

CHAPTER 142
NURSING HOME ADMINISTRATION EDUCATION PROGRAMS

[For Continuing Education, see 645—Chapter 143]

645—142.1(155) Accreditation. Institutions seeking board approval of prelicensure educational programs in nursing home administration must be currently accredited by a regional accrediting agency or organization affiliated with the National Commission on Accrediting (Council of Post-secondary Accreditation).

645—142.2(155) Application. Application for board approval of prelicensure educational programs must be made in writing and include:

142.2(1) Name of institution and accrediting agency.

142.2(2) Verification that the appropriate organizational unit of the institution has approved and committed the necessary resources to both initiate and maintain the program.

142.2(3) Type of certificate or degree to be awarded upon program completion, if applicable.

142.2(4) Statement of objectives for the program.

142.2(5) Vitae of faculty specifically responsible for program administration; the head of the program or designated faculty member shall have a master's or doctoral degree with major in health care or long-term health care administration or applicable field, a current Iowa license for nursing home administration, a minimum of two years' experience as a nursing home administrator and two years' experience in health care administration education.

142.2(6) A description of how the faculty of the long-term care administration program participate in the decisions affecting curriculum development, student selection and placement procedures.

142.2(7) Evidence to indicate that recruitment communication is so designated to clarify and emphasize the "administrative role" in long-term care administration with special emphasis on the unique potential difficulties and opportunities in the field of long-term care administration.

142.2(8) A statement of standards used to evaluate student performance.

142.2(9) Verification that the program has available for its use all other relevant academic resources of the institution.

142.2(10) Identification of the membership or intended structure of the advisory council, or similar mechanism, to be utilized by the institution to keep current or updated in the field of practice.

142.2(11) The proposed or required course of study which specifically relates course content to the nursing home administrator's domains of practice.

142.2(12) Evidence that a qualified, specified faculty member will monitor the student in the field experience.

142.2(13) Criteria or methods used for selections of qualified preceptors and practicum sites.

142.2(14) Criteria and methodology for competency based equivalency testing for practicum experience, if applicable. Each practicum student must complete a minimum of 400 contact hours of practicum plus credit for competency testing, equal to the remaining credits needed to total 720 contact hours, not to exceed 320 contact hours.

645—142.3(155) Approval.

142.3(1) Approval status for each program shall be determined by the board. When granted, approved status may be for up to five years.

a. Annual reports. The head of the program shall submit an annual report to the board which shall include:

- (1) Current enrollment by class.
- (2) Number of admissions and graduations for the past five years.
- (3) Program catalog.

b. Specific reports. The program shall notify the board of the following:

- (1) Change of controlling institution.

(2) Changes in administrative personnel in the program.

c. Changes requiring board approval. Approved programs must request board approval prior to implementing changes in any of the following areas:

(1) Changes in the curriculum.

(2) Changes in requirements for graduation.

142.3(2) Interim approval shall be granted to a newly established program which meets the requirements of the board as outlined in 645—subrule 141.3(2).

a. An institution which proposes to establish or reopen a program shall:

(1) Submit a written request and supporting documents addressing the requirements as outlined in 142.2(155).

(2) The board shall review the application at the next regularly scheduled meeting of the board. The board may request a meeting with the head of the program, prior to acting upon interim approval. The board may seek further information, deny or grant interim approval to the program.

b. Publicity shall accurately reflect the approval status of the new program.

142.3(3) Provisional approval may be granted to a program that has had interim or full approval. The board shall:

a. Meet with representatives from the program prior to placement on provisional approval.

b. Determine the length of provisional approval, indicate areas of improvement and specify time limits for improvements. The board may request progress reports and site visits.

c. Meet with representatives from the program to review materials and activities requested. This shall be done prior to expiration of provisional approval.

d. Deny or withdraw approval if it is determined that a program failed to meet the stipulations of provisional approval.

These rules are intended to implement Iowa Code chapter 155.

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