

UN-APPROVED DRAFT

**BOARD of NURSING HOME ADMINISTRATORS
CREDENTIALS COMMITTEE MEETING
MINUTES**

Tuesday, October 05, 2004

**Department of Health Professions
6603 West Broad Street
Richmond, Virginia 23230-1712
Conference Room 4**

- CALL TO ORDER:** A meeting of the Virginia Board of Nursing Home Administrators Credentials Committee was called to order at 9:13 a.m.
- PRESIDING:** Ted A. LeNeave, NHA, Chair
- MEMBERS PRESENT:** Kathleen R. Fletcher, RN, MSN
- MEMBERS ABSENT:** None
- STAFF PRESENT:** Sandra K. Reen, Executive Director
Carmen M. Quiñones, Administrative Assistant
- QUORUM:** With both members of the Committee present, a quorum was established.
- EMERGENCY EVACUATION OF BOARD ROOMS:** Mr. LeNeave reviewed the Emergency Evacuation Plan. Ms. Reen read the evacuation procedure for Board Room 4 and pointed out the direction of the stairwell.
- PUBLIC COMMENT:** No Public Comments
- APPROVAL OF MINUTES:** On a properly seconded motion by Ms. Fletcher, the Committee approved the minutes of the Credentials Committee Meeting of April 14, 2004.
- COMMITTEE DISCUSSION:** **Review of Requirements for Licensure:** The Committee reviewed the educational requirements for licensure by a degree and practical experience, certificate program and the Administrator-in-Training Program.
- The Committee agreed to recommend amendment of the Board's regulations to delete references to "comparable fields", "degree in nursing home administration", etc. so that the requirement states clearly that the coursework must be in health care administration. Another change to be recommended is adding a provision to allow someone who

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has a degree in business administration and holds a license as a registered nurse to complete a 320 hour administrator in training program.

The Committee discussed the possibility of re-instituting Board approval of degree programs. Mr. LeNeave suggested since the Board of Nursing already has established guideline for approving such programs that Ms. Reen invite a representative from the Board of Nursing to attend the next Committee Meeting. Mr. LeNeave will also gather information from the National Association of Boards of Examiners of Long Term Care Administrators.

The Committee reviewed the following Degree Programs: JMU's Health Services Administration, NSU's Health Services Management, ODU's Health Science BS, GMU's Health Systems Management MS, Averett's Business Administration MS, VCU's Health Administration Program and Mary Baldwin's Health Care Administration Program.

The Committee identified five content areas that should be addressed in college coursework to meet the education requirements for licensure by degree and practical experience and by certificate program. Descriptive information on each of these content areas will be developed for the guidance document. The committee will recommend that an applicant obtain a minimum of 21 semester hours which includes coursework in 5 content areas;

1. Overview of Health Care Administration
2. Financial Management in Health Care Administration
3. Legal & Ethical Aspects in Health Care Administration
4. Organizational Behavior & Human Resource Management
5. Program Planning and Evaluation

Mr. LeNeave will develop descriptive language for these content areas and send them to Ms. Reen for the Board meeting on October 13, 2004.

NEXT MEETING:

The next meeting is scheduled for November 23, 2004 at 9:00 a.m.

ADJOURNMENT

With all business concluded, the Committee adjourned at 11:25 a.m.

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Ted A. LeNeave, NHA

Sandra K. Reen, Executive Director

Date

Date