

NURSING HOME ADMINISTRATOR EXAMINING BOARD 1  
NHA 1

Chapter NHA 1

AUTHORITY AND DEFINITIONS

NHA 1.01 Authority

NHA 1.02 Definitions

Note: Chapter NHA 1 as it existed on June 30, 1980, was repealed and a new chapter NHA 1 was created effective July 1, 1980.

**NHA 1.01 Authority.** The rules in chs. NHA 1 through 6 are adopted pursuant to ss. 15.08 (5), 227.11 and 456.02, Stats.

**History:** Cr. Register, June, 1980, No. 294, eff. 7-1-80; correction made under s. 13.93 (2m) (b) 7, Stats., Register, May, 1986, No. 365; correction made under r. 13.93 (2m) (b) 7, Stats., Register, September, 1989, No. 405.

**NHA 1.02 Definitions.** As used in s. 456.04, Stats., and in rules of the nursing home administrators examining board,

(1) "One credit hour" means a period of at least 50 minutes of instruction for a term of not less than 16 sessions.

(2) "One contact hour" means a period of attendance in a continuing education program of at least 50 minutes.

(3) "Regular course of study" means a prescribed program of courses in an established university or college which leads to an associate, baccalaureate, master or doctoral degree and which includes a program of study in the area of nursing home administration.

(4) "Program of study" means a prescribed sequence of courses comprised of at least one course of 3 credit hours in each of the following:

- (a) Laws governing the operation of licensed nursing homes;
- (b) Elements of proper and effective administration of licensed nursing homes;
- (c) Protection of the interests, safety and well-being of residents; and
- (d) Psychological, physical, medical and social needs of residents.

(5) "Specialized courses" means individual courses offered by one or more educational institutions or course providers which lead to adequate preparation in general subject areas in nursing home administration as described in s. NHA 2.03.

(6) "Experience in the field of institutional administration" means work experience acquired as an employe, student, trainee or intern in the total operation and activities of a licensed nursing home under the supervision of persons licensed under ch. 456, Stats., and exposure to and knowledge of the following:

- (a) Fiscal management, including, but not limited to:
  - financial planning, forecasting and budgeting,
  - accounting practices and principles,
  - fiscal intermediaries,
  - public finance programs, and

management of residents' funds.

- (b) Environmental services, including, but not limited to,
  - preventive maintenance programs for buildings and equipment;
  - sanitation procedures, practices and policies;
  - design needs of the disabled;
  - environmental safety practices, policies and procedures and accident prevention;
  - maintenance, housekeeping, laundry and security functions; and
  - relationship between health facility management and governmental environmental service providers.
- (c) Resident services, including, but not limited to,
  - therapy services,
  - medical directors,
  - social services,
  - resident food services,
  - resident activities,
  - patient care,
  - drug handling and control,
  - nursing services, and
  - rehabilitative/restorative.
- (d) Personnel management, including, but not limited to,
  - recruiting, interviewing, hiring, training,
  - reviewing, disciplining, supervising of employes,
  - record-keeping,
  - preparation of statistical reports,
  - wage and salary administration,
  - health care staffing patterns,
  - human relations,
  - administering fringe benefit programs, and
  - state and federal employment regulations.
- (e) State and federal inspections for compliance with applicable nursing home laws, rules and regulations.

History: Cr. Register, June, 1980, No. 294, eff. 7-1-80; am. (6) (intro.), Register, May, 1986, No. 365, eff. 6-1-86; am. (4) (a) and (b), (6) (intro.), Cr. (6) (e), Register, September, 1989, No. 405, eff. 10-1-89.

Register, September, 1989, No. 405