



South Dakota Board of Nursing Facility Administrators

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<http://nursingfacility.sd.gov>

Administrator-In-Training Documentation of Completion Form

INSTRUCTIONS: This form is to be completed by the Preceptor and the Administrator-in-Training (AIT) once training has concluded. The Preceptor and AIT must sign this form and submit it to the Board office by emailing a copy to SDNFA@midwestsolutionssd.com. If you have not previously submitted the monthly reports, please attach those to this form before submitting it to the Board office.

1. ADMINISTRATOR-IN-TRAINING Full Legal Name (Please Print or Type)

First Name:	Middle Name: Maiden Name (if applicable):	Last Name and Suffix:
Address:	City:	State:
Email Address:	Phone Number:	Cell Number:

2. PRECEPTOR INFORMATION (Completed by Preceptor)

First Name	Middle Name and Maiden Name	Last Name and Suffix
Facility Name:	Facility Address:	City/State/Zip:

Training Site Name:	Training Site Address:	City/State/Zip:
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Dates of AIT Program (no more than 6 consecutive months): FROM: MM DD YY TO: MM DD YY	Number of Hours Completed:
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Code	Subject Category	Hours Completed
10.00	Domain 1. Customer Care, Supports, and Services	
10.01	Establish care recipient service policies and procedures that comply with applicable federal and state laws, rules, and regulations.	
10.02	Ensure plans of care are evidence-based, established, implemented, updated, and monitored based on care recipient preferences and assessed needs.	
10.03	Ensure the planning, development, implementation/execution, monitoring, and evaluation of admission/move in process, including preadmission/pre-move in information, to promote a quality experience for care recipients.	
10.04	Ensure the planning, development, implementation/execution, monitoring, and evaluation of discharge/move out process to promote a quality experience for care recipients.	
10.05	Ensure the planning, development, implementation/execution, monitoring, and evaluation of programs to meet care recipients' psychosocial needs and preferences.	
10.06	Ensure the planning, development, implementation/execution, monitoring, and evaluation of care recipients' activities/recreation to meet social needs and preferences.	
10.07	Ensure the planning, development, implementation/execution, monitoring, and evaluation of a health information management program to meet documentation requirements in compliance with federal and state regulations.	
10.08	Ensure the planning, development, implementation/execution, monitoring, and evaluation of medication management that supports the needs of the care recipient.	
10.09	Ensure the planning, development, implementation/execution, monitoring, and evaluation of a rehabilitation program to maximize optimal level of functioning and independence for care recipients.	
10.10	Ensure the planning, development, implementation/execution, monitoring, and evaluation of systems for coordination and oversight of contracted services.	
10.11	Ensure the planning, development, implementation/execution, monitoring, and evaluation of policies and procedures for responses to care recipient specific incidents, accidents, and/or emergencies.	
10.12	Ensure the planning, development, implementation/execution, monitoring, and evaluation of housekeeping and laundry services for care recipients.	
10.13	Ensure the planning, development, implementation/execution, monitoring, and evaluation of education intended for care recipients and their support networks.	

Code	Subject Category	Hours Completed
10.14	Ensure the planning, development, implementation/execution, monitoring, and evaluation of nutritional needs and preferences of care recipients.	
10.15	Ensure the planning, development, implementation/execution, monitoring, and evaluation of dining experience that meets the needs and preferences of care recipients.	
10.16	Ensure care recipients' rights and individuality within all aspects of care.	
10.17	Integrate support network's perspectives to maximize care recipients' quality of life and care.	
10.18	Ensure transportation options are available for care recipients.	
10.19	Ensure the provision of a customer service culture that leads to a quality experience for care recipients.	
20.00	Domain 2. Human Resources	
20.01	Ensure that human resource management policies and programs comply with federal and state rules and regulations.	
20.02	Establish the planning, development, implementation, monitoring, and evaluation of recruitment, selection, and retention practices.	
20.03	Establish the planning, development, implementation, monitoring, and evaluation of employee training and development programs.	
20.04	Establish the planning, development, implementation, monitoring, and evaluation of employee evaluation programs.	
20.05	Establish the planning, development, implementation, monitoring, and evaluation of compensation and benefit programs.	
20.06	Establish the planning, development, implementation, monitoring, and evaluation of employee health and safety programs.	
20.07	Establish the planning, development, implementation, monitoring, and evaluation of employee satisfaction and organizational culture.	
20.08	Establish the planning, development, implementation, monitoring, and evaluation of employee disciplinary policies and procedures.	
20.09	Establish the planning, development, implementation, monitoring, and evaluation of employee grievance policies and procedures.	
20.10	Establish the planning, development, implementation, monitoring, and evaluation of leadership development programs.	
20.11	Promote a safe work environment (such as safety training and employee risk management).	
20.12	Promote a positive work environment (using techniques such as conflict resolution, diversity training, staff recognition programs).	
20.13	Facilitate effective written, oral, and electronic communication among management and employees.	
20.14	Ensure employee records and documentation systems are developed and maintained.	

Code	Subject Category	Hours Completed
20.15	Establish a culture that encourages employees to embrace care recipients' rights.	
30.00	Domain 3. Finance	
30.01	Ensure that financial management policies, procedures, and practices comply with applicable federal and state rules and regulations.	
30.02	Develop, implement, and evaluate the service provider's budget.	
30.03	Oversee the billing and collections process and monitor the accuracy of charges and timely collection of accounts.	
30.04	Negotiate, interpret, and implement contractual agreements to optimize financial viability.	
30.05	Develop, implement, monitor, and evaluate financial policies and procedures that comply with Generally Accepted Accounting Principles (GAAP).	
30.06	Monitor and evaluate the integrity of financial reporting systems and audit programs.	
30.07	Establish safeguards for the protection of the service provider's assets (such as insurance coverage, risk management).	
30.08	Monitor and comply with financing obligations (such as debt service, mortgage covenants).	
30.09	Develop, implement, monitor, and evaluate systems to improve financial performance.	
30.10	Manage and adjust expenses with fluctuations in census/occupancy/care recipient levels (such as staffing ratios).	
30.11	Monitor and address changes in the industry that may affect financial viability.	
40.00	Domain 4. Environment	
40.01	Ensure that physical environment policies and practices comply with applicable federal, state, and local laws, rules, and regulations.	
40.02	Ensure the planning, development, implementation, monitoring, and evaluation of a safe and secure environment.	
40.03	Ensure the planning, development, implementation, monitoring, and evaluation of infection control and sanitation.	
40.04	Ensure the planning, development, implementation, monitoring, and evaluation of emergency and disaster preparedness program, including linkage to outside emergency agencies.	
40.05	Ensure the planning, development, implementation, monitoring, and evaluation of environmental services, housekeeping and laundry.	
40.06	Ensure the planning, development, implementation, monitoring, and evaluation of maintenance services for property, plant and all equipment, including preventative maintenance.	

Code	Subject Category	Hours Completed
40.07	Ensure the planning, development, implementation, monitoring, and evaluation of appropriate HIPAA compliant technology infrastructure.	
40.08	Establish, maintain, and monitor a physical environment that provides clean, safe, and secure home-like surroundings for care recipients, staff, and visitors.	
40.09	Identify opportunities to enhance the physical environment to meet changing market demands.	
40.10	Establish, maintain, and monitor an environment that promotes choice, comfort, and dignity for care recipients.	
40.11	Assess care recipients' environment for safety, security, and accessibility and make recommendation for referral or modification.	
50.00	Domain 5. Management and Leadership	
50.01	Ensure compliance with applicable federal and state laws, rules, and regulations.	
50.02	Promote ethical practice throughout the organization.	
50.03	Develop, implement, monitor, and evaluate policies and procedures that comply with directives of governing body.	
50.04	Develop, communicate, and champion the service provider's mission, vision, and values to stakeholders.	
50.05	Develop, implement, and evaluate the strategic plan with governing body's endorsement.	
50.06	Promote and monitor satisfaction of the care recipients and their support networks.	
50.07	Identify, foster, and maintain positive relationships with key stakeholders.	
50.08	Educate stakeholders on services provided, regulatory requirements, and standards of care.	
50.09	Solicit information from appropriate stakeholders for use in decision making.	
50.10	Manage the service provider's role throughout any survey/inspection process.	
50.11	Develop and implement an intervention(s) or risk management program(s) to minimize or eliminate exposure.	
50.12	Identify and respond to areas of potential legal liability.	
50.13	Implement, monitor, and evaluate information management and technology systems to support service providers' operations.	
50.14	Develop, implement, and monitor comprehensive sales, marketing, and public relations strategies.	
50.15	Ensure that written agreements between the care recipient and the service providers protect the rights and responsibilities of both parties.	
50.16	Develop, implement, and evaluate the organization's quality assurance and performance improvement programs.	
50.17	Lead organizational change initiatives.	

Code	Subject Category	Hours Completed
50.18	Facilitate effective internal and external communication strategies.	
50.19	Promote professional development of all team members.	
TOTAL HOURS (total must exceed 240 hours):		

3. PRECEPTOR'S EVALUATION

Instructions: This section is to be completed by the Preceptor only. Evaluate the above-named Administrator-in-Training's abilities. Use a separate sheet if necessary.

Do you recommend that the Applicant's period as an administrator-in-training be approved by the Board as meeting the requirements for licensure?

☐ Yes ☐ No If "No", please explain, identify areas of weakness, and attach relevant documentation.

AFFIDAVIT

ADMINISTRATOR-IN-TRAINING

I hereby certify that this Report is a correct statement and the information was taken from the records of the above-named facility, which are available for examination, upon request, by the Board or any of its personnel.

Date

Signature of Administrator-in-Training

PRECEPTOR

I hereby certify that this Report is correct and the information as indicated in the departments/areas listed was under my personal supervision in the practice of nursing home administration.

Date

Signature of Preceptor