

## NURSING HOME ADMINISTRATOR

<b>Licensing Authority</b>	<p><b>Jan Scheffert</b>  <b>Nursing Home Administrator Board</b>  <b>Iowa Department of Public Health</b>  <b>Lucas State Office Bldg 5<sup>th</sup> Fl</b>  <b>321 E 12<sup>th</sup> St</b>  <b>Des Moines IA 50319-0075</b>  <b>Phone: (515) 281-4401</b>  <b>Fax: (515) 281-3121</b>  <b>E-mail: <a href="mailto:jscheffert@idph.state.ia.us">jscheffert@idph.state.ia.us</a></b></p>
<b>Legal Authority</b>	<p>Code of Iowa, Chapter 155; Iowa Administrative Code 645, Chapters 140-145</p>
<b>Job Description</b>	<p>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.</p> <p>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.</p>
<b>Education &amp; Experience Required</b>	<p>Standard Licensing: 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); or, any baccalaureate degree PLUS:</p> <ul style="list-style-type: none"> <li>- 10 semester hours of business management, accounting or business law,</li> <li>- 6 semester hours of gerontology,</li> <li>- 12 semester hours in health care administration, and,</li> <li>- 12 semester hours of long-term health care practicum (720 clock hours)</li> </ul> <p>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.</p>

<b>Continuing Education</b>	Forty hours of continuing education are required biennially for license renewal.
<b>Examination</b>	Applicants must pass a national exam and make arrangements with the exam service.
<b>Fees</b>	Application: \$100; Provisional License – \$100 Duration: Two Years Renewal: \$50 Exam: Arrangements made by applicant to take the NAB exam
<b>SOC Code, Title, &amp; Avg. Hourly Wage</b>	11-9151 – Social and Community Service Managers (\$20.55)
<b>Number of Licenses Issued</b>	Total number of licenses active as of December 31, 2003: 625 2002: 672 2001: 756
<b>For Additional Information</b>	Iowa Department of Public Health Web site: <a href="http://www.idph.state.ia.us/licensure">www.idph.state.ia.us/licensure</a>  American College of Health Care Administrators 325 S Patrick St Alexandria VA 22314