

NURSING HOME ADMINISTRATOR

Licensing Authority Board of Examiners for Nursing Home Administrators
Professional Licensure Bureau
Iowa Department of Public Health
Lucas State Office Bldg 5th Fl
321 E 12th St
Des Moines IA 50319-0075
Phone: (515) 281-4401
Fax: (515) 281-3121
E-mail: jscheffe@idph.state.ia.us

Legal Authority Code of Iowa, Chapter 155; Iowa Administrative Code 645, Chapters 140-145

Job Description A nursing home administrator manages, supervises and is in general administrative charge of a licensed nursing facility, whether or not that person has an ownership interest in such home and whether or not the individual's functions are shared with one or more people.

This person must be able to plan, implement, and evaluate: (A) Resident Care Management, including nursing and medical services, medical records, pharmaceutical services, rehabilitation, social services, food service, therapeutic recreational programs, and quality assurance; (B) Personnel Management, including management-staff communication, staff recruitment and retention, personnel policies, and health and safety programs; (C) Financial Management, including budgeting, monitoring financial performance, and reporting systems; (D) Environmental Management, including maintaining buildings, grounds and equipment, and fire, disaster and emergency programs; (E) Regulatory Compliance, including laws and regulations, and governing entities' directives; and, (F) Organizational Management.

Education & Experience Required An applicant must be at least 18 years of age and successfully complete a baccalaureate degree in health care administration from an accredited college or university. This accreditation must be a board-approved regional accrediting agency, an organization affiliated with the National Commission of Accreditation or the National Association of Boards of Examiners of Long Term Care Administrators (NAB).

Another path would be a baccalaureate degree from an accredited college or university consisting of the following:

- 10 semester hours of business management, accounting or business law,
- 6 semester hours of gerontology,
- 12 semester hours in health care administration, and,
- 12 semester hours of long-term health care practicum (720 clock hours)

Provisional License: A provisional administrator may be appointed to serve as temporary administrator of a nursing home for a period of six months. Persons must be at least 18 years of age, be employed no less than 32 hours per week, be knowledgeable of the nursing home administrator's domain of practice and be without history of unprofessional conduct or of disciplinary action.

Continuing Education Forty hours of continuing education are required biennially for license renewal.

Examination Applicants must pass a national exam and make arrangements with the exam service.

Fees Application: \$100; Provisional License – \$100
Duration: Two Years
Renewal: \$50
Exam: Arrangements made by applicant to take the NAB exam

SOC Code, Title, & Avg. Hourly Wage 11-9151 – Social and Community Service Managers (\$18.73)

Number of Licenses Issued Total number of licenses active as of December 31, 2001: 756

For Additional Information Iowa Department of Public Health Web site:
<http://www.idph.state.ia.us/licensure>

American College of Health Care Administrators
325 S Patrick St
Alexandria VA 22314