

Chapter NHA 2

EXAMINATION

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NHA 2.01 Scheduling of examinations. (1) The board shall determine the subjects for examination of applicants for license as a nursing home administrator; the scope, content, form and character of such examinations shall be the same for all candidates.

(2) Examinations shall be held as necessary at such time and place designated by the board. Announcement of an examination will be made at least 15 days prior to the date scheduled.

(3) Following the close of every examination the questions submitted and the answers made thereto by the applicant together with a record stating in detail the results of the examination for each candidate, shall be kept by the board for a period of 2 years. These may be destroyed at the end of such period, in accordance with section 16.80, Wis. Stats.

History: Cr. Register, December, 1972, No. 204, eff. 1-1-73.

NHA 2.02 Pre-examination requirements. No person shall be permitted to take an examination for license as a nursing home administrator unless he shall have first submitted evidence satisfactory to the board and in compliance with section 456.04, Wis. Stats.

History: Cr. Register, December, 1972, No. 204, eff. 1-1-73.

NHA 2.03 Application for examination. (1) An applicant for examination for license as a nursing home administrator shall make application therefore in writing to the department of regulation and licensing on forms provided by the board at least 30 days prior to the scheduled date.

(2) An applicant for examination shall have submitted to support his application evidence satisfactory to the board that he is at least 18 years of age.

(3) An applicant for examination shall have submitted in support of his application 2 letters from individuals, not related to or employed by the applicant, who have known the applicant for at least 3 years.

(4) Prior to being permitted to take the examination for license as a nursing home administrator, the applicant shall furnish evidence of a recent medical examination satisfactory to the board.

(5) Applicants may be required to submit letters of satisfactory performance covering at least the calendar year preceding the date of application.

(6) The applicant shall attach to his application a current, finished, unmounted individual, passport-type photograph of himself.

(7) The basic requirements for suitability set forth herein are to be considered minimal and may not be waived.

(8) The board may designate a time and place at which an applicant may be required to present himself for inquiry as to his suitability as provided for herein.

History: Cr. Register, December, 1972, No. 204, eff. 1-1-73.

NHA 2.04 Conditional admission to examination; disqualification, re-application. (1) The board may conditionally admit to examination for license as a nursing home administrator an applicant who 30 days prior to a scheduled examination has not fully established his qualifications, if, in the judgment of the board, it appears that he is otherwise qualified. Unless such applicant submits satisfactory evidence that he qualifies for examination within 30 days following the date of such examination, the board shall notify the applicant that he is not qualified for licensure.

(2) An applicant for examination who has been disqualified shall be given written notification by the board of his disqualification and the reasons therefore and his right to a hearing.

(3) An applicant for examination who has been disqualified may petition the board in writing within 30 days of notification of disqualification for a hearing and a review of his application.

(4) Where an applicant for examination has been disqualified, he may submit a new application for examination, provided, however, that he shall meet the requirements for licensing as shall be in force at the time of such re-application.

History: Cr. Register, December, 1972, No. 204, eff. 1-1-73.

NHA 2.05 Subjects for examination. (1) Every applicant for a license as a nursing home administrator after meeting the requirements for qualification for examination as set forth in these rules and regulations, shall successfully pass an examination which may include, but need not be limited to the following subjects:

- (a) Applicable standards of environmental health and safety.
- (b) Local health and safety regulations.
- (c) General administration.
- (d) Psychology of patient care.
- (e) Principles of medical care.
- (f) Personal and social care.
- (g) Therapeutic and supportive care and services in long-term care.
- (h) Departmental organization and management.
- (i) Community interrelationships.

(2) The following shall be considered as guidelines with respect to the subjects for the examination required in paragraph (1) above:

- (a) Applicable standards of environmental health and safety:
 - 1. Hygiene and sanitation.
 - 2. Communicable diseases.
 - 3. Management of isolation.
 - 4. The total environment (noise, color, orientation, stimulation, temperature, lighting, air circulation).
 - 5. Elements of accident prevention.
 - 6. Special architectural needs of nursing home.
 - 7. Drug handling and control.
 - 8. Safety factors in oxygen usage.
- (b) Local health and safety regulations.
- (c) General administration:
 - 1. Institutional administration.

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2. Planning, organizing, directing, controlling, staffing, coordinating, and budgeting.
 3. Human relations:
 - a. Management/employee interrelationships.
 - b. Employee/employer interrelationships.
 - c. Employee/patient interrelationships.
 - d. Employee/family interrelationships.
 4. Training of personnel:
 - a. Training of employees to become sensitive to patient needs.
 - b. On-going in-service training/education.
- (d) Psychology of patient care:
1. Anxiety.
 2. Depression.
 3. Drugs, alcohol, and their effects.
 4. Motivation.
 5. Separation reaction.
- (e) Principles of medical care:
1. Anatomy and physiology.
 2. Psychology.
 3. Disease recognition.
 4. Disease processes.
 5. Nutrition.
 6. Aging processes.
 7. Medical terminology.
 8. Materia medica.
 9. Medical social service.
 10. Utilization review.
 11. Professional and medical ethics.
- (f) Personal and social care:
1. Resident and patient-care planning.
 2. Activity programming:
 - a. Patient participation.
 - b. Recreation.
 3. Environmental adjustment.
 - a. Interrelationships between patient and:
 - 1) Other patient.
 - 2) Staff (staff sensitivity to patient needs as a therapeutic function).
 - 3) Family and friends.
 - 4) Administrator.
 - 5) Management (self-government/patient council).
 4. Rehabilitation and restorative activities:
 - a. Training in activities of daily living.
 - b. Techniques of group therapy.
 5. Interdisciplinary interpretation of patient care to:
 - a. The patient.
 - b. The staff.
 - c. The family.
- (g) Therapeutic and supportive care and services in long-term care:
1. Individual care planning as it embraces all therapeutic care and supportive services.
 2. Meaningful observations of patient behavior as related to total patient care.

3. Interdisciplinary evaluation and revision of patient care plans and procedures.
 4. Unique aspects and requirements of geriatric patient care.
 5. Professional staff interrelationships with patient's physician.
 6. Professional ethics and conduct.
 7. Rehabilitative and remotivational role of individual therapeutic and supportive services.
 8. Psychological, social, and religious needs, in addition to physical needs of patient.
- (h) Departmental organization and management:
1. Criteria for coordinating establishment of departmental and unit objectives.
 2. Reporting and accountability of individual department to administrator.
 3. Criteria for departmental evaluation (nursing, food service, therapeutic services, maintenance, housekeeping).
 4. Techniques of providing adequate professional, therapeutic supportive, and administrative services.
 5. The following departments may be used in relating matters of organization and management:
 - a. Nursing.
 - b. Housekeeping.
 - c. Dietary.
 - d. Laundry.
 - e. Pharmacy.
 - f. Social service.
 - g. Business office.
 - h. Recreation.
 - i. Medical records.
 - j. Admitting.
 - k. Physical therapy.
 - l. Occupational therapy.
 - m. Medical services.
 - n. Laboratories.
 - o. X-ray.
 - p. Maintenance.
- (i) Community interrelationships:
1. Community medical care, rehabilitative and social services resources.
 2. Other community resources:
 - a. Religious institutions.
 - b. Schools.
 - c. Service agencies.
 - d. Government agencies.
 3. Third-party payment organizations.
 4. Comprehensive health-planning agencies.
 5. Volunteers and auxiliaries.

(3) Nothing in the rules hereunder shall be construed to require an applicant for a license as a nursing home administrator of any nursing home licensed and qualifying for the exception in section 146.30 (12m), Wis. Stats., to meet any medical educational qualifications or to pass an examination on any medical subjects. A nursing home administrator licensed under section 456.06, Wis. Stats., is not qualified to be an administrator of any nursing home except one

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licensed and qualifying for the exception in section 146.30 (12m) and the license shall so state.

History: Cr. Register, December, 1972, No. 204, eff. 1-1-73.

NHA 2.06 Scoring examinations. (1) UNASSEMBLED EXAMINATION.

(a) Every candidate for licensure as a nursing home administrator shall be required to pass the examination for such license with a point total of at least 60.

(b) Each section of the examination shall be scored separately, such methods shall be applied uniformly to all candidates taking that examination.

(c) The point values shall be established from the minimum to maximum points scoring systems of the unassembled examination. There shall be 3 categories:

1. Experience, 2. Education, and 3. Miscellaneous. A candidate shall be required to attain a minimum number of points in each category as determined by the board.

(d) The unassembled examination shall be processed for scoring in the following manner:

1. Three members of the board shall review each application separately and score such application based on the scoring schedule for the unassembled examination.

2. The board shall act on the recommendation of the 3 reviewing members by simple majority.

3. The board shall not disclose the point scores of candidate by individual identity to any of its officers or employees responsible for determining the final scoring of an examination until such determination has been made.

4. The use of the unassembled examination shall be discontinued at midnight June 30, 1972.

(2) **WRITTEN EXAMINATION.** (a) Those applicants for licensure who do not meet the requirements of the unassembled examination, shall be required to take a written examination on subjects determined by the board according to section NHA 2.05.

(b) A candidate for licensure as a nursing home administrator is required to have a passing grade level as determined by the board.

(c) In the event that re-examination is required, the re-examination shall be at a time and place determined by the board.

(d) A candidate for license as a nursing home administrator who does not meet the grade level shall be designated as an applicant for the administrator-in-training program by the board.

History: Cr. Register, December, 1972, No. 204, eff. 1-1-73.