

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.

Subp. 2. **Managerial accounting.** An applicant must complete a course in managerial accounting, beyond introductory accounting, covering:

- A. budgeting and fiscal resource allocation; and
- B. interpreting financial information to monitor financial performance and position and to make managerial decisions.

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.

Subp. 4. **Health care and medical needs.** An applicant must complete a course in health care and medical needs of nursing facility residents covering:

- A. differentiation between the aging process and the disease process;
- 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
- C. medical and pharmacological terminology.

Subp. 5. **Nursing facility services, programs, and issues.** An applicant must complete a course in the organization, operations, functions, services, and programs of nursing facilities covering:

- 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.

Subp. 6. **Human resources.** An applicant must complete a course in human resource management covering:

- A. staffing;
- B. equal employment opportunity, affirmative action, and workforce diversity;
- C. compensation and benefits;
- D. coaching and performance management;
- E. training and development;
- F. labor relations, including union contract negotiation and administration; and
- G. employment law.

Subp. 7. **Regulatory management.** An applicant must complete a course in regulatory management covering the legal, regulatory, and funding provisions and requirements governing operation of nursing facilities and health care programs including:

- A. resident rights 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
- L. quality assessment and assurance.

Subp. 8. **Information uses.** 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.

Subp. 9. **Practicum.** An applicant must complete or have waived, based upon prior experience under part 6400.6650, subpart 1, item A, a practicum course as described in part 6400.6600.

Statutory Authority: *MS s 16A.1285; 144A.21; 144A.24; 214.06*

History: *21 SR 1564; 24 SR 1780*

Published Electronically: *June 11, 2008*