE requirements. Renewals until December 1996 still require 24 total hours including 6 hours in Texas Regulatory Changes and 6 hours in Management Theory. Documentation of CE for the 40 hours shall be on forms provided by the board. Individual CE certificates for those under the 40 hour requirement shall not be submitted to the board unless requested to do so by the board.

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Bobby's Bit

Hello again! I would like to say what a pleasure it has been for me to attend local meetings and meet and visit with many of you. The warm receptions and openness at the local sessions is greatly appreciated.

I would also like to take this opportunity to thank Sandy Guyn for her dedication and service to both the Texas Board of Licensure for Nursing Home Administrators and the Texas Board of Nursing Facility Administrators. Sandy has been promoted to Staff Services Officer and provides me with a great deal of assistance in the TBNFA and the Marriage and Family Therapy Programs.

I am fortunate to have been able to replace her with a very competent individual, Sid Crumley. Barbara DeLane provides us with the stability and the longevity needed in a licensing program.

I hope that the communication we will be able to provide you through the upcoming newsletters will be beneficial to you. If you have any suggestions on how we can improve the newsletter or information you would like to see, please do not hesitate to call.

Bobby D. Schmidt
Executive Secretary

Sid's Spot

A personal note: Sandy Guyn has been promoted to Executive Assistant to Bobby D. Schmidt and now works with Bobby in one of his other programs, Marriage and Family Therapy. Even though she no longer works for the Nursing Facility

Administrators program she is still "next door" and can be reached at (512) 834-6657. I know that we all greatly appreciate the terrific job she's done for the board over the years and want to wish her the best in her new endeavor.

Sid Crumley
Administrative Assistant

Barbara's Q&A

Q: When are the 40 hours of continuing education required?

A: All administrators who renew after December 1996 are required to have the 40 hours of continuing education every two years.

Q: When will the new wall licenses be mailed out?

A: Wall licenses and the new board rules should be mailed out as soon as a computer software incompatibility problem is overcome.

Barbara DeLane
Administrative Technician I

Complaint Review Process

An increasing number of complaints are being received by the board. Here's how complaints are processed.

1. Once a complaint is received on a Licensed Nursing Facility Administrator (LNFA) it is assigned a complaint number using our fiscal year-NFA-numeric sequence (Ex: 96-NFA-00001) and a file folder is made.
2. A letter of acknowledgment is sent to the complainant.
3. An initial notification letter is sent to the licensee.
4. Staff reviews the complaint and writes a summary of the complaint for the Executive Secretary's review.

5. The Executive Secretary reviews the complaint and recommends either administrative closure or forwarding the complaint to the investigators.

6. For complaints with a recommendation of administrative closure, the complaint is held until it can be reviewed at the next available Complaints Committee meeting.

7. For complaints forwarded for investigation, an investigator is assigned and an investigation is done.

8. Once the investigation is complete, an investigator's report is written and the complaint is returned to the staff.

9. The complaint is added to the next available Complaints Committee for their review/action.

10. Once the Complaints Committee reviews a complaint, a letter either closing the complaint or proposing some action to be taken is sent to the licensee. Should there be a proposed action against the licensee, the licensee has 10 days from the receipt of the letter to request an administrative hearing. If no response is made within the 10 days from the receipt the proposed action automatically takes effect.

11. For complaints which are appealed, a copy of the complaint file is forwarded to the Texas Dept. Of Health, Office of General Counsel who will arrange the administrative hearing.

12. Once the administrative hearing is completed the hearings examiner will forward a recommendation on the complaint to the Board.

13. The entire Board will review the hearing examiner's recommendation and decide upon final action on the complaint. Board members who were present at the Complaint Committee's meeting which proposed the action may not vote on this final review.

14. Letters are then sent to the licensee and the complainant stating what the final action was taken, if any from the complaint.

Continuing Education Guidelines

During the January 18-19, 1996 Board meeting the following Continuing Education (CE) Guidelines were adopted.

Continuing Education Sponsor Guidelines:

1. The Texas State Board of Nursing Facility Administrators (TBNFA) approves continuing education (CE) sponsors only. The CE sponsor will obtain the providers of the CE activity.
2. A sponsor is an institute, agency, office, organization, individual, or association approved by the TBNFA to offer CE.
3. An application must be submitted to the TBNFA to obtain a five year approval. Upon approval the sponsor shall designate providers, number of credit hours per CE program, and may advertise as a board approved sponsor.
4. Sponsors shall verify attendance of participants and provide participants with a letter or certificate of attendance.
5. Sponsors shall provide participants a mechanism for evaluation of each CE activity.
6. Sponsors shall maintain all CE records and documentation for at least five years.
7. Sponsorship approval will continue for five years contingent upon the sponsor following these guidelines.

Continuing Education Program Guidelines:

TBNFA is not responsible for approving individual continuing

education programs. Programs offered by CE sponsors for credit shall:

1. Contribute to the advancement, extension and enhancement of the professional skills and knowledge of the practice of nursing facility administration.
2. Be developed and presented by persons with education or experience in the subject matter of the program; and
3. Specify the course objectives, course content and teaching methods to be used; and
4. Specify the number of credit hours and category (Regulatory Changes, Management Theory, Ethics, or General).

Continuing Education Credit Hour Guidelines:

Continuing education hours may be granted as follows:

1. One credit hour will be given for each clock hour of participation in a CE program.
2. Credit may be earned for verified teaching in a college, university or graduate school in a subject area directly related to nursing facility administration. Teaching may count for no more than (50%) one half of the biennial CE (twenty hours).
3. Credit may be earned for precepting an Administrator-In Training (AIT). Precepting may count for no more than (50%) one half of the biennial CE (twenty hours).
4. A presenter of a CE activity or an author of a published work which enhances a nursing facility administrator's knowledge or skill may be granted five credit hours for each presentation or publication, not to exceed (50%) or one half of the biennial CE (twenty hours).
5. Completion of an academic course from an accredited school or an

official auditing of academic course at an accredited school.

Licensee Continuing Education Reporting Guidelines:

1. Continuing education hours of no less than 40 credit hours must be reported to TBNFA biennially.
2. Biennial CE hours must be submitted to TBNFA on a form provided by the board at the time of renewal.
3. The TBNFA shall conduct annual random audits of CE for compliance.
4. Credits from organization which are not approved sponsors may be accepted if relevance to nursing facility administration can be documented.
5. CE documentation will be kept by licensee for no less than four years.

Complaint Hotline

Complaints against a licensee may be filed in writing to: Texas Board of Nursing Facility Administrators 1100 West 49th Street Austin, Texas 78756-3183. The complaint hotline is 1-800-942-5540. Copies of this suitable for wall placement are available by contacting the board.

Approved Continuing Education Programs

DATE	SPONSOR	CREDIT	LOCATION	SEMINAR TITLE
July				
07/26/96	THCA	7/MT	Fort Worth	Writing Successful Plans of Correction
07/26/96	THCA	7/MT	Mt. Pleasant	Writing Successful Plans of Correction
07/26/96	COMP T&S	5.5/GENL	Tyler	MDS 2.0 Made Easy
07/26/96	THCA	7/TRC	San Antonio	MDS Basic
07/26/96	HEND	6/TRC	Abilene	Gerontological Health Care: Meet Clinical & Man.
August				
08/01-02/96	THCA	12/TRC	Austin	Raps to Care Plans
08/02/96	STHCC	3/TRC,3/ETH.	Pharr	Ethics and Regulations
08/02/96	THCA	6/MT	Houston	Positive Employee Relations
08/07/96	THCA	7/MT	Victoria	Writing Successful Plans of Correction
08/09/96	THCA	7/MT	San Antonio	Writing Successful Plans of Correction
08/09/96	UN@V	7/MT	Victoria	TQM for Healthcare Administrators
08/14-15/96	ALV	12/TRC	Alvin	Regulations, Getting Prepared for the Survey
08/16/96	THCA	6/MT	Tyler	Positive Employee Relations
08/23/96	TARC	3/MT, 3/GENL.	Austin	Omnibus III - 1996
08/23/96	COMP T&S	5.5/GENL.	Houston	MDS 2.0 Made Easy
08/23/96	THCA	6/MT	Arlington	Directions in Managed Care
08/30/96	THCA	6/MT	San Antonio	Directions in Managed Care
September				
09/07/96	UNTHSC	6/ETHICS	Fort Worth	Ethical Issues
09/12/96	CHA	6/ETHICS	Dallas	Business Ethics for Long Term Care Administrators
09/13/96	CHA	6/MT	Dallas	Management: An Overview and Progressive Pract.
09/19/20	THCA	6/MT	Dallas	Increase Reimbursement Today
09/20/96	THCA	6/MT	Houston	Increase Reimbursement Today
09/26-27/96	BAYLOR	10.5/GENL.	Houston	Addressing Health Care Issurs of Older People
09/27/96	TCJC	8/GENL.	Hurst	Mental Health Issues of Nursing Home Residents

PLEASE NOTE: Continuing education seminars are updated continuously. Should you need further information, please contact the office for an updated list or you may contact the sponsoring agencies to see what programs they have planned.

THE CARE GIVER

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