



2018 Education Calendar



This catalog presents THCA/TNCAL's tentative educational offerings for 2018. A few 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 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 2018. If you would like to receive a brochure for the Value Plus program, contact THCA Membership Services.

BEGINNING APRIL 1, 2018, the National Association of Long Term Care Administrator Boards (NAB) will require anyone who needs NAB credit to register with their new online CE registry at www.nabweb.org. You will be assigned a unique ID number and that number must be provided to THCA in order for you to receive NAB CE credit.

2018 education programs

January

TNCAL Breakfast Series: Medication Administration

Jan. 12 – West Tennessee

Jan. 18 – Southern Tennessee

Jan. 19 – East Tennessee

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

PAE Refresher and Antibiotic Stewardship

Jan. 24 – Jackson

Jan. 25 – Nashville

Jan. 26 – Knoxville

The PAE portion of this seminar will show how to capture vital patient information on paper for the pre-admission evaluation nurse to review. The scoring process and patient safety determination will also be covered. The second half of the day will present information on the development of an antibiotic stewardship program to oversee the prudent use of these drugs. As of November 2017, every skilled nursing facility must develop and implement an antibiotic stewardship program. Attendees can register for

one session or both sessions.

Credit: 3 or 6 hours NAB/NCERS credit applied for.

Audience: Nursing Home Administrators, Directors of Nursing, and PAE nurses

February

TNCAL Breakfast Series: Documentation

Feb. 16 – Middle Tennessee

Feb. 23 – Chattanooga

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

THCA Legislative Conference

Feb. 20-21 – Nashville

The annual Legislative Conference includes visits to legislators to discuss long-term care issues, a fundraising luncheon for Tennepac (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: 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

March

TNCAL Breakfast Series: Documentation

March 9 – West Tennessee

March 15 – Southern Tennessee

March 16 – East Tennessee

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

Is Your Facility Ready? CMS Emergency Preparedness Requirements

March 16 – Nashville

This program will explore the CMS requirements and guidance to surveyors, including recommended policies and templates to meet the comprehensive standards. The steps to perform a hazards risk assessment and the critical components of a facility communications plan will also be covered. Finally, the life safety code inspections that are now required will be reviewed along with the necessary documentation to achieve compliance.

Credit: 6 hours NAB/NCERS credit applied for

Audience: Nursing Home Administrators and Maintenance Staff

MDS: Foundation and Updates

March 22-23 – Nashville

Day One of this course is designed to provide foundation information to staff that are new to the MDS or need a refresher. Day Two will review recent updates from CMS and what to expect moving forward. 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

April

TNCAL Breakfast Series: Hospice

April 6 – Middle Tennessee

April 13 – Chattanooga

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

Nursing Assistant: Train the Trainer

April 10-11 – Brentwood

Regulations require that program coordinators and instructors of nurse assistant training programs receive instruction in adult learning techniques which will be covered on Day One of this course. 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 2018.

Credit: 12 hours non-administrator credit.

Audience: Nursing Home Directors of Nursing and Nurse Aide Instructors

Completing the Facility Assessment - NEW!

April 23 – Knoxville

April 24 – Nashville

April 26 – Jackson

This 4-hour class will review the intent of the Facility Assessment and how to implement it. Participants will develop an understanding of the three components and the sixteen requirements to be included in the assessment. The presentation will include a discussion on the competency-based requirements and methods to document staff competency.

Credit: 4 hours NAB credit applied for.

Audience: Nursing Home Corporate Staff, Administrators, Directors of Nursing, Staff Development Personnel, and Human Resources

May

TNCAL Breakfast Series: Hospice

May 11 – West Tennessee

May 24 – Southern Tennessee

May 25 – East Tennessee

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

June

TNCAL Breakfast Series: Dementia Training

June 8 – Middle Tennessee

June 15 – Chattanooga

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

Principles of Long Term Care for Directors of Nursing

June 14-15 – Brentwood

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 and Assistant Directors of Nursing

Principles of Long Term Care for Social Service Directors – NEW!

June 20-21 – Brentwood

Day One of this course is for new social service directors as it addresses the role of the director in nursing homes, the survey process, QAPI, resident rights, abuse documentation and reporting, and care planning and documentation. Day Two is for both new and seasoned directors and includes CHOICES, PAE, PASRR, QUILTSS, the MDS, discharge planning, complaints and grievances, and more.

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

Audience: Nursing Home Social Service Directors

New Requirements of Participation: Behavioral Health – NEW!

June 22 – Nashville

Participants will be trained on the new behavioral health services requirement which focuses on providing the necessary care and services in accordance with the resident assessment and plan of care. Topics include non-pharmacological interventions for distress, depression and agitation; assessing psychosocial well-being; resident interviews and documentation; and training for competent floor staff.

Credit: 6 hours non-administrator credit.

Audience: Nursing Home Social Services Staff

July

License Exam Review Course

July 10 & 11 – Brentwood

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 2018.

Credit: 12 hours non-administrator credit.

Audience: Prospective Nursing Home Administrators

TNCAL Breakfast Series: Dementia Training

July 13 – West Tennessee

July 19 – Southern Tennessee

July 20 – East Tennessee

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

AIT Preceptor Training and Orientation

July 19 & 20 – Brentwood

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

August

THCA Annual Convention and Trade Show

Aug. 15 - 17 - Nashville

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

September

Nursing Assistant: Train the Trainer

Sept. 12-13 – Brentwood

Regulations require that program coordinators and instructors of nurse assistant training programs receive instruction in adult-learning techniques which will be covered on Day One of this course. 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

TNCAL Breakfast Series: Survey Preparedness

Sept. 14 – Middle Tennessee

Sept. 28 – Chattanooga

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

AHCA/NCAL Silver Award Workshop

Sept. 27 & 28 – Brentwood

THCA/TNCAL members will be able to start writing their 2019 Silver Award application with guidance from quality experts.

Credit: 12 hours NAB/NCERS credit

applied for.

Audience: Nursing Home and Assisted Living Owners and Administrators

October

46 Hour Basic Training for Activity Personnel

Oct. 15-19 – Brentwood

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: 46 hours NCCAP credit applied for.

Audience: New Nursing Home Activity Directors and Coordinators

Specialized Training in Infection Prevention and Control for the Preventionist Officer - NEW!

Oct. 17-19 – Nashville

Infection prevention and control has taken center stage as part of CMS' Requirements of Participation. This 2.5 day certificate program is for those who have their primary professional training in nursing, medical technology, epidemiology or other related field and will be responsible for the facility's Infection Prevention and Control Program (IPCP). The course will train attendees how to implement and manage an IPCP. The infection preventionist's role will be fully explored with a review of his/her qualifications and scope of practice. Participants will have the opportunity to take a post-training examination as evidence of having successfully completed the coursework.

Credit: 16 hours non-administrator credit.

Audience: Nursing home staff who will be responsible for the facility's IPCP

TNCAL Breakfast Series: Survey Preparedness

Oct. 19 – West Tennessee

Oct. 25 – Southern Tennessee

Oct. 26 – East Tennessee

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

November

AHCA/NCAL Bronze Award Workshop

Nov. 9 – Brentwood

THCA/TNCAL member participants will learn how to complete the application for the AHCA/NCAL Bronze Award by understanding the technical requirements and the goals of the process.

Credit: 6 hours NAB/NCERS credit applied for.

Audience: Nursing Home and Assisted Living Owners and Administrators

TNCAL Breakfast Series: Quality Improvement

Nov. 9 – Middle Tennessee

Nov. 16 – Chattanooga

Credit: 2 hours NAB credit applied for.

Audience: Assisted Living Personnel

December

Government Update

Dec. 4 – Knoxville

Dec. 5 – Nashville

Dec. 6 – Jackson

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: THCA Member Nursing Home Administrators, Corporate Staff and Directors of Nursing

TNCAL Breakfast Series: Quality Improvement

Dec. 7 – West Tennessee

Dec. 13 – Southern Tennessee

Dec. 14 – East Tennessee

Credit: 2 hours NAB credit applied for.

Audience: Assisted 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 followed in order to offer and accept continuing education credit for attendees of approved seminars. To uphold THCA's credibility and integrity with such credentialing agencies, THCA has established the following for its education program.

Registration

All dates and locations should be considered tentative. A complete brochure outlining specific seminar information will be mailed to members approximately four to six weeks prior to each seminar date listed in this calendar. All brochures are posted on THCA's website at www.thca.org approximately four to six 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 Director of Finance. VALUE+EDUCATION participants, please send a VALUE+EDUCATION check with registration form. Remember that VALUE+EDUCATION checks cannot be used for THCA's Legislative Conference, 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 should be faxed to THCA at (615) 834-2502 or e-mailed to info@thca.org. 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 are expected to attend the entire scheduled program. Doors to sessions will be closed promptly at 15 minutes past the starting time. 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 and return the completed form to that staff member onsite. The THCA Membership Services Committee will review the information on the credit request form at its next regularly scheduled meeting. 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. In addition, THCA will submit NAB credits to the NAB Registry provided licensed administrators provide their correct unique NAB identification number to THCA.

Professional Conduct

To maintain a seminar atmosphere 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 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.

2018 Webinars:

Mastering Regulations, Red Tape & Resident Care

F-Tag Review Series

Comprehensive Review of Regulations & Interpretive Guidance for Top F-Tags

A series of 12 webinars focusing on top-cited F-Tags in the new survey process

For More Information, Visit: www.thca.org



Staff education. It's part of business.

CE Solutions' learning management system offers a system focused on senior care needs.



72%

of companies believe that online learning provides a **COMPETITIVE EDGE.**

Source: CertifyMe.net



Every **\$1** invested in online training results in **\$30** in productivity.

Source: IBM study



Online learning **increases retention rates 25% TO 60%.**

Source: The Research Institute of America



We Train Your Brain!

CE SOLUTIONS

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