

**Leadership Program
Designed for**

NURSING HOME ADMINISTRATORS

The Foundation for Quality Care, the research and education affiliate of the New York State Health Facilities Association (NYSHFA) is pleased to announce that the Long Term Care Leadership Institute will be offering an **Advanced Nursing Home Administrator** leadership program for the Western, Rochester, Central, Northeast and Utica/Watertown regions in Syracuse, NY. This program is funded by a grant from the New York State Dept. of Health and Dept. of Labor Health Workforce Retraining Initiative.

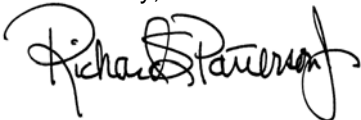
A brochure and program information sheet are enclosed, outlining the course content, eligibility criteria, dates, time and location. Along with this information is a participant application form, which must be completed and returned with the required supporting documentation **prior to Friday, August 16, 2013.**

Nursing Home Administrators must submit an application to be considered for the program. Those selected will receive a partial scholarship from the Foundation for Quality Care to attend the program. Participants selected for the program will be asked to contribute a fee of \$350 to defer some of the additional costs. Lunch and refreshments are included in the program, but all travel and other incidental expenses are the responsibility of the facility or the participant.

The upcoming **Advanced Administrator** leadership education program can accommodate 20 participants. Historically, the number of applications has exceeded the number of available openings. The selection criteria will be based on the following: experience, education, applicant's letter of interest describing how this program will enhance their professional development, a commitment to attending all sessions and a photocopy or online printout of their current NYS LNHA license. The timeliness and completeness of the submitted application will also be considered. Also, preference will be given to Nursing Home Administrators who have successfully completed the basic Administrator course and/or those with over two years of experience.

If you have any questions, please feel free to contact Amy Fischer by phone at 518-462-4800, Ext. 21 or by email at afischer@thefqc.org.

Sincerely,



Richard S. Patterson, Jr.
Executive Director
Foundation for Quality Care, Inc.



Nancy Leveille, RN, MS
Leadership Institute Program Director
Foundation for Quality Care, Inc.

Encl: Brochure
Information Sheet
Participant Application

Application Deadline

**FRIDAY,
AUGUST 16, 2013**

PROGRAM OBJECTIVES

- ◆ Upon completion of this program, participants will be able to:
- ◆ Develop strategies from the change and strategic planning models to lead their organization into the future;
- ◆ Examine best practices SNFs have taken to model their systems and improve Quality in their organizations;
- ◆ Identify strategies to prepare staff and residents to be successful and meet or exceed regulatory expectations in the new QIS system;
- ◆ Discuss the new Quality Measures, 5 Star Program, and Quality Pool Program;
- ◆ Discuss alternative means of generating new revenue streams;
- ◆ Identify the LNHA advocacy role for LTC issues;
- ◆ Enhance plan to strengthen and build solid teamwork in their facility

CANCELLATION POLICY

Cancellations must be received ten (10) business days prior to the first day of the program to allow time to offer the slot to another applicant. All Cancellations must be sent by email or US Mail.

Cancellations received in accordance with this policy will be eligible for a refund of the program fee minus a \$75.00 administrative fee per cancellation.

WHO SHOULD ATTEND

Nursing Home Administrators who have successfully completed the basic Administrator course and/or those with over two years experience are encouraged to apply.

Long Term Care
Leadership
Institute

ADVANCED NURSING HOME ADMINISTRATOR LEADERSHIP PROGRAM

*“Leadership:
The Journey To Excellence”*

APPLICATION INFORMATION:

All potential candidates must complete the enclosed application and submit the following additional documents:

- ◆ Letter of interest describing how attending this program will enhance their professional development.
- ◆ Photocopy or online printout of current NYS NHA License.
- ◆ If RN, photocopy or online printout of current NYS RN License.

Please fax, email, or mail your completed packet to:

Amy Fischer, Program Assistant

Foundation for Quality Care
33 Elk Street, Suite 300
Albany, New York 12207

Phone: 518-462-4800, Ext. 21

Fax: 1-877-893-5744

Email: afischer@thefqc.org

PROGRAM INFORMATION

More program details are provided on the enclosed Program Information Sheet.

Application & supporting documentation must be received prior to

FRIDAY

AUGUST 16, 2013

Funded By:

**NYS Dept. of Health & Dept. of Labor
through the Health Workforce
Retraining Initiative**

FQC

Foundation for Quality Care

Program Overview

The Advanced Nursing Home Administrator Course is designed as part of the FQC Long Term Care Leadership Institute. Nursing Home Administrators who have successfully completed the basic Nursing Home Administrator Leadership course and/or those with over two years of experience are encouraged to apply. The LNHA competencies are used as the basic framework for the design of the curriculum, but have been built upon to enhance the skills and process methods administrators utilize to lead their teams. Experienced long term care facility administrators have been consulted for their input on the course content and best practices in many of the areas to be shared during this course. These real life experiences make the program applicable to your work environment and will assist you in planning implementation of learned skills and processes.

Continuing Education Credits:
30 CEUs will be applied for through the National Association of Boards of Examiners of Long Term Care Administrators (NAB).

GENERAL COURSE OUTLINE

Session One:

- ◆ Maximizing Your Team Process Utilizing Lessons from Patrick Lencioni's and Kouze's / Posner's Work
- ◆ Update on State and National Issues / Advocacy and the LTC Leader

Session Two:

- ◆ Implementing Change Successfully
- ◆ Continuous Quality Improvement based on Baldrige Principals

Session Three:

- ◆ Strategic Planning for the LTC Leader
- ◆ Update on the QIS Survey & Compliance Issues

Session Four:

- ◆ Legal Aspects: Health Care Reform
- ◆ Quality Measures
- ◆ 5 Star Rating Update
- ◆ Pay-for-Performance

COURSE OUTLINE (CONTINUED)

Session Five:

- ◆ Maximizing Your Fiscal Potential
- ◆ Managed Care

Session Six:

- ◆ Coaching for Successful Performance
- ◆ Team Building Project

Please note: Session content may be offered on different days according to instructor availability.

APPLICATION DEADLINE:

**FRIDAY
AUGUST 16, 2013**

Program Costs:

The minimal program cost to selected participants is \$350.

The remaining cost of this program is being funded through a grant from the New York State Department of Health & Department of Labor Health Workforce Retraining Initiative.

ADVANCED NURSING HOME ADMINISTRATOR PROGRAM INFORMATION

- Program Location:** **Double Tree by Hilton Hotel Syracuse**
6301 State Route 298
East Syracuse, NY 13057
Phone: 315-432-0200
- Program Dates:** Session 1: Tuesday, October 1, 2013
Session 2: Wednesday, October 2, 2013
Session 3: Tuesday, October 29, 2013
Session 4: Wednesday, October 30, 2013
Session 5: Tuesday, November 19, 2013
Session 6: Wednesday, November 20, 2013
- Session Times:** Tuesday Sessions: 11:00 AM - 5:00 PM
Wednesday Sessions: 8:30 AM - 2:30 PM
- Attendance:** Participants are expected to attend all sessions.
- Enrollment Fee:** \$350.00 per participant
Note: Payment is due upon enrollment acceptance.
- Meals:** Lunch and refreshments will be provided.
- Travel / Accommodations:** If needed, participant's responsibility.
- Questions:** Contact: Amy Fischer, Program Assistant
Phone: 518- 462-4800, Ext 21
Email: afischer@thefqc.org
Fax: 1-877-893-5744

***Application & Additional Documentation must be received no later than
FRIDAY, AUGUST 16, 2013***

Long Term Care Leadership Institute
**2013 ADVANCED ADMINISTRATOR
 LEADERSHIP PROGRAM APPLICATION**

APPLICANT NAME:		APPLICANT TITLE:	
ORGANIZATION NAME:		ORGANIZATION'S TELEPHONE NUMBER:	
ORGANIZATION'S STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
APPLICANT'S HOME ADDRESS:	CITY:	STATE:	ZIP CODE:
CELL PHONE #:	EMAIL ADDRESS: (REQUIRED)		
HOME PHONE #:			
SPECIAL DIETARY NEEDS: <input type="checkbox"/> KOSHER	YOUR LNHA LICENSE NUMBER:		
ATTENDED FOUNDATION'S ADMINISTRATOR LEADERSHIP PROGRAM? YES <input type="checkbox"/> NO <input type="checkbox"/>	ARE YOU ALSO A LICENSED RN IN NYS? YES <input type="checkbox"/> NO <input type="checkbox"/>		
IF YES, INDICATE: MONTH: _____ YEAR: _____	NYS RN LICENSE NUMBER: _____		

**APPLICANTS MUST BE EMPLOYED IN ONE OF THE FOLLOWING NYS REGIONS:
 WESTERN, ROCHESTER, CENTRAL, NORTHEAST, OR UTICA/WATERTOWN**

THE FOLLOWING ADDITIONAL INFORMATION MUST ACCOMPANY YOUR APPLICATION:

- ◆ LETTER OF INTEREST DESCRIBING YOUR EXPERIENCE, EDUCATION & HOW THIS PROGRAM WILL ENHANCE YOUR PROFESSIONAL DEVELOPMENT.
- ◆ PHOTOCOPY OR ONLINE PRINTOUT OF YOUR CURRENT NYS NURSING HOME ADMINISTRATOR LICENSE.
- ◆ IF YOU ARE ALSO A LICENSED RN IN NYS, A PHOTOCOPY OR ONLINE PRINTOUT OF YOUR CURRENT NYS RN LICENSE

**Application
 Deadline:
 FRIDAY
 AUGUST 16, 2013**

***Please Fax / Email / Mail
 Completed Application
 and additional documentation to:***
 Amy Fischer, Program Assistant
 Foundation for Quality Care, Inc.
 33 Elk Street, Suite 300, Albany, NY 12207
 Phone: 518-462-4800, Ext. 21
 afischer@thefqc.org
 FAX: 1-877-893-5744