COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Introduction to Long Term Care Administration

LTCA 1311 87

Natalee Oliver Stone

Joe Arrington
Course Description:

LTCA 1311 Introduction to Long Term Care Administration An overview of the long-term care industry. Includes a survey of the history and philosophy of long-term care administration. Provides an introduction to and application of regulatory standards. Specializations within the long-term care industry are discussed. Semester Hours 3 (3 lec)

Prerequisites and/or Corequisites:

No Prerequisites.

Course Notes and Instructor Recommendations:

LTCA 1311 is always and only offered during the Fall semester. It is part of a 5-course Long Term Care Administration Program. Please contact your instructor for more information.

Instructor Information:

Instructor Name: Joe Arrington Natalee Oliver
MCC E-mail: jarrington@mclennan.edu noliver@mclennan.edu
Office Phone Number: 254-299-8706 254-299-8706
Office Location: CSC E 129
Office Conference Hours: By appointment By Appointment
Other Instruction Information:

Required Text & Materials:

Title: Nursing Home Administration
Author: J.E. Allen
Edition: 5th
Publisher: Springer
ISBN: 978-0-8261-5394-4

MCC Bookstore Website

* Click Here for the Minimum System Requirements to Utilize MCC’s Blackboard (www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC’s Blackboard learning management system.
Methods of Teaching and Learning:

The primary course materials will be delivered via the internet. An optional face-to-face orientation will be held at the beginning of the semester. Periodic guest speakers and/or field visits may be scheduled. Students who cannot attend these face-to-face sessions may make alternative arrangements with the instructor.

This course is designed as a learning simulation. Students in the course will function in the role of employees in their first year of employment with a long term care business entity. The instructor will assume the role of the Chief Training Officer for that business entity. The primary evaluation tool will be the completion of prescribed training tasks. In some of the training tasks, the student will act independently. In other situations, groups will be created to accomplish the work.

Each task will be assigned a maximum point value. The performance of each student in be evaluated against that maximum value and a percentage will be assigned. More detail on this grading process is provided later in the syllabus.

Since the course requires significant online participation, the student should have knowledge of using a Web browser, computer, and e-mail; the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior. The basic MCC Computer requirements are:

Course Objectives and/or Competencies:

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

1. Describe the demographic factors driving the LTC industry.
2. Relate the continuum of health care in the US and the role of the LTC industry.
3. Differentiate the various types of long-term health care.
4. Integrate resident rights into care giving.
5. Identify and utilize appropriate community resources in meeting resident needs.
6. Apply ethical decision-making strategies to LTC situations.
7. Identify the key roles of the LTC administrator

As mentioned earlier, this course is part of the larger Long Term Care Administration program. The general competencies for this program are established by the Texas Department on Aging & Disability Services (DADS) and is based on the work of the National Association of Long Term Care Administrator Boards (NAB). To view the complete list of the program student learning outcomes, and see how this particular course fits into the overall plan, click here: LTCA Student Learning Outcomes
Introduction to Long Term Care Administration  
LTCA 1311 87

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our young people need to succeed in the world of work. The Commission's fundamental purpose is to encourage a high-performance economy characterized by high-skill, high-wage employment. The learning objectives of this course have been linked to the SCANS Competencies and Foundational Skills. To view this report, click here: LTCA 1311 SCANS.

Course Outline or Schedule:

This course is arranged in learning modules. The following is a TENTATIVE schedule of those modules and the major themes in each. Circumstances may cause the schedule to be modified. If a modification is necessary, it will be posted on the course Announcements screen.

Week 1  Orientation to Blackboard, the LTCA program, and this course (optional face-to-face meeting)
Week 2  The American Health Care System
Week 3  Long Term Care in America
Week 4  Specialize Care
Week 5  Business Organization Models
Week 6  What is “Aging”?  
Week 7  Biological Aging Part 1
Week 8  Biological Aging Part 2
Week 9  Biological Aging Part 3, Test 1
Test 1  Will all the information addressed in Weeks 1-9

Week 10  Sociological Aging
Week 11  Psychological Aging
Week 12  Functions of an Administrator, Part 1 (overview, forecasting, planning)
Week 13  Functions of an Administrator, Part 2 (organizing, staffing)
Week 14  Functions of an Administrator, Part 3 (directing, controlling)
Week 15  Functions of an Administrator, Part 4 (innovating, marketing), Test 2
Test 2  Will include all the information addressed in Weeks 10-15

Course Grading Information:

The work of each student will be periodically evaluated. This will be accomplished through the use of formal tests and graded training tasks.

All tests and training tasks will be assign a value in points with maximum potential being 100%. The performance of the student on each task or test will be assigned a value on that 100% scale as follows:

- 90% or greater  Outstanding work,
- 80% to 90%  Good work,
70% to 80% Acceptable work,
60% to 70 Needs Improvement, and
Less than 60% Poor work.

The values of these individual tasks and tests are collected to form an overall evaluation of the student’s performance for this course. Overall, the student’s work must meet the level of Acceptable for the student to receive credit for completing this course. An overall evaluation of either Needs Improvement or Poor means the student will have to at least repeat course to receive credit in the Long Term Care Program.

In cases where the training tasks are done by groups, all members of the group will receive the same value for the work done.

**Late Work, Attendance, and Make Up Work Policies:**

**Late Work**
Work not completed on time without prior permission from the instructor may be subject to deductions in their point value. Any missed evaluation should be made up as soon as possible. Make up evaluations may not be in the same format as the original.

**Ethics**
Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissal from the course. Examples of cheating include but are not limited to:
- copying the work of another employee.
- seeking excused absences/tardies under false pretenses.
- plagiarism (claiming as your own the work of another).

**Courtesy & Respect**
Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

**Student Behavioral Expectations or Conduct Policy:**

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here: [Highlander Guide](#)
Introduction to Long Term Care Administration
LTCA 1311 87

* Click Here for the MCC Academic Integrity Statement
(www.mclennan.edu/academic-integrity)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

* Click Here for the MCC Attendance/Absences Policy
(www.mclennan.edu/highlander-guide-2014-15/policies)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Disabilities/ADA Statement
Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

Laura Caruthers, Success Coach, Disability Services
disabilities@mclennan.edu
254-299-8122
Room 249D, Completion Center, in the Student Services Center

* Click Here for more information about Title IX
(www.mclennan.edu/titleix)
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinators at titleix@mclennan.edu or to call Dr. Drew Canham (Vice President for Student Success) at 299-8645 or Missy Kittner (Director, Human Resources) at 299-8514. Individuals also may contact the MCC Police Department at 299-8911 or Counseling Services at MCC by calling 299-8210.

McLennan’s Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you
know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link’s information.
# Introduction to Long Term Care Administration

**LTCA 1311 87**

## Long Term Care Domains of Knowledge and Skills
Based on the National Association of Long Term Care Administrator Board

<table>
<thead>
<tr>
<th>Domain</th>
<th>Codes</th>
<th>1.0 Resident Care &amp; Quality of Life</th>
<th>2.0 Human Resources</th>
<th>3.0 Finance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Intro</td>
<td>O&amp;M 1311</td>
<td>Law 2314</td>
<td>Finan 2315</td>
</tr>
<tr>
<td>1.0</td>
<td>1.1</td>
<td>Ensue that direct resident care and services are planned, implemented, and evaluated to maximize resident quality of life and quality of care.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.2</td>
<td>Identify, monitor, and ensure that quality indicators and quality assurance programs are utilized to maximize effectiveness in resident care and services.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>1.3</td>
<td>Ensure development, implementation and review of resident care policies and procedures.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1</td>
<td>Facilitates the process of communication between management and staff (e.g. coaching, counseling)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.2</td>
<td>Development, implement, and monitor employee recruitment, development, evaluation, and retention programs to provide quality resident care and services while addressing resident and staff cultural diversity needs.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.3</td>
<td>Ensure that human resource management policies and programs are planned, implemented and evaluated in compliance with governmental entities, laws, and regulations (e.g. compensation, benefits, safety, job descriptions, education programs, union relations).</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>3.1</td>
<td>Develop and manage annual operating capital budgets to effectively utilize fiscal resources.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>3.2</td>
<td>Develop and implement financial policies, procedures, and systems to monitor, audit, and report financial performance (e.g., accounts payable receivables, resident trust funds).</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>3.3</td>
<td>Negotiate, interpret, and implement financial aspects of contractual agreements (e.g., organized labor</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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</tr>
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<td>1.0</td>
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<td>1 0 2 0 0</td>
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</tbody>
</table>
## Introduction to Long Term Care Administration

**LTCA 1311 87**

<table>
<thead>
<tr>
<th>Unions, manage care, vendor, consultative services</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4 Ensure adequate resources and protection of facility assets (e.g., insurance coverage, risk management)</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

### 4.0 Physical Environment & Atmosphere

<table>
<thead>
<tr>
<th>Competence</th>
<th>Intro 1311</th>
<th>O&amp;M 1313</th>
<th>Law 2314</th>
<th>Finan 2315</th>
<th>Res Care 1312</th>
<th>Object Test</th>
<th>Essay</th>
<th>Group Project</th>
<th>Capstone</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Ensure that a system for maintaining and improving buildings, grounds, and equipment is planned, implemented, and evaluated.</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4.2 Ensure that the facility provides a clean, attractive, safe, and home-like environment for residents, staff and visitors.</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3 Ensure the planning, implementation, and evaluation of emergency response programs that will maintain the health, welfare, and safety of residents, staff, and visitors.</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

| Total | 0 | 2 | 1 | 0 | 0 |

### 5.0 Leadership and Management

<table>
<thead>
<tr>
<th>Competence</th>
<th>Intro 1311</th>
<th>O&amp;M 1313</th>
<th>Law 2314</th>
<th>Finan 2315</th>
<th>Res Care 1312</th>
<th>Object Test</th>
<th>Essay</th>
<th>Group Project</th>
<th>Capstone</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Ensure that policies and procedures are developed, implemented, monitored and evaluated in order to maintain compliance with federal, state and local rules and regulations.</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5.2 Observe, monitor, and evaluate outcomes of all the facility’s program, policies, and procedures to ensure effectiveness, and to fulfill administrative responsibility (e.g., facility license) and professional responsibility (e.g., personal NFA license)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3 Ensure administrative oversight of the survey process and responses to findings.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4 Develop and implement a comprehensive marketing and community relations program.</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5 Ensure the integration of <strong>Resident Rights</strong> with all aspects of resident care and facility operation.</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

| Total | 1 | 1 | 2 | 0 | 1 |

### Grand Total Competences

<table>
<thead>
<tr>
<th>Competencies Assessed</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage Assessed</td>
<td>11.1</td>
</tr>
</tbody>
</table>
**Statement of Workplace and Foundation Competencies**

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for the **LONG TERM CARE ADMINISTRATION PROGRAM**.

**COMMON WORKPLACE COMPETENCIES**

<table>
<thead>
<tr>
<th>Manage Resources:</th>
<th>Time / Money / Materials / Space / Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Interpersonal Skills:</td>
<td>Work on teams/ Teach others / Serve customers / Lead work teams/Negotiate with others</td>
</tr>
<tr>
<td>Work with Information:</td>
<td>Acquire &amp; evaluate data / Interpret &amp; communicate data</td>
</tr>
<tr>
<td>Apply Systems Knowledge:</td>
<td>Work within social systems / Work within technological systems / Work within organizational systems / Monitor &amp; correct system performance / Design &amp; improve systems</td>
</tr>
<tr>
<td>Use Technology:</td>
<td>Select equipment and tools</td>
</tr>
</tbody>
</table>

**FOUNDATION SKILLS**

<table>
<thead>
<tr>
<th>Demonstrate Basic Skills:</th>
<th>Arithmetic &amp; Mathematics / Speaking / Listening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate Thinking Skills:</td>
<td>Creative thinking / Decision making / Problem solving / Thinking logically</td>
</tr>
<tr>
<td>Exhibit Personal Qualities:</td>
<td>Self-esteem / Self-management / Integrity</td>
</tr>
</tbody>
</table>
### Course Number: LTCA 1311
### Course Name: Introduction to Long-Term Care Administration
### Relevant Competencies (Identify by Competency Number)

#### SCANS COMPETENCIES.

1. **Managing Resources:**
   - a. Manage time
   - b. Manage Money
   - c. Manage materials
   - d. Manage space
   - e. Manage staff

2. **Exhibiting Interpersonal Skills:**
   - a. Work on teams
   - b. Teach others
   - c. Serve Customers
   - d. Lead work teams
   - e. Negotiate with others
   - f. Work with different cultures

3. **Working with Information**
   - a. Acquire/evaluate data
   - b. Organize/maintain information
   - c. Interpret/communicate data
   - d. Process information with computers

4. **Applying Systems Knowledge:**
   - a. Work within social systems
   - b. Work within technological systems
   - c. Work within organizational systems
   - d. Monitor/correct system performance
   - e. Design/improve systems

5. **Using Technology:**
   - a. Select equipment and tools
   - b. Apply technology to specific tasks
   - c. Maintain troubleshooting technologies

#### SCANS FOUNDATIONS.

6. **Demonstrating Basic Skills:**
   - a. Reading
   - b. Writing
   - c. Arithmetic/Mathematics
   - d. Speaking
   - e. Listening

7. **Demonstrating Thinking Skills:**
   - a. Creative thinking
   - b. Decision making
   - c. Problem solving
   - d. Thinking logically
   - e. Seeing with the mind’s eye

8. **Exhibiting Personal Qualities:**
   - a. Individual responsibility
   - b. Self-esteem
   - c. Sociability
   - d. Self-management
   - e. Integrity