

# AIT PRECEPTOR TRAINING AND ORIENTATION

# Learn how to be a top-notch preceptor and develop an effective AIT program

WHEN & WHERE

JUNE 19-20, 2014 — BRENTWOOD

WHAT'S IT ALL ABOUT?

With all the complicated issues facing nursing homes today, preceptors play important roles in training aspiring administrators to deal with a variety of situations while successfully running a facility. This seminar covers an overview of the administrator-in-training (AIT) program, goals of precepting, methods of teaching, orienting AITs to the nursing home, potential issues with trainees and more.

In two days, participants will learn how to develop AIT experiences that will help administrative trainees identify the major components of nursing homes and understand their relationships with one an-



other; experience the principal activities of a nursing home administrator; understand the different roles and issues facing the separate nursing home departments; and relate the activities of the nursing home's departments to improving patients' care.

# PRECEPTOR QUALIFICATIONS

Preceptors must be approved by the Board of Examiners for Nursing Home Administrators (BENHA) and should:

- Hold a Tennessee nursing home administrator license;
- Have served a minimum of three of the past five years (with the last year being served in Tennessee) as a nursing home administrator or have served as an assistant administrator with at least six of the past 10 years of full-time experience in a nursing home;
- Have completed 72 hours of college credit or be able to substantiate three years of administrator experience beyond the minimum requirements listed above;
- Have completed a 12-hour preceptor training and orientation program;
- Have no formal disciplinary actions against his license for the past 10 years that the board deems are of such a nature as to prevent the applicant from providing services as a preceptor; and
- After becoming a preceptor, obtain 27 hours of continuing education annually, which is nine hours more
  than the requirement for administrators. (Credit for six hours of continuing education per year shall be
  given to a preceptor upon the AIT successfully completing the AIT program.)

**SEMINAR FACULTY** 

**Dr. Tish Erdmann** has more than 25 years of experience in long-term care. She has worked from the clinical side and coordinated the human resources development approach for two major long-term care corporations. Her work in the graduate school at the University of Tennessee, combined with her HR consulting, has allowed her to work with more than 500 long-term care facilities across the nation. She has authored books for AIT training programs, as well as the National Association of Long-term Care Administrators Boards (NAB) study guides for the exam. Erdmann has worked as a part-time professor at Middle Tennessee State University, Southern Adventist University and the University of Tennessee.

WHO SHOULD ATTEND?

All administrators and assistant administrators who are interested in becoming preceptors.

## REGISTRATION INFORMATION

#### **DATES AND LOCATION:**

June 19-20, 2014 - Brentwood

TSCPA Meeting Center

201 Powell Place • Brentwood, TN 37027 • (615) 377-3825 TSCPA Meeting Center does not offer lodging. Attendees must make their own arrangements at area hotels.

Registration: 8-8:30 a.m. (both days) Seminar: 8:30 a.m.-4:30 p.m. (both days)

**Early fees:** \$500 per member/\$1,000 per prospective

member

Walk-in fees: \$600 per member/\$1,200 per prospective

member

Early registration

deadline/late fees: June 5, 2014 (add \$50 per person for registra-

tions postmarked or fax-dated after this date)

Credit: This education offering has been reviewed by the

> National Continuing Education Review Service (NCERS) of the National Association of Long Term Care Administrators Boards (NAB) and approved for 12 clock hours and 12 participant hours. Participants must attend both days to receive full credit. Course design prohibits obtaining partial

course credit.

To register: Complete the form below, detach and mail to

THCA, P.O. Box 100129, Nashville, TN, 37224-0129, or fax to (615) 834-2502

## 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. 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. Cancellations may be mailed or faxed to the THCA office at (615) 834-2502. Registrants who do not attend and who do not cancel will be invoiced for the full seminar fee.

## CONTINUING EDUCATION POLICY

THCA education program participants must attend the entire scheduled seminar to receive credit. No partial credit can be given for late arrivals or early departures. Any participant with knowledge of abuse or misuse of the attendance policy should contact THCA or the staff member present and request a form to report the incident. THCA will only accept attendance certificates that are completed and collected onsite at the conclusion of the seminar.

## **NOTE TO ATTENDEES**

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

Visit www.thca.org for travel directions.







Look for the Tennessee Health Care Association/Tennessee Center for Assisted Living on Facebook, Twitter and YouTube.

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| Name   | Facility   |  |
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| Name   | Person completing form                                       |  |
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| Cardholder's mailing address (where credit card bill is received)  |  |  |

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