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

**MINUTES – DRAFT
GENERAL BUSINESS MEETING by
TELEPHONE CONFERENCE**

**Florida Department of Health
4042 Bald Cypress Way
Tallahassee, Florida**

**September 10, 2013
1:00 p.m.**

General Board Business started: 1:05 p.m.

CALL TO ORDER:

Ms. Patricia Freeman, Chair, called the meeting to order at 1:05 p.m. Those present for all or part of the meeting included the following:

MEMBERS PRESENT:

Patricia Freeman, RN, BS, NHA, Chair
Jeri Francoeur, MS
Robert Rosenthal, NBA, NHA, Vice-Chair
Keith Myers, NHA

STAFF PRESENT:

Bill Miller, Board Executive Director
Michele Jackson, Regulatory Supervisor/Consultant
Edith Rogers, Regulatory Specialist II

BOARD COUNSEL:

Larry Harris, Assistant Attorney General
Office of Attorney General

DISCUSSION OF:

Rule 64B10-11.002, Florida Administrative Code – Eligibility for Licensure:

Mr. Harris provided an overview of the above correspondence.

- **Section 468.1685, Florida Statutes**
- **Section 468.1695, Florida Statutes**
- **Section 468.1705, Florida Statutes**

Current Rule

1 **64B10-11.002 Eligibility for Licensure.**

2 (1) Required Examinations.

3 (a) The Board approves the Nursing Home Administrators Examination developed and
4 administered by the National Association of Boards of Examiners of Nursing Home
5 Administrators.

6 (b) In addition to the national examination referenced in paragraph (1)(a) above, each
7 applicant for licensure shall also be required to take an examination on the laws and regulations
8 of the State of Florida which governs the practice of nursing home administrators.

9 (2) To establish eligibility for licensure as a nursing home administrator by examination
10 under Section 468.1695, F.S., the applicant must successfully pass the required examinations in
11 subsection (1), and must provide that the applicant holds:

12 (a) A baccalaureate degree from an accredited college or university with a major in health
13 care administration or has credit for at least 60 semester hours in subjects as defined under Rule
14 64B10-11.007, F.A.C.; and

15 1. Completed a college-affiliated or university-affiliated internship; or

16 2. Completed a 1,000-hour nursing home administrator-in-training program approved by the
17 Board; or

18 (b) A baccalaureate degree from an accredited college or university; and

19 1. Completed a 2,000-hour nursing home administrator-in-training program approved by the
20 Board; or

21 2. Has one year of management experience by performing executive duties and skills,
22 including the staffing, budgeting, and directing of resident care, dietary, and bookkeeping
23 departments within a skilled nursing facility, hospital, hospice, assisted living facility with a
24 minimum of 60 licensed beds, or geriatric residential treatment program. If, however, such
25 experience is not in a skilled nursing facility, the applicant must complete the requirements of a
26 1,000-hour nursing home administrator-in-training program approved by the Board.

27 (3) To establish eligibility for licensure as a nursing home administrator by endorsement
28 under Section 468.1705, F.S., the applicant must successfully pass the required examinations in
29 subsection (1); and

30 (a) Hold a valid active license to practice nursing home administration in another state,
31 provided that the current requirements for licensure in that state are substantially equivalent to, or
32 more stringent than, the current requirements in the state of Florida; and

33 (b) Have practiced as a nursing home administrator for 2 years within the 5-year period
34 immediately preceding the application by endorsement.

35 *Specific Authority 456.017, 468.1685(1), 468.1695(1), (2) FS. Law Implemented 456.017,*
36 *468.1695(1), (2), 468.1705 FS. History—New 12-26-79, Amended 3-1-82, 7-29-82, Formerly 21Z-*
37 *11.02, Amended 1-18-87, 6-2-87, 12-3-90, Formerly 21Z-11.002, 61G12-11.002, Amended 7-16-*
38 *95, Formerly 59T-11.002, Amended 5-15-00, 11-6-02, 8-30-05, 11-8-07.*

39
40 **Proposed/Published – April 2013**

41 **64B10-11.002 Eligibility for Licensure.**

42 (1) No change.

43 (2) To establish eligibility for licensure as a nursing home administrator by examination
44 under Section 468.1695, F.S., the applicant must successfully pass the required examinations in
45 subsection (1), and must provide that the applicant holds:

46 (a) A baccalaureate degree from an accredited college or university with a major in health
47 care administration, health services administration, or an equivalent major, or has credit for at
48 least 60 semester hours in subjects as defined under Rule 64B10-11.007, F.A.C.; and

49 1. Completed a college-affiliated or university-affiliated internship of at least 650 hours with
50 a Board-approved preceptor in a skilled nursing facility that has at least 60 beds; or

1 2. Completed a 1,000-hour nursing home administrator-in-training program approved by the
2 Board; or

3 (b) A baccalaureate degree from an accredited college or university; and

4 1. Completed a 2,000-hour nursing home administrator-in-training program approved by the
5 Board; or

6 2. Has one year of direct management experience that was not in a training program or
7 internship. The applicant must prove that he or she by performed performing in the role of an
8 executive manager, performing the same duties and skills; expected of a Florida licensed nursing
9 home administrator including, at a minimum, the primary direction of all facility departments of:

10 a. human resources, including recruiting, selecting, staffing, educating and developing
11 managers so goals of each department are accomplished, and conducting performance appraisals
12 for all department managers;

13 b. the staffing, budgeting, and directing of resident care;

14 c. dietary;

15 d. and accounting/bookkeeping, including budgeting and internal controls;

16 e. life safety;

17 f. maintenance and housekeeping; and,

18 g. therapies programs, departments

19 All duties performed by an applicant under this subparagraph must be performed within a skilled
20 nursing facility, hospital, hospice, assisted living facility with a minimum of 60 licensed beds, or
21 geriatric residential treatment program of at least 60 beds. Each applicant who claims one year's
22 direct management experience would be reviewed on a case-by-case basis by the full board. If,
23 however, such experience is not in a skilled nursing facility the applicant must complete the
24 requirements of a 1,000-hour nursing home administrator-in-training program approved by the
25 Board.

26 (3) No change.

27 Rulemaking Specific Authority 456.017, 468.1685(1), 468.1695(1), (2) FS. Law Implemented
28 456.017, 468.1685(2) 468.1695(1), (2), 468.1705 FS. History—New 12-26-79, Amended 3-1-82,
29 7-29-82, Formerly 21Z-11.02, Amended 1-18-87, 6-2-87, 12-3-90, Formerly 21Z-11.002, 61G12-
30 11.002, Amended 7-16-95, Formerly 59T-11.002, Amended 5-15-00, 11-6-02, 8-30-05, 11-8-
31 07, _____.

- 32
- 33 • **JAPC Letter (May 17, 2013)**
- 34 • **Hearing Request (Leading Age Florida)**
- 35 • **Transcript from Rule Hearing (June 7, 2013)**
- 36 • **Post Hearing Comments (Leading Age Florida)**
- 37 • **Letter to JAPC (June 10, 2013)**
- 38 • **Proposed Revisions to Rule**
- 39

40 **64B10-11.002 Eligibility for Licensure.**

41 (1) Required Examinations.

42 (a) The Board approves the Nursing Home Administrators Examination developed and
43 administered by the National Association of Boards of Examiners of Nursing Home
44 Administrators.

45 (b) In addition to the national examination referenced in paragraph (1)(a) above, each
46 applicant for licensure shall also be required to take an examination on the laws and regulations
47 of the State of Florida which governs the practice of nursing home administrators.

1 (2) To establish eligibility for licensure as a nursing home administrator by examination
2 under Section 468.1695, F.S., the applicant must successfully pass the required examinations in
3 subsection (1), and must provide that the applicant holds:

4 (a) A baccalaureate degree from an accredited college or university with a major in health
5 care administration, health services administration, or an equivalent major, or has credit for at
6 least 60 semester hours in subjects as defined under Rule 64B10-11.007, F.A.C.; and

7 1. Completed a college-affiliated or university-affiliated internship of at least 650 hours with
8 a Board-approved preceptor in a skilled nursing facility that has at least 60 beds; or

9 2. Completed a 1,000-hour nursing home administrator-in-training program approved by the
10 Board; or

11 (b) A baccalaureate degree from an accredited college or university; and

12 1. Completed a 2,000-hour nursing home administrator-in-training program approved by the
13 Board; or

14 2. Has one year of supervised direct management experience that was not in a training
15 program or internship.

16 a. Supervised direct management experience is, while under the ultimate supervision of a
17 licensed nursing home administrator, the application of executive duties and skills which is
18 substantially equivalent to the standards of training and experience in the field of institutional
19 administration developed by the Board as demonstrating qualification to serve as a nursing home
20 administrator.

21 b. In order to establish supervised direct management experience, the applicant must prove
22 that, while under the ultimate supervision of a licensed nursing home administrator, he or she
23 performed performing in the role of an executive manager, performing the same duties and skills,
24 expected of a Florida licensed nursing home administrator including, at a minimum, the primary
25 direction of all facility departments of:

26 1. human resources, including recruiting, selecting, staffing, educating and developing
27 managers so goals of each department are accomplished, and conducting performance appraisals
28 for all department managers;

29 2. the staffing, budgeting, and directing of resident care;

30 3. dietary;

31 4. and accounting/bookkeeping, including budgeting and internal controls;

32 5. life safety;

33 6. maintenance and housekeeping; and,

34 7. therapies programs, departments

35 c. All duties performed by an applicant under this subparagraph must be performed within a
36 skilled nursing facility, hospital, hospice, or assisted living facility with a minimum of 60
37 licensed beds, or geriatric residential treatment program of at least 60 beds. Each applicant who
38 claims one year's supervised direct management experience would be individually reviewed on a
39 case-by-case basis by the full board to determine if that applicant's experience meets the
40 requirements of this rule. If, however, such experience is not in a skilled nursing facility the
41 applicant must complete the requirements of a 1,000-hour nursing home administrator-in-training
42 program approved by the Board.

43 (3) To establish eligibility for licensure as a nursing home administrator by endorsement
44 under Section 468.1705, F.S., the applicant must successfully pass the required examinations in
45 subsection (1); and

46 (a) Hold a valid active license to practice nursing home administration in another state,
47 provided that the current requirements for licensure in that state are substantially equivalent to, or
48 more stringent than, the current requirements in the state of Florida; and

49 (b) Have practiced as a nursing home administrator for 2 years within the 5-year period
50 immediately preceding the application by endorsement.

51

1 *Rulemaking Specific Authority 456.017, 468.1685(1), 468.1695(1), (2) FS. Law Implemented*
2 *456.017, 468.1685(2) 468.1695(1), (2), 468.1705 FS. History–New 12-26-79, Amended 3-1-82, 7-*
3 *29-82, Formerly 21Z-*

4
5 Following lengthy discussion, the Board directed Mr. Harris to draft language to add a “3rd option
6 for eligibility to sit for the examination which is a hybrid of the 1000 hour AIT program and
7 experience for discussion at the October 11, 2013, Board Meeting.

8
9 **Rule 64B10-16.001, Florida Administrative Code – General Information:**

10
11 Mr. Harris provided an overview of the above correspondence.

12
13 **Proposed/Published – June 2013**

14
15 64B10-16.001 General Information

16 (1) No change.

17 (2) An applicant for the AIT program must meet those qualifications established by Section
18 468.1695, F.S., at the time of application, including completion of an Administrator in Training
19 Application, form DH-MQA-NHA003 (Revised ~~11/2012~~ ~~10/2007~~), hereby adopted and
20 incorporated by reference, and pay the application fee specified in Rule 64B10-12.013, F.A.C.
21 ~~The form Form DH-MQA-NHA003 can be obtained from the Board of Nursing Home~~
22 ~~Administrators’ web at http://www.doh.state.fl.us/mqa/nurshome/ap_instr.pdf.~~

23 ~~<http://www.doh.state.fl.us/mqa/nurshome/index.html>.~~ The applicant is required to indicate ~~on~~
24 ~~form DH-MQA-NHA003 (Revised 10/2007)~~-whether the applicant is applying for the AIT 1000-
25 hour program or the AIT 2000-hour program as referenced in Rule 64B10-11.002, F.A.C.

26 (3) through (4) No change.

27 (5) The AIT shall serve his/her training in a normal work-week, containing a minimum of 30
28 hours and a maximum of 50 hours, with not less than six hours to be served daily between the
29 hours of 7:00 a.m. and 10:00 p.m., except that during the year a minimum of 40 hours and a
30 maximum of 160 hours are to be served between 10:00 p.m. and 7:00 a.m.

31 (6) through (10) No change.

32 (11) ~~Both the~~ ~~The~~ AIT and the Preceptor must report any discontinuance of training to the
33 Board within 10 days. Failure to do so may subject the Preceptor to disciplinary action.

34 (12) No change.

35 (13) One member of the Board shall function as a Monitor of each AIT program. More than
36 one Board member may function as a Monitor, but only one Monitor shall be assigned to each
37 AIT program. Each board member who functions as a Monitor shall be a licensed nursing home
38 administrator. The Monitor shall evaluate the progress of the AIT in the AIT program in the
39 following manner: The Monitor shall review the quarterly reports, and information required by
40 Rule 64B10-16.005, F.A.C., maintain communication with the AIT and Preceptor, and report to
41 the Board on the progress of the AIT. The Board shall not certify an AIT for examination unless
42 the Monitor notifies the Board that the AIT has satisfactorily completed the AIT program. The
43 Board shall require the AIT to do further work toward meeting objectives or attaining the core of
44 knowledge, or to work with a different Preceptor, if reports and progress in the program are
45 inadequate.

46 (a) The Monitor shall review the quarterly reports, and information required by Rule 64B10-
47 16.005, F.A.C.;

1 (b) The Monitor shall determine whether the report and information submitted meet the
2 requirements of Rule 64B10-16.005, F.A.C. for each quarter;

3 (c) Should the Monitor determine the requirements of Rule 64B10-16.005, F.A.C., have not
4 been met, the Monitor shall take one or more of the following actions:

5 1. Refuse to accept the report;

6 2. Refuse to award the AIT credit toward the AIT program for hours completed within the
7 quarter;

8 3. Require the AIT and preceptor to revise and resubmit the report;

9 4. Require the AIT and/or preceptor to submit additional documentation demonstrating hours
10 completed in each domain area for that quarter; and/or

11 5. Require the AIT to complete additional hours in specified domain areas.

12 (d) The Monitor shall maintain communication with the AIT and Preceptor, and report to the
13 Board on the progress of the AIT.

14 (e) The Monitor shall notify the Board whether the AIT has satisfactorily completed the AIT
15 program.

16 1. The Board shall not certify an AIT for examination unless the Monitor notifies the Board
17 that the AIT has satisfactorily completed the AIT program.

18 2. The Board shall require the AIT to do further work toward meeting objectives or attaining
19 the core of knowledge, or to work with a different Preceptor, if reports and progress in the
20 program are inadequate.

21 Rulemaking Authority 468.1685(1), 468.1695(2) FS. Law Implemented 468.1695(2) FS.
22 History—New 9-24-81, Formerly 21Z-16.01, Amended 12-18-88, 1-22-90, 11-11-92, 12-18-88, 1-
23 22-90, 11-11-92, Formerly 21Z-16.001, Amended 8-29-93, Formerly 61G12-16.001, Amended 6-
24 2-96, Formerly 59T-16.001, Amended 10-12-97, 6-5-07, 11-9-08, 1-7-10,_____.

- 25
- 26 • **JAPC Letter (July 8, 2013)**
- 27 • **Letter to JAPC (July 15, 2013)**
- 28 • **JAPC Letter (July 22, 2012)**
- 29

30 Mr. Harris advised the board that this was provided for their information only, no vote was
31 required.

32
33 Discussion ensued.

34 35 **AIT Application**

36
37 Following a lengthy discussion, the Board directed members as well as the Association to submit
38 any changes that they had to the application to Mr. Miller and he will forward documentation to
39 Mr. Harris for discussion at the October 11, 2013, Board meeting.

40
41 **NEXT MEETING DATE – October 11, 2013 - Tampa**

42
43 **General Board Business ended: 2:17 p.m.**

44 45 **ADJOURNMENT:**

46 The meeting was adjourned at 2:17 p.m.