

Tennessee Health Care Association  
Tennessee Center for Assisted Living

# Education Calendar 2015



# FOR YOUR information

This catalog presents THCA/TNCAL's tentative educational offerings for 2015. A couple of items to note:

**More classes may be added as industry issues arise.** If that happens, we will contact members via mail or email with a course description and registration form. You can always also check our website at [www.thca.org](http://www.thca.org) for upcoming courses.

**There is a way to reduce your educational costs.** THCA's Value Plus program provides a way for member facilities to save on THCA courses. Members pay \$2,000 or \$1,250 (all at once or in installments) and receive credits for greater value. Some events are not eligible for Value Plus checks, so be sure to read the fine print. Brochures for this program are mailed to all THCA members in December, and signed agreements are due by February 2015. If you would like to receive a brochure for the Value Plus program, contact THCA Membership Services.

## **There's more learning online:**

- THCA Connects is THCA's webinar program. Current offerings include one-hour courses for front-line caregivers.
- CE Solutions is THCA's provider of comprehensive online education for all facility staff positions. THCA members receive the lowest per-course price available.

See [www.thca.org](http://www.thca.org) for more information on these learning options.

**New for 2015:** Third Fridays is TNCAL's new education series for assisted living. On the third Friday of each month, assisted living administrators can participate in a two-hour classroom learning session and earn two hours of NAB/NCERS credit.

2015

# education programs

## January

16, Nashville

### **Third Friday Program for Assisted Living – Q & A with a Surveyor**

“Third Fridays” is TNCAL’s new monthly assisted care living educational offering. As an industry leader, TNCAL is offering cost-effective, high-quality education to assisted living providers across the state. Join us every third Friday of the month for breakfast and a unique learning experience geared toward the assisted living industry.

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

27, Jackson

28, Murfreesboro

29, Knoxville

### **PAE Refresher**

Many Tennessee licensed nursing facilities have problems getting patient pre-admission evaluations (PAEs) approved. This seminar will show you how to capture the vital patient information on paper for the PAE nurse to review. You’ll learn the scoring process and why supporting documentation is so critical, including what is required for the new safety determination process.

**Credit:** 5 hours NAB/NCERS credit applied for

**Audience:** Nursing Home Administrators, Directors of Nursing and PAE Nurses

## February

20, Knoxville

### **Third Friday Program for Assisted Living – Life Safety FAQs**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

24, Knoxville

25, Nashville

### **Infection Control: Can We Finally Get This Right?**

Infection control continues to be one of the top citations in Tennessee nursing homes. This seminar will review tag F441 as well as the guidelines for hand hygiene, barrier protection, and disinfectants/antiseptics. **Credit:** 6 hours NAB/NCERS credit applied for

**Audience:** Nursing Home Administrators, Directors of Nursing and Nursing Staff

## March

11-12, Nashville

### **MDS: Foundation and Updates**

Day one of this course is designed to provide foundation information to staff who are new to the Minimum Data Set (MDS) or need a refresher and will include information on RUGs IV, quality measures, coding, and the relationship to care planning. Day two will review recent updates from CMS and what to expect moving forward, including the recent impact that the MDS has on reimbursement in Tennessee. Attend both days or just the second day.

**Credit:** 6 hours non-administrator credit for each day

**Audience:** Nursing Home Directors of Nursing, and MDS Coordinators

18-19, Nashville

### **THCA Legislative Conference**

The annual legislative conference includes visits to legislators to discuss long-term care issues, a fundraising luncheon for TEN-NEPAC (THCA’s political action committee), a charity give-away reception with legislators, and educational sessions. Learn the issues that affect your daily operations such as reimbursement.

**Credit:** Approximately 6 hours NAB/NCERS credit applied for

**Audience:** Nursing Home Corporate Personnel, Administrators and other staff with an interest in participating in the legislative process

20, Nashville

### **Third Friday Program for Assisted Living – The Dementia Resident**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

## **Nashville**

### **MEPAP Part One for Activity Professionals**

The MEPAP (Modular Education Program for Activity Professionals) is designed for individuals working in an activity program who need basic training and/or are pursuing certification through the National Certification Council of Activity Professionals (NCCAP). This is a 90-hour classroom course plus a 90-hour practicum. The 10-day classroom portion is offered over three sessions in Nashville and the practicum assignments are completed independently and reviewed by the course instructor. The tentative classroom dates are March 26, 27 and 28; April 16, 17 and 18; and April 30, May 1, 2 and 3. Students must attend all of the classroom sessions and complete all of the practicum assignments in order to complete the course. There is an exam on the last class day.

**Credit:** 90 hours NCCAP credit

**Audience:** Activity Personnel

## **27, Nashville**

### **Principles of Long-Term Care for Environmental Services Managers and Maintenance Managers**

This seminar will help new environmental services and maintenance managers become familiar with information vital to their positions. Instructors will address Tennessee Department of Labor and Workforce Development Division of Occupational Safety and Health (TOSHA) and Tennessee Emergency Management Agency (TEMA) concerns, teamwork, time management, operating within a budget and using customer service to get a head start on effectively working with others.

**Credit:** 6 hours non-administrator credit

**Audience:** Nursing Home Environmental and Maintenance Staff

## **April**

## **9-10, Nashville**

### **NA: Train the Trainer**

Regulations require that program coordinators and instructors of nursing assistant (NA) training programs receive instruction in adult-learning techniques. During day one of this course, adult teaching and learning methods will be covered. Day two materials will focus on record keeping, federal requirements for nurse assistant training, testing and the THCA Nursing Assistant Training Program. This course will be offered twice in 2015.

**Credit:** 12 hours non-administrator credit

**Audience:** Nursing Home Directors of Nursing and Nurse Aide Instructors

## **17, Memphis**

### **Third Friday Program for Assisted Living – Customer Service**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

## **21, Jackson**

## **22, Nashville**

## **23, Knoxville**

### **How-To's for Increasing Resident and Family Satisfaction**

Resident and family satisfaction have always been a goal of nursing home facilities. This course will re-acquaint staff with the care components that add to satisfaction and how to measure success. Learning how to successfully deal with challenging behaviors and achieve desirable outcomes will also be discussed.

**Credit:** 6 hours NAB/NCERS, NCCAP, CDR/DMA credit applied for

**Audience:** Nursing Home Administrators, Directors of Nursing and All Department Managers

## **May**

## **15, Nashville**

### **Third Friday Program for Assisted Living – Medication Management**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

## **19, Memphis**

## **20, Nashville**

## **21, Knoxville**

### **Navigating Tennessee's New Reimbursement System and Maximizing Your Facility's Reimbursement**

Assuming the Tennessee Legislature passes a new case-mix reimbursement system this legislative session, providers will be required to think about long-term care in a different way. This seminar will explain the changes and what providers must do to rise to this new challenge.

**Credit:** 6 hours NAB/NCERS credit applied for

**Audience:** Nursing Home Administrators, Corporate Personnel, and Directors of Nursing

20, Nashville

### **CNA Training: Hospice and Palliative Care in the Facility – What is Your Role?**

This 3-hour course will help CNAs understand the difference between hospice and palliative care. When a resident is under hospice or palliative care in the facility, his/her needs may change, which can affect day-to-day care. Find out what you can do to make the resident more comfortable.

**Credit:** 3 hours non-administrator credit

**Audience:** Nursing Home Certified Nursing Assistants

## **June**

19, Knoxville

### **Third Friday Program for Assisted Living – “In-Between” Residents**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

23-24, Nashville

### **License Exam Review Course**

This seminar provides a comprehensive review of the six content areas of the National Nursing Home Administrator License Examination. Participants will learn both the domains and terminology found on the exam and will be provided with test-taking techniques to help them prepare. This course will be offered only once in 2015.

**Credit:** 12 hours non-administrator credit

**Audience:** Prospective Nursing Home Administrators

25-26, Nashville

### **Principles of Long-Term Care for Directors of Nursing**

This two-day seminar is designed to help new directors of nursing assume leadership and management roles. Participants will learn about state and federal rules and regulations. Strategies to improve survey results and to manage an efficient and effective nursing department will also be covered. Participants will have the opportunity to discuss common questions and concerns in an informal setting and network with one another.

**Credit:** 12 hours non-administrator credit

**Audience:** Nursing Home Directors of Nursing

25-26, Nashville

### **AIT Preceptor Training and Orientation**

Prospective nursing home administrators are always looking for opportunities to learn under the tutelage of a qualified mentor/administrator. This seminar, which meets Board of Examiners for Nursing Home Administrator (BENHA) requirements for preceptor approval, provides information and guidance to licensed administrators so they can become effective mentors. The seminar also enables them to develop and implement a quality administrator-in-training (AIT) program.

**Credit:** 12 hours NAB/NCERS administrator credit applied for

**Audience:** Nursing Home Administrators

## **July**

14, Nashville

15, Knoxville

### **ICD-10**

The compliance deadline for ICD-10 is Oct. 1, 2015. This course will include training on new codes as well as ways to make a smooth transition from ICD-9.

**Credit:** 6 hours NAB/NCERS and TPTA credit applied for

**Audience:** Nursing Home Administrators, Assessment Nurses, MDS Coordinators, Medical Records and Billing Personnel, Therapy

17, Nashville

### **Third Friday Program for Assisted Living – Rules and Regulations**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

## **August**

21, Memphis

### **Third Friday Program for Assisted Living – Government Affairs: ACLF Issues**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

Aug. 29 - Sept. 2, Nashville

### **THCA/TNCAL Annual Convention & Trade Show**

Join your friends and colleagues for a fun-filled and educational four days at the Music City Center in downtown Nashville. Events include numerous education sessions, a trade show and lots of opportunities to enjoy the city.

## September

17-18, Nashville

### **NA: Train the Trainer**

Regulations require that program coordinators and instructors of nursing assistant (NA) training programs receive instruction in adult-learning techniques. During day one of this course, adult teaching and learning methods will be covered. Day two materials will focus on record keeping, federal requirements for nurse assistant training, testing and the THCA Nursing Assistant Training Program.

**Credit:** 12 hours non-administrator credit

**Audience:** Nursing Home Directors of Nursing and Nurse Aide Instructors

21-25, Murfreesboro

### **40-Hour Basic Training for Activity Personnel**

Designed to meet the Tennessee regulatory requirements for activity personnel, this week-long program will acquaint new activity coordinators with terminology, regulations, psychosocial aspects, assessment skills, and event planning for nursing home residents.

**Credit:** 40 hours NCCAP credit applied for

**Audience:** New Nursing Home Activity Directors and Coordinators

## October

16, Nashville

### **Third Friday Program for Assisted Living – Care Planning**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

27, Jackson

28, Nashville

29, Knoxville

### **Implementing a Comprehensive Falls Prevention Program**

Attendees will be considering nationally-recognized, evidence-based falls prevention practices to put together a comprehensive program for their facilities. What strategies need to be in place to prevent and reduce the likelihood of falls? How does root-cause analysis and the performance-improvement process play a role? Come find out!

**Credit:** 6 hours NAB/NCERS and TPTA credit applied for

**Audience:** Nursing Home Administrators, Directors of Nursing, Nursing and Therapy Staff

29, Knoxville

### **CNA Training: Hospice and Palliative Care in the Facility – What is Your Role?**

This 3-hour course will help CNAs understand the difference between hospice and palliative care. When a resident is under hospice or palliative care in the facility, his/her needs may change, which can affect day-to-day care. Find out what you can do to make the resident more comfortable.

**Credit:** 3 hours non-administrator credit

**Audience:** Nursing Home Certified Nursing Assistants

## November

6, Nashville

### **Alzheimer's and Dementia Training for Certification**

This course is a must for ALL health care professionals who care for residents with dementia. There is a continuing need for caregivers who are trained to provide appropriate, competent and sensitive direct care to dementia residents. Following successful completion of this course, participants are one step closer to receiving their certified dementia practitioner (CDP®) certification.

**Credit:** 6 hours NAB/NCERS, DMA/CDR, and NCCAP credit applied for

**Audience:** All Nursing Home and Assisted Care Living Staff

20, Knoxville

### **Third Friday Program for Assisted Living – Marketing Your Facility**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

## December

1, Knoxville

2, Nashville

3, Memphis

### **Government Update**

This annual program provides current information on state and federal topics and presents the latest information on important industry trends and regulatory issues.

**Credit:** 6 hours NAB/NCERS administrator credit applied for

**Audience:** Nursing Home Administrators, Corporate Staff and Directors of Nursing

18, Nashville

### **Third Friday Program for Assisted Living – Best Practices: Secrets from the Trade**

**Credit:** 2 hours NAB/NCERS credit applied for

**Audience:** Assisted Care Living Personnel

# policies & procedures

THCA is proud of its continuing education program and recognition as a quality education provider. The National Association of Boards of Examiners of Long Term Care Administrators and other long-term care related credentialing agencies have strict guidelines that must be adhered to in order to offer and accept continuing education credit for attendees of approved seminars. In order to uphold THCA's credibility and integrity with such credentialing agencies, THCA has established the following policies and procedures for its education program.

## **Registration**

This guide is for planning purposes, and all dates and locations should be considered tentative. A complete brochure outlining specific seminar information will be mailed to members approximately six to eight weeks prior to each seminar date listed in this calendar. In addition, all brochures are posted on THCA's website at [www.thca.org](http://www.thca.org) approximately six to eight weeks prior to each seminar. To register for a particular seminar, use the information and form provided on the brochure for that seminar. Any date, time or location changes will be noted in the individual brochures. THCA reserves the right to limit enrollment as well as to cancel a seminar and/or a particular location of a seminar.

## **Payment**

Payment by check or credit card is expected before the seminar date. If that is not possible, please call THCA's accounting manager. VALUE+EDUCATION participants, please send a VALUE+EDUCATION check with registration form. Remember that VALUE+EDUCATION checks cannot be used for THCA's conferences, webinars or Convention.

## **Cancellations and Refunds**

THCA reserves the right to cancel any seminar and will make a full refund to registrants in the event of a cancellation of a seminar. THCA understands that registrants cannot always attend seminars as planned. Therefore, substitutions may be made at any time. If cancellation of a registration is necessary and is received by THCA at least 48 hours before the seminar, a full refund will be made; less than 48 hours, a 50 percent refund will be made. Those who cancel less than 48 hours prior to the seminar and have not paid will be invoiced for 50 percent of the fee. All cancellations must be in writing on facility letterhead. Cancellations may be mailed to THCA at P.O. Box 440548, Nashville, TN 37244-0548, faxed to THCA at (615) 834-2502 or e-mailed to [info@thca.org](mailto:info@thca.org). Registrants who do not attend and who do not cancel will be invoiced for the full seminar fee.

## **Continuing Education Policy**

Participants at education programs of the Tennessee Health Care Association are expected to attend the entire scheduled program. Doors to education sessions will be closed promptly at 15 minutes past the starting time. THCA will only accept certificates of attendance that are completed and collected onsite at the conclusion of the seminar. Certificates of attendance will not be accepted by mail, fax, e-mail or any other method of correspondence or transmittal.

It is the responsibility of each attendee to retain a copy of the certificate of attendance as verification of continuing education hours.

Participants arriving late, leaving early or leaving during the seminar for more than 15 minutes (at one time or cumulatively) will not be given a certificate of attendance. If an attendee wishes to appeal for partial credit, he must obtain a credit request form from the THCA staff member onsite. The form should be completed and returned to the staff member onsite or mailed to: THCA, 2809 Foster Ave., Nashville, TN 37210. The credit request form must be submitted to THCA within 30 days of the seminar.

The THCA Credit Appeals Task Force will review the information on the credit request form at its next regularly-scheduled, quarterly meeting. The task force will then make a recommendation (to grant or deny partial credit) to the THCA Membership Services Committee. The committee will either approve or change the task force's recommendation. The participant will be notified by letter of the committee's action. If partial credit is granted, a certificate of attendance will be provided with the letter.

Any program participant with knowledge of abuse or misuse of THCA's Education Policy should contact THCA or the staff member present and request a form to report the incident.

## **Professional Conduct**

In order to maintain a seminar atmosphere that is conducive to learning, the THCA Board of Directors asks that seminar participants help reduce unnecessary distractions by placing all cellular phones and other personal communications devices on silent mode or by switching them off. Should it be necessary to take a call, please do so outside of the room.

Also, out of respect for fellow attendees and seminar faculty, the board asks that participants refrain from distracting behavior during seminars such as reading newspapers or materials unrelated to training, engaging in conversations with other participants or other such acts.

## **Special Needs**

If you have special needs (disabilities or dietary restrictions) that require attention in order to attend a THCA seminar or other event, please notify THCA staff at least seven days prior to the seminar or event.

## **Attire**

Business casual attire is recommended. Room temperature in large meeting spaces is often difficult to control. Please dress appropriately by carrying a light jacket or sweater.



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**Contact me!**

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