

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Long Term Care Administration
Revision Date: 08-21-23

I. CATALOG DESCRIPTION

Course Number: LTCA2080
Course Title: Long Term Care Practicum
Prerequisite(s): None

Catalog Description: This course focuses on the Administrator in Training (AIT)/Mentoring program as required for students to become licensed as Nursing Home Administrators. The course will prepare and support students for leadership roles within a long term care facility through a practicum experience.

Credit Hours: 3.0
Class Hours: 0
Practicum Hours: 135
Total Contact Hours: 135

II. COURSE OBJECTIVES: *Course will teach students to*

- A. Prepare students for the licensure requirements of an Administrator in Training/mentoring program or supervisory role within long term care.
- B. Provide support to students throughout the completion of the Administrator in Training/mentoring program (practicum) experience.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Submit a respective state licensing board/jurisdiction application for approval.
 - 2. Interpret the supervisory/leadership roles.
 - 3. Evaluate the administrator's role as a leader in long term care.
 - 4. Calculate and submit required training hours as part of the licensure process or timesheets from various supervisory roles in long term care.
 - 5. Apply leadership skills and recognize the importance of multidisciplinary team planning and communication.
 - 6. Identify the current level of knowledge, skills, and abilities of the National Association of Long Term Care Administrator Boards Domain of Practice through self-assessment.
 - 7. Summarize knowledge skills, and abilities of experience gained.
 - 8. Prepare and practice for the NAB exam (National Association of Long Term Care Administrators Boards).
- B. General Education Learning Outcomes (GELOs)
 - 1. GELO 6: Career and Life Skill
 - Outcome 1: Employ effective interpersonal and intrapersonal communication skills.
 - Outcome 6: Develop skills that will support positive and fulfilling relationships with others.

IV. CONTENT/TOPICAL OUTLINE *(course outline may provide more detailed information)*

- A. Care, Services, and Supports (Social Services/Admissions, Life Enrichment, Nursing, Food and Nutrition Services, Rehabilitation Services, Medical Records)
- B. Human Resource
- C. Finance
- D. Environment and Quality (Maintenance, Housekeeping, Laundry)
- E. Leadership and Strategy

- F. Long Term Care Survey Process

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s):
- B. Other Resources/Materials: Internet, The Compliance Store, State Operations Manual

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Instructors will use various instructive techniques, including but not limited to: small and large group discussion, peer response and evaluation, and journals.

VII. METHODS OF EVALUATION

- A. Methods of evaluation typically include a combination of the following:
 - 1. Course grades, at the instructor's determination, will be based on exams, class and group participation (discussions), and on-site projects. The instructor will distribute and discuss the evaluation and grading policies with the students at the beginning of the semester.
 - 2. Online courses do not accept late assignments without prior discussion with the instructor.
- B. SCC STANDARD GRADING SCALE POLICY

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Grade Requirement: A grade of "C" or above to meet graduation requirements for the Long Term Care Administration program.