

## **Job Description: Nursing Home Administrator**

Qualified candidates must possess:

- Current State Nursing Home Administrator license
- Proven leadership ability with a minimum 2 years experience as a NHA in Long Term Care and sub-acute
- Demonstrated skills related to management, planning, budgeting, marketing, human resources and quality improvement
- Strong emphasis on the delivery of patient-centered, outcome- oriented care
- Dynamic employee relations skills with the ability to channel motivation for peak performance and lead for commitment. In recognition of the hard work and dedication needed to be a successful Administrator

### **Job Requirements**

QUALIFICATION 1: Age requirement for licensure.

POLICY An applicant shall be deemed in fulfillment of Licensure Qualification 1 upon presentation of satisfactory documentation to the Board establishing that he or she is 21 years of age or older.

STANDARDS Satisfactory documentation to establish an applicant's age shall include, but not be limited to, a birth certificate, driver's license or passport.

QUALIFICATION 2: Moral character and suitability requirement for licensure.

POLICY An applicant shall be deemed in fulfillment of Licensure Qualification 2 when, in the opinion of the Board, there is no information available regarding the applicant's background which may affect his or her ability to carry out the responsibilities of a nursing home administrator in a professional, competent and ethical manner.

STANDARDS An assessment of an applicant's character and suitability shall be based upon a review of his or her responses and related documentation pertaining to the questions contained in the "Character and Suitability Information" section, Section F, of the licensure application. Additionally, any other information that may become available to the Board shall be considered in the assessment of an applicant's character and suitability.

QUALIFICATION 3: Educational requirement for licensure.

POLICY An applicant shall be deemed in fulfillment of Licensure Qualification 3 upon receipt of a Baccalaureate or higher level degree from an accredited educational institution including, or supplemented by, 15 credit hours of required coursework in long- term care/health care, gerontology and personnel management.

STANDARDS Accredited Educational Institutions An accredited educational institution is one that is listed in the directory of "Accredited Institutions of Postsecondary Education," Required Course Work (15 credit hours) Successful completion of course work in the following five areas:

- Health Care Financing
- Legal Issues in Health Care
- Gerontology
- Personnel Management
- "Nursing Home Administration" or "Health Care Facility Administration"

Alternatives to Required Course Work: Following are the Board-approved alternatives that may be substituted for the required course work: Possession of a Baccalaureate or Masters level degree in health facility administration, health services administration, or health care administration where the degree program completed is under the auspices of the College's or University's School of Business and is currently, or at the time of the applicant's attendance: a full Undergraduate Member of the Association of University Programs in Health Administration for a Baccalaureate level degree program; or accredited by the American Assembly of Collegiate Schools of Business at the undergraduate level for a Baccalaureate level degree program; or accredited by the American Assembly of Collegiate Schools of Business at the graduate level for a Master's level degree program; or accredited by the Accrediting Commission on Education for Health Services Administration for a Master's level degree program; or approved through the National Association of State Boards of Examiners of Long Term Care Administration Academic Program Approval; or the degree program was approved by the Board. Possession of three or more years of qualifying field experience within the five-year period preceding approval of the licensure application; or Possession of two or more years experience as the full-time Administrator-of-Record (AOR) of an out-of-state nursing facility within the five-year period preceding approval of the licensure application.

QUALIFICATION 4: Experience requirement for licensure.

POLICY An applicant shall be deemed in fulfillment of Licensure Qualification 4 upon successful completion of one of the following: 12-month Board-approved Administrator-In-Training (AIT) Program; or 24 months of qualifying field experience as determined by the Board; or 24 months of service as Administrator-of-Record (AOR) in an out- of-state nursing facility.

STANDARDS Board-Approved AIT Program Twelve-month Board-approved internship conducted in a qualifying nursing facility under the supervision of a qualified preceptor and completed within the 10-year period preceding approval of the licensure application. AIT Internships begun prior to receipt of the Board's written approval are undertaken at the applicant's own risk. Prior to participating in the AIT Program, applicants must have a current licensure application on file with the Board, have fulfilled Licensure Qualifications 1

and 2, and have completed at least the following three courses toward fulfillment of Licensure Qualification 3: Health Care Facility Administration (or Nursing Home Administration), Health Care Financing, and Legal Issues in Health Care. Board-Approved Internship Alternatives Internship conducted at a qualifying nursing facility under the auspices of another state licensure board as a requirement for nursing home administrator licensure in that state. The applicant must have been granted a nursing home administrator license in that state and provide satisfactory documentation establishing that the internship was successfully completed and was equivalent in length and content to the internship requirement of the New York State Board of Examiners of Nursing Home Administrators AIT Program. Internship conducted at a qualifying nursing facility under the auspices of an accredited educational institution as part of a degree requirement. The applicant must graduate from the respective degree program and provide satisfactory documentation establishing that the internship was successfully completed and was equivalent in length and content to the internship requirement of the New York State Board of Examiners of Nursing Home Administrators AIT Program.

Qualifying Field Experience gained through full-time service on the staff of a qualifying health care facility in an administrative position above the department-head level but not above the AOR, requiring the incumbent to actively participate in the administration, direction and operation of the facility. The position must include substantial supervisory responsibilities for resident care, and be compensated at a salary commensurate with the level of responsibility claimed. Only experience accrued within the 10- year period prior to approval of the licensure application is applicable toward fulfillment of Qualification 4. Experience / Education Credit Board-approved internships and qualifying field experience may be reduced in length based upon an applicant's experience and/or educational background as detailed below:

EXPERIENCE INTERNSHIP CREDIT EXPERIENCE CREDIT Three or more years of full-time service as a Director of Nursing Services at a qualifying health care facility, 6 months 12 months OR Five or more years of full-time service in a Department Head level position at a qualifying health care facility. 3 months 6 months

EDUCATION Possession of a Baccalaureate degree in Health Facility Administration, 6 months 12 months OR Possession of a Masters degree in any field which fulfills the requirements of Licensure Qualification 3. 6 months 12 months NOTE: An applicant must either complete a Board-approved internship or possess the required amount of qualifying field experience. An applicant is not required to do both.

QUALIFICATION 5: Course of study requirement for licensure.

POLICY An applicant shall be deemed in fulfillment of Licensure Qualification 5 upon successful completion of a Board-approved 100-hour pre-licensure course in nursing home administration or completion of a Board-approved 3-credit-hour course in Nursing Home Administration given at an accredited educational institution, completed at or above the 300 level.

STANDARDS Board-Approved 100-Hour Course Pre-licensure course in nursing home administration offered by an approved sponsor, consisting of a minimum of 100 contact-hours of study in areas as defined in 10 NYCRR 96.8 and completed within the five-year period preceding approval of the licensure application. Course in Nursing Home Administration A 3-credit-hour (minimum) course in Nursing Home Administration at or above the 300 level, given at an accredited educational institution which covers all of the areas as defined in 10 NYCRR. Board-Approved Alternatives Two or more years experience, within the 5-year period preceding approval of the licensure application, as the Administrator-of-Record (AOR) of a nursing facility located outside of New York State. Possession of a current 5-year certification from the American College of Health Care Administrators (ACHCA).

QUALIFICATION 6: Examination requirement for licensure.

POLICY An applicant shall be deemed in fulfillment of Licensure Qualification 6 upon attaining a passing score on the examination in nursing home administration approved by the Board. Applicants must fulfill Licensure Qualifications 1 through 5 prior to sitting for the licensure examination.

STANDARDS Board-Approved Licensure Examination: The Nursing Home Administrator Licensure Examination that was jointly developed by the Professional Examination Service (PES) and the National Association of Boards of Examiners of Nursing Home Administrators (NAB) has been approved by the NYS Board in October 1982 as the only approved examination for licensure as a nursing home administrator in New York State. Determination of Passing Score A scale score of 113, as calculated by PES, is the passing grade accepted by the Board for licensure examinations offered on or after January 1, 1990. Out-of-State Licenses If an applicant has been granted a Nursing Home Administrator license in another state, the Board may waive the requirement that an applicant sit for the licensure examination offered in New York State. In order to be granted a waiver, the applicant must have taken the jointly developed PES/NAB licensure examination (PES examination prior to October 1982) in another state and attained a score which meets or exceeds the passing grade established in New York State on the same form of the examination.

## DEFINITIONS

Accredited Educational Institution: Institution listed in the directory of "Accredited Institutions of Postsecondary Education", published for the Commission on Recognition of Postsecondary Accreditation by the American Council on Education, as having its degree program accredited by one of the accrediting bodies listed in the Standards section of Licensure Qualification 3. Active Participation in the Administration, Direction and Operation of a Qualifying Health Care Facility; Daily participation in management decisions that affect multiple (2 or more) major departments or service areas (as defined below) within the facility and directly impacts the provision of care and services to the patients in the facility.

Administrator-of-Record (AOR): Single individual who is charged with the general administration of a nursing home and who carries out his or her responsibilities under the

authority of a valid and currently registered nursing home administrator license issued by the state or jurisdiction in which the facility is located.

Board: New York State Board of Examiners of Nursing Home Administrators [BENHA].

Director of Nursing Services: Registered professional nurse designated to serve as director of nursing on a full-time basis in a qualifying health care facility.

Full Time Service: Minimum of thirty-five (35) hours per week on- site.

Major Departments and Service Areas with no direct impact on the provision of resident care or services: Fiscal Personnel/Human Services Support and Safety Services (including all of housekeeping, laundry, maintenance, and safety)

Major Departments and Service Areas with direct impact on the provision of resident care or services: Food Services Nursing Rehabilitation (including all of PT, OT, Recreation, and Speech/Audio) Social Services

Position at the Department Head Level: Position requiring the incumbent to be responsible for, and to supervise on a daily basis, a major department or service area (as defined above) of a qualifying health care facility. Department head level experience is NOT considered

Qualifying Field Experience. This experience may be considered by the Board toward reducing the experience requirement for licensure (see "Experience/Education Credit" chart under Qualification 4 in the Licensure Guidelines). Position Above the Department Head Level Position at or below the AOR (administrator)/CEO level with substantial supervisory responsibilities requiring the incumbent to supervise, on a daily basis, the department heads of multiple (2 or more) major departments or service areas (as defined above) of a qualifying health care facility. At least one major department or service area must directly impact on the provision of resident care or services. The Board may consider positions above the Department Head level as Qualifying Field Experience. Qualifying Field Experience gained through full-time service on the staff of a qualifying health care facility in an administrative position above the department head level but not above the AOR, requiring the incumbent to actively participate in the administration, direction, and operation of the facility. The position must include substantial supervisory responsibilities for resident care and facility staff and be compensated at a salary commensurate with the level of responsibility claimed.

Qualifying Health Care Facility: Nursing Home or Hospital as defined in Article 28 of the New York State Public Health Law and Regulations promulgated thereunder, Psychiatric Hospitals as defined in Article 31 of the New York State Mental Hygiene Law and Regulations promulgated thereunder, or comparable facilities recognized under similar statutes of other states or jurisdictions.

Qualifying Nursing Facility: Nursing Home as defined in Article 28 of the New York State Public Health Law and Regulations promulgated thereunder, or comparable facilities recognized under similar statutes of other states or jurisdictions.

Substantial Supervisory Responsibilities: Daily direct supervision of department heads of 2 or more major departments or service areas (as defined above) and of other high level administrative positions. Unethical Conduct - Unethical Conduct as identified in Section 2897 of New York State Public Health Law and defined in New York State Rules and Regulations, 10 NYCRR Section 96.1(m).

#### Uppers

Working with individuals who have a drive to help other people, supporting them and in-turn working with the Best.

#### Downers

The position of a Nursing Home Administrator is not a 9 to 5 job. You will come in on weekends, holidays, and all hours of the night to support your staff and residents. Not really a downer.

#### Lifestyle

You dress as a Professional and act like one as well. You will work with other professionals from your local hospital, physician offices and market them as well as your facility.

#### Compensation

You can expect approximately \$60,000 - 85,000 start with bonus ranging from \$10,000 to 25,000 depending on the company and the goals that have been set by the employer.

#### Advice to Jobseekers

Take the time to visit a Nursing Home and speak to a seasoned Administrator/Executive Director. Ask to shadow him/her for about a week to get a real feel for the experiences that you would gain.