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**DEPARTMENT OF HEALTH  
MEDICAL QUALITY ASSURANCE  
BOARD OF NURSING HOME ADMINISTRATORS**

**MINUTES  
GENERAL BUSINESS MEETING  
By Telephone Conference**

**May 25, 2012**

**CALL TO ORDER:**

Ms. Patricia Freeman, Chairman, called the meeting to order at 9:02 a.m. Those present for all or part of the meeting included the following:

**MEMBERS PRESENT:**

Patricia Freeman, Chairman  
Cathy Bracher  
Robert Rosenthal, Vice-Chairman  
Jeri Francoeur

**MEMBER NOT PRESENT:**

Keith Myers, (excused)

**STAFF PRESENT:**

Bruce Deterding, Board Executive Director  
Sharon Guilford, Program Operations Administrator  
Edith Rogers, Regulatory Specialist II

**BOARD COUNSEL:**

Deborah Loucks, Assistant Attorney General  
Office of Attorney General

**DISCUSSION OF - Administrator-in-Training (AIT) and Preceptor Information Guide**

Ms. Freeman related her experience as a board monitor and the information packet she provided to the AIT and Preceptor to ensure that the training meets requirements of the laws and rules of this profession. The information has been helpful to the AITs and Preceptors in following the laws and rules.

Mr. Rosenthal and Ms. Berkowitz agreed.

Mr. Deterding asked if the board would accept any future changes made to the information packet without having to bring it back before the board.

Ms. Freeman concurred.

**DISCUSSION OF DEGREE PROGRAMS:**

- 1
- 2 • **Florida Agricultural and Mechanical University – Bachelor of Science in**
- 3 **Health Care Management**
- 4 • **University of Central Florida – Bachelor of Health Services Administration**
- 5 • **University of North Florida, Brooks College of Health Undergraduate**
- 6 **Program – Bachelor in Health Administration**
- 7 • **University of South Florida – Bachelor of Science in Long Term Care**
- 8 **Administration**
- 9 • **University of Florida – College of Public Health and Health Professions –**
- 10 **Bachelor of Health Science**
- 11 • **University of Miami – School of Nursing and Health Services – Bachelor**
- 12 **of Science Health Science**
- 13

14 Ms. Freeman stated that the board has been struggling with determining an appropriate  
15 degree program for the provision of the necessary credentials to become a nursing home  
16 administrator. The law presently requires a degree in health care administration;  
17 however, effective July 1, 2012, the language in 468.1695, Florida Statutes, the new  
18 language will include "health services administration or an equivalent major..."

19  
20 **468.1695 Licensure by examination.**

21  
22 (2) The department shall examine each applicant who the board certifies has completed  
23 the application form and remitted an examination fee set by the board not to exceed \$250  
24 and who:

25 (a) 1. Holds a baccalaureate degree from an accredited college or university and majored  
26 in health care administration, health services administration, or an equivalent major, or  
27 has credit for at least 60 semester hours in subjects, as prescribed by rule of the board,  
28 which prepare the applicant for total management of a nursing home; and

29 2. Has fulfilled the requirements of a college-affiliated or university-affiliated internship  
30 in nursing home administration or of a 1,000-hour nursing home administrator-in-training  
31 program prescribed by the board; or

32 (b)1. Holds a baccalaureate degree from an accredited college or university; and

33 2.a. Has fulfilled the requirements of a 2,000-hour nursing home administrator-in-  
34 training program prescribed by the board; or

35 b. Has 1 year of management experience allowing for the application of executive duties  
36 and skills, including the staffing, budgeting, and directing of resident care, dietary, and  
37 bookkeeping departments within a skilled nursing facility, hospital, hospice, assisted  
38 living facility with a minimum of 60 licensed beds, or geriatric residential treatment  
39 program and, if such experience is not in a skilled nursing facility, has fulfilled the  
40 requirements of a 1,000-hour nursing home administrator-in-training program prescribed  
41 by the board.

42  
43 **DISCUSSION of 468.1695, Florida Statutes – Licensure by Examination**

1 Mr. Deterding stated he had drafted language to be proposed to the governor. He read  
2 into record the following language, “major in appropriate in healthcare or long term care  
3 as defined by board rule.”  
4

5 (2)The department shall examine each applicant who the board certifies has completed  
6 the application form and remitted an examination fee set by the board not to exceed \$250  
7 and who:

8 (a)1.Holds a baccalaureate degree from an accredited college or university and majored  
9 in an appropriate health care or long term care discipline as prescribed by the board in  
10 rule administration, health services administration, or an equivalent major, or has credit  
11 for at least 60 semester hours in subjects, as prescribed by rule of the board, which  
12 prepare the applicant for total management of a nursing home; and

13 2. Has fulfilled the requirements of a college-affiliated or university-affiliated internship  
14 in nursing home administration or of a 1,000-hour nursing home administrator-in-training  
15 program prescribed by the board; or

16 (b)1. Holds a baccalaureate degree from an accredited college or university; and

17 2.a. Has fulfilled the requirements of a 2,000-hour nursing home administrator-in-  
18 training program prescribed by the board; or

19 b. Has 1 year of management experience allowing for the application of executive  
20 duties and skills, including the staffing, budgeting, and directing of resident care, dietary,  
21 and bookkeeping departments within a skilled nursing facility, hospital, hospice, assisted  
22 living facility with a minimum of 60 licensed beds, or geriatric residential treatment  
23 program and, if such experience is not in a skilled nursing facility, has fulfilled the  
24 requirements of a 1,000-hour nursing home administrator-in-training program prescribed  
25 by the board.  
26

27 Ms. Loucks stated that the board may consider listing a minimum number of hours in a  
28 closely related field and indicate the number of hours in an internship program.  
29

30 Ms. Freeman provided an overview of the spreadsheet that she created indicating the  
31 course requirements from UCF, USF, UNF, and FAMU.  
32

33 Mr. Rosenthal stated that the board needed to consider online programs as well.  
34

35 Ms. Freeman requested Mr. Deterding to draft language to include internship programs  
36 and email the draft to the board members for review.  
37

### 38 **APPROVAL OF APPLICATIONS:**

39  
40 **Examination/Endorsement/Temporary – Rule 64B10-11.001, F.A.C.**

41 **Re-examination – Rule 64B10-11.003, F.A.C.**  
42

43 **Ms. Bracher moved to accept the Examination/Endorsement/Temporary and Re-**  
44 **examination applications. The motion was seconded and carried 4/0.**  
45

1 **Ms. Bracher moved to issue a Notice for Rule Development to modify the**  
2 **Examination/Endorsement/Temporary, Rule 6410-11.001, F.A.C., and Re-**  
3 **examination, Rule 64B10-11.003, F.A.C. The motion was seconded and carried 4/0.**  
4

5 **BOARD COUNSEL’S REPORT:**  
6

7 Ms. Loucks stated that she had provided draft language for Rule 64B10-10.014, F.A.C.  
8

9 Mr. Deterding read the language into the record.  
10

11 **64B10-10.014 Administration Security and Monitoring Procedures for**  
12 **Licensure Examination.**  
13

14 The Board adopts by reference Rule 64B-1.003 ~~64B-1.010~~, F.A.C., of the Department of  
15 Health as its rule governing examination administration security and monitoring.  
16

17 **Mr. Rosenthal moved to adopt the language presented. The motion was seconded**  
18 **and carried 4/0.**  
19

20 **Annual Regulatory Plan**  
21

22 Ms. Loucks stated that the board needed to consider the rules that may be addressed for  
23 the Annual Regulatory Plan.  
24

25 **64B10-10.014**  
26 **64B10-11.001**  
27 **64B10-11.002**  
28 **64B10-11.003**  
29 **64B10-11.007**  
30 **64B10-11.012**  
31 **64B10-14.004**  
32 **64B10-14.005**  
33 **64B10-14.006**  
34 **64B10-16.001**  
35 **64B10-16.002**  
36 **64B10-16.003**  
37 **64B10-16.005**  
38

39 **Rules Status Report**  
40

41 Ms. Loucks provided a brief report.  
42

43 **PROPOSED MEETING DATES FOR 2013**  
44

45 **March 15<sup>th</sup> Jacksonville**  
46 **June 14<sup>th</sup> Ft. Lauderdale**

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**October 11<sup>th</sup> Tampa**

The board requested to consider October 4 or 18<sup>th</sup> if necessary.

**NEXT MEETING DATE – August 31<sup>st</sup> – Orlando**

**ADJOURNMENT:**

**Mr. Rosenthal moved to adjourn the meeting at 10:35 a.m. The motion was seconded and carried 4/0.**