

**6400.6550 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. **Health care accounting.** An applicant must complete a course in health care 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. the anatomic and physiologic changes that are associated with the aging process;
- B. the impact and management of common syndromes associated with aging, including vision and hearing impairment, nutrition and malnutrition, and balance and mobility impairment;
- C. basic medical and pharmacological terminology;
- D. prevention and management of conditions such as pressure ulcers and delirium;
- E. common psychiatric and neurodegenerative disorders such as dementias (including Alzheimer's), depression, anxiety, psychotic disorders, and alcohol and drug abuse;
- F. advance care planning and the role of palliative care and end-of-life care; and
- G. emerging medical trends and technology used in the long-term services and supports setting.

Subp. 5. **Long-term services and supports.** An applicant must complete a course in the organization, operations, functions, services, and programs of long-term services and supports 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;
- G. employment law; and
- H. workplace culture, accountability and fairness, just culture and learning concepts.

Subp. 7. **Regulatory management.** An applicant must complete a course in regulatory management covering the legal, regulatory, and funding provisions and requirements governing operations of long-term services and supports and health care programs including:

- 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;

- L. quality assessment and assurance; and
- M. customer choice.

Subp. 8. **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;
- D. measures, analysis, and assessment of outcomes, including customer satisfaction and quality improvement;
- E. utilizing quality measurement and performance improvement tools and methodologies; and
- F. problem-solving skills.

Subp. 9. **Practicum.** An applicant must complete or have waived, based upon prior experience under part 6400.6655, subpart 2, a practicum course as described in part 6400.6600.

Subp. 10. **Effective date.** An applicant who applies on or after September 1, 2017, must follow the requirements in this part.

**Statutory Authority:** *MS s 144A.20; 144A.21; 144A.23; 144A.24; 214.06*

**History:** *41 SR 599; 45 SR 753; 45 SR 1073*

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