

**MINNESOTA STATE UNIVERSITY, MANKATO  
LONG-TERM CARE PRACTICUM LEARNING AGREEMENT BETWEEN:**

\_\_\_\_\_ & \_\_\_\_\_

(Student) (Agency)

Supervisor Name and Title \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Student Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**THE ADMINISTRATIVE INTERN PROGRAM**

This learning agreement constitutes an understanding between the three parties involved – the student, the facility preceptor, and the academic institution faculty advisor for nursing home administrator practicums – concerning the following:

- The roles and responsibilities of the three involved parties during and at the completion of the practicum
- The amount of time the student will be expected to spend in each facility department during his/her practicum in order to expose him/her to the full range of nursing facility activities
- The learning outcomes expected by and for the student during the practicum
- Activities other than observation of facility operating departments the student will be expected to participate in and/or complete during the practicum.

This process is defined by the Minnesota Board of Examiners for Nursing Home Administrators as:

“A Board preapproved practicum course that applies knowledge for required courses to the practice of long-term health care administration. The course shall be a minimum of 400 clock hours and shall be jointly supervised by a licensed nursing home administrator and a faculty member of the approved educational institution. Upon mutual agreement of the educational facility and nursing home preceptor, a licensed nursing home may serve as the practicum site for an applicant who is employed by the nursing home. This course shall include the following topics:

- **A Rotation through the departments of the nursing facility** to provide the student exposure to and knowledge of all functions of the nursing facility. Whenever possible, the student shall be assigned to perform tasks not requiring special skill or licensure within each department. The time to be spent in each department for a student with prior experience shall vary in relation to the prior experience of the student. The time to be spent by a student without prior experience in management, health care or long term care must be divided approximately equally between administrative and resident care departments. The rotation experience of every student must include time at the facility during all work shifts;
- **\*Participation in or review of the findings and results of regulatory inspections** of the facility;
- **Observation of the integrative and administrative role of the administrator** through attendance with the administrator at meetings with staff, governing bodies, community groups, resident councils, and other groups;
- **Observation of the relationships between the facility and community** and other health care providers and organizations operating in the continuum of health care;

- **\*Participation in an in-service education session;** and
- **Completion of a major project, study, or research effort** designed to improve operations at the facility or provide information upon which a major decision facing the facility and its management can be made.

Starred items need not be included in the practicum of a student taking a practicum of 200 hours or less if the student has participated in the specified activities during prior health care work experience.”

## ADMINISTRATOR INTERN: REQUIREMENTS

### PHASE I

Orientation	1 day
Nursing	10 days
Physical Therapy	2 days
Social Service	2 days
Activities	3 days
Dietary	4 days
Housekeeping	3 days
Laundry	1 day
Maintenance	3 days
Office	1 day
“Committee Day”	1 day
Administrator	3 days
Visits to area nursing homes	<u>4 days</u>
<b>Total</b>	<b>38 days</b>

### PHASE II

Toward the end of Phase I, the student will confer with the staff coordinator, the administrator, and other appropriate department heads; the faculty coordinator will be invited and encouraged to attend if scheduling permits. The progress of the practicum will be reviewed; areas of the student’s strengths and weaknesses will be identified. From this base, the remaining days will be scheduled.

Some Phase II days may have already been drawn for other experiences. For example, a state or federal survey during the practicum could occupy the intern over and above the regular scheduled days.

A student with substantial previous nursing home experience might be encouraged to undertake a more extensive project. In this case, some Phase II days might be allocated for the project.

## LEARNING OUTCOMES

The learning outcomes for the nursing home administrator practicum will be based on the Domains of Practice as defined for Nursing Home Administrators from the NAB job analysis (see attached).

## GUIDELINES FOR ADMINISTRATOR INTERNS

- You are free to go anywhere in the building except the kitchen; infection control guidelines limit access there.
- Resident's rights include respect for privacy, so you may be limited in how much you can observe or participate in direct patient care. This may well vary from resident to resident.
- Resident's charts are at your disposal, but please remember that this information is confidential. If you take a chart from the nurses station, leave a note on the chart rack.
- Always treat the residents with respect and as adults. Ask residents if they would like to be called by their first name or "Mr." or "Mrs." and follow their preference.
- Never untie a safety belt when you leave a resident. You will be instructed in proper transfer techniques by the Physical Therapist. A transfer belt must be used on any resident who requires assistance. Check the Care Plan on the resident's chart to determine the number of persons needed for a safe transfer.
- Your attire should be suitable for what you are doing. The basic point of an Employee Dress Code always holds: "clean, pressed, odor free; neither too tight nor too loose". If your day is to be spent with the staff of a department, washable clothing. If you are spending the day with Social Service or Activities, perhaps a little dressier. If you are spending the day with the Administrator, dress up. It never hurts to ask the Administrator or department head the day before you are assigned what to wear.

By signing below, you acknowledge that you have read this document and understand the objectives and activities that will be experienced in order to achieve these objectives.

### Signatures:

Student \_\_\_\_\_ Date \_\_\_\_\_

Faculty advisor \_\_\_\_\_ Date \_\_\_\_\_

Preceptor \_\_\_\_\_ Date \_\_\_\_\_