

STATE UNIVERSITY OF NEW YORK  
COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK



## MASTER SYLLABUS

COURSE NUMBER – COURSE NAME  
**HSMB 309 – Nursing Home Administration**

**CIP Code: 51.0701**

*For assistance determining CIP Code, please refer to this webpage*

*<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>*

*or reach out to Sarah Todd at [todds@canton.edu](mailto:todds@canton.edu)*

**Created by: Vicki Perrine**

**Updated by: Vicki Perrine**

**School of Business and Liberal Arts**

**Department: Healthcare Management**

**Semester/Year: Fall, 2023**

- A. TITLE: Nursing Home Administration
- B. COURSE NUMBER: HSMB 309
- C. CREDIT HOURS: (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity)

# Credit Hours: 3  
 # Lecture Hours: 3 per week  
 # Lab Hours: 0 per week  
 Other: 0 per week

Course Length: 15 Weeks

- D. WRITING INTENSIVE COURSE: Yes  No

- E. GER CATEGORY: None:  Yes: GER  
*If course satisfies more than one:* GER

- F. SEMESTER(S) OFFERED: Fall  Spring  Fall & Spring

- G. COURSE DESCRIPTION:

This course is designed to help students apply the knowledge and skills acquired in earlier courses to the specific field of nursing home administration. It covers such topics as operational management, finance, human resources, residential care, and environmental management, dealing with those subjects in the context of nursing home administration.

- H. PRE-REQUISITES: None  Yes  If yes, list below:

Junior level status or Permission of Instructor

CO-REQUISITES: None  Yes  If yes, list below:

- I. STUDENT LEARNING OUTCOMES: (*see key below*)

By the end of this course, the student will be able to:

<u>Course Student Learning Outcome</u> [SLO]	<u>Program Student Learning Outcome</u> [PSLO]	<u>GER</u> [If Applicable]	<u>ISLO &amp; SUBSETS</u>
1. Examine the nature of the nursing facility environment and the role of the Nursing Home Administrator.	Analyze alternative management solutions in healthcare related		2-Crit Think ISLO ISLO PS Subsets Subsets Subsets

	problems and challenges.			
2. Exhibit the knowledge of the continuum of long term care.	Describe the framework in which healthcare services are produced, coordinated, consumed, and reimbursed.		1-Comm Skills ISLO ISLO	W Subsets Subsets Subsets
3. Apply the philosophies, theories, principles, and concepts of management to nursing facility settings	Analyze alternative management solutions in healthcare related problems and challenges.		2-Crit Think ISLO ISLO	CA Subsets Subsets Subsets
4. Demonstrate an understanding of the regulatory requirements and their impact on administration of a nursing home organization.	Describe the framework in which healthcare services are produced, coordinated, consumed, and reimbursed.		1-Comm Skills ISLO ISLO	W Subsets Subsets Subsets
5. Demonstrate an understanding of the resident care skills necessary to care for the nursing home clients.	Describe the framework in which healthcare services are produced, coordinated, consumed, and reimbursed.		1-Comm Skills ISLO ISLO	W Subsets Subsets Subsets
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<b>KEY</b>	<b><u>Institutional Student Learning Outcomes [ISLO 1 – 5]</u></b>
<b>ISLO #</b>	<b>ISLO &amp; Subsets</b>
<b>1</b>	<b>Communication Skills</b> Oral [O], Written [W]

2	<b>Critical Thinking</b> <i>Critical Analysis [CA], Inquiry &amp; Analysis [IA], Problem Solving [PS]</i>
3	<b>Foundational Skills</b> <i>Information Management [IM], Quantitative Lit./Reasoning [QTR]</i>
4	<b>Social Responsibility</b> <i>Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T]</i>
5	<b>Industry, Professional, Discipline Specific Knowledge and Skills</b>

\*Include program objectives if applicable. Please consult with Program Coordinator

J. APPLIED LEARNING COMPONENT: Yes  No

If YES, select one or more of the following categories:

- |   |  |
|---|--|
| <input type="checkbox"/> Classroom/Lab      | <input type="checkbox"/> Civic Engagement              |
| <input type="checkbox"/> Internship         | <input type="checkbox"/> Creative Works/Senior Project |
| <input type="checkbox"/> Clinical Placement | <input type="checkbox"/> Research                      |
| <input type="checkbox"/> Practicum          | <input type="checkbox"/> Entrepreneurship              |
| <input type="checkbox"/> Service Learning   | (program, class, project)                              |
| <input type="checkbox"/> Community Service  |  |

K. TEXTS:

Mileski, M. and McClay, R., Nursing Home Administration. 8th ed. Springer Publishing Company, 2023. ISBN#978-0-8261-4846-9

L. REFERENCES:

Allen, James, Nursing Home Federal Requirements. Guidelines to Surveyors and Survey Protocols. 8th ed. Springer Publishing Company, 2015.

Mileski, M. and McClay, R., The Licensing Exam Review Guide in Nursing Home Administration. 8th ed. Springer Publishing Company, 2023.

M. EQUIPMENT: None  Needed:

N. GRADING METHOD: A-F

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

**Discussion posts, quizzes, assignments and an exam will be used to measure attainment of course objectives.**

P. DETAILED COURSE OUTLINE:

**1. Managing the Health Care Organization**  
**a. Management Functions**

- b. Forecasting**
- c. Planning**
- d. Organizing**
- e. Staffing**
- f. Directing**
- g. Comparing and Controlling Quality**
- h. Innovating**
- i. Marketing the Long-Term Care Facility**

## **2. Understanding the Departments and Managing Human Resources**

- a. Organization of the Nursing Facility and Its Staff**
- b. Identifying the Human Resources Functions**
- c. Planning Employment Needs**
- d. Forecasting Future Employment Needs**
- e. Recruiting Employees**
- f. Hiring Staff**
- g. Training Staff**
- h. Retaining Employees**
- i. Evaluating Employees**
- j. Paying Employees**
- k. Disciplining Employees**

## **3. Managing the Organization's Finances**

- a. The Administrator's role as Financial Manager**
- b. Generally Accepted Accounting Principles**
- c. Cash Accounting and Accrual Accounting**
- d. Recording Transactions and Preparing Financial Statements**
- e. Financial Statements, Working Capital, Ratio Analysis, and Vertical Analysis**
- f. Accounting Procedures That Help the Administrator Maintain Control Over the Facility**
- g. Depreciation**
- h. Using "Costs" in Managerial Decisions**
- i. Budgets and Budgeting**
- j. Finance – The Broader Context – Integrating Clinical and Financial Systems**
- k. Risks of Operating a Long Term Care Facility - Sources of Law, Court Systems, Legal Terminology, Insurance Terms, Advance Directives**

## **4. The Continuum of Long Term Care**

- a. Origins, Overview, and Current Profile of the Nursing Facility Industry**
- b. The Social Security Act: Medicare and Medicaid**
- c. Older Americans Act**
- d. Labor and Management: Laws and Regulations**
- e. Workplace Safety: The Occupational Safety and Health Act (OSHA)**
- f. Fire Safety: The Life Safety Code**
- g. Americans with Disabilities Act (ADA)**
- h. Voluntary Operating Standards: The Joint Commission**
- i. The Affordable Care Act**
- j. The Elder Justice Act**
- k. Patient Driven Payment Model**
- l. Value-Based Care and Pay for Performance**

## **5. Resident Care Skills**

- a. Aging Process**
- b. Medical and Related Terms**
- c. Medications and Drug Actions**
- d. The Aging Process as it Relates to Diseases Common to the Nursing Facility Population**

**6. Putting the Systems Together**

- a. Setting Policies for the Facility**
- b. Developing a Person-Centered Care Plan**
- c. The Quality Indicators Survey: The Regulatory Survey and Inspection Process and Plan of Correction**
- d. The Report Card**
- e. Getting Reimbursed for Care Given**
- f. A Glance at the Horizon**
- g. Summary Observations From a Career of Nursing Facility Administration**

Q. LABORATORY OUTLINE: None  Yes