



# Tennessee Board of Examiners for Nursing Home Administration Newsletter



Fall 2019

The mission of the TN Department of Health is to protect, promote, and improve the health and prosperity of people in Tennessee.

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## **MESSAGE FROM THE ADMINISTRATIVE OFFICE**

2019 has been a busy year for the board as we have sought out ways to ensure the best for patients and visitors to our state nursing home facilities. During this year’s BENHA meetings, the board has voted to adopt the NAB Health Services Executive plan to allow reciprocity applicants a new pathway to obtain licensure and Lincoln Memorial University has obtained board approval for a Graduate and Master level curriculum and AIT program among other initiatives.

### **Preceptors needed!!**

Preceptorship is a great opportunity to help new administrators learn the policies and procedures to successfully run and manage a nursing home facility in our state from experienced administrators. While we have many qualified individuals currently working with our AIT applicants, many more are still needed especially in our more rural areas and facilities.

For further information on how to obtain your preceptor qualification, please see page 6.

**Please be sure to notify the board within 30 days of any address or name changes. Request forms can be found on the board applications page or by contacting the board office.**

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## **Health Service Executive**

During the August 5, 2019 board meeting, the board heard a proposal from NAB CEO Randy Linder on a new licensing process being implemented by NAB. NAB’s proposed Licensure by Equivalency offers a solution to licensure portability. Portability models based on common competency standards have been successful in other professions (e.g., doctors, nurses, pharmacists, occupational therapists) as an acceptable pathway for qualified entry-level and experienced practitioners to demonstrate competency within their respective industry. NAB’s new qualification standard, “Health Services Executive” (HSE™), uses a broader, more inclusive combination of education, experience, and examination to meet equivalent licensure qualifications for nursing home administrators (NHA), assisted living administrators (RCAL), and home- and community based services leaders (HCBS). After board discussion, a motion was made to approve the use of the NAB HSE program. While this is not yet in effect in Tennessee, new rules are being drafted as a means to implement the new pathway. For more information on the HSE please visit: <https://www.nabweb.org/health-services-executive>

## **ABOUT THE BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS**



The Board of Nursing Home Administrators was created in 1970 by an act of the State Legislature. Its mission is to safeguard the health, safety, and welfare of Tennesseans by requiring those who practice nursing home administration within this state be qualified. The Board interprets the laws, rules, and regulations to determine the appropriate standards of practice in an effort to ensure the highest degree of professional conduct. The Board is authorized to issue licenses to qualified candidates who have completed appropriate education and successfully completed required examinations. The Board is responsible for the investigation of alleged violations of the Practice Act and rules and is responsible for the discipline of licensees who are found guilty of such violations.

The administrative staff of the Division of Health Related Boards supports the Board by issuing licenses to those who meet the requirements of the law and rules. Nursing home administrators may be licensed by either examination or endorsement from another state.

### **BOARD MEMBER COMPOSITION**

Vacant-Board Chair

Dr. Florence Weierbach, Vice Chair  
Jonesborough, TN

Lakecia Harper, Secretary  
LaVergne, TN

Marilyn Key, Member  
Baxter, TN

Cynthia Wheeler, Member  
Hixson, TN

Barbara Trautman, Citizen  
Germantown, TN

Dr. Jano Janoyan, Board Member  
Knoxville, TN

Vincent Davis, HCF Director, Member  
Nashville, TN

David Keeling, Member  
Union City, TN

Nyda Bays, Member  
Johnson City, TN

### **Contacting the Administrative Office:**

Tennessee Board of Examiners for  
Nursing Home Administrators  
665 Mainstream Drive, 2<sup>nd</sup> Floor  
Nashville, TN 37243

Phone: (615) 532-5090 Local or (800) 778-4123 Nationwide

Fax: (615) 532-5164.

E-Mail: [Unit3HRB.Health@tn.gov](mailto:Unit3HRB.Health@tn.gov)

### **Administrative Staff**

<b>Kimberly Wallace</b>	<b>Director</b>
<b>Lacey N. Wilkerson</b>	<b>Administrator</b>
<b>V. Maria Johnston</b>	<b>Administrator</b>



## **Meetings of the Board**

The Board has scheduled meetings throughout the year for purposes of conducting administrative business concerning ratifying licenses, promulgating rules, disciplinary matters, etc. The nine (9) members of the Board are appointed by the Governor and serve four (4) year terms. A quorum of five (5) members is required to conduct business. The meetings are open to the public. The Tennessee Open Meetings Act passed by the General Assembly in 1974 requires that meetings of state, city and county government bodies be open to the public and that any such governmental body give adequate notice of such meeting. Open meeting notices can also be accessed at <https://www.tn.gov/health/health-program-areas/health-professional-boards/nha-board/nha-board/meeting-schedule.html>

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## **LIVE-STREAM MEETINGS**

Public meetings are live-streamed and viewable via the internet. Links to view a meeting can be accessed by visiting the department's "Calendar of Events" at: <http://tn.gov/health/calendar>. Archived meetings may also be accessed and viewed from the Department of Health website at: <https://web.nowuseeit.tn.gov/Mediasite/Catalog/Full/98fe21d561e9489487745f0c7da678b221>

## **BOARD MEETING SCHEDULE FOR 2020**

MARCH 2, 2020— 9:00 AM CST  
 JUNE 1, 2020 – 9:00 AM CST  
 AUGUST 3, 2019 – 9:00 AM CST  
 NOVEMBER 2, 2020 – 9:00 AM CST

### **NEW BOARD UPDATES**

**UNLESS OTHERWISE NOTED,**

**ALL MEETINGS WILL BE HELD AT THE FOLLOWING LOCATION:  
 665 MAINSTREAM DRIVE, IRIS CONFERENCE ROOM, GROUND FLOOR,  
 NASHVILLE, TN 37243.**

## **UPCOMING NATIONAL CONFERENCES**

**Federation of Associations of Regulatory Boards**  
 January 23-26, 2020—Colorado Springs, CO

**NAB Annual Meeting**  
 June 3-5, 2020 — TBA

**THCA/TNCAL Annual Convention**  
 July 29-31, 2020— Nashville, TN

**NAB Mid-Year 2020**  
 November 13-15, 2020—TBA



## **Accessing the Board's Website**

In address bar type: <http://tn.gov/health>

Click on link titled: "Health Professionals"

Choose: Health Related Boards,

Click on link for: "Nursing Home Administrators"

There are many resources on our website, including the rules, statutes, applications, policy statements and a list of approved continuing education courses. License renewal and licensure verification may also be utilized on this website. This is a valuable resource. Please use it often.

### **Useful Links:**

[Nursing Home Administrator Board](#)

[Statues and Rules](#)

[Applications](#)

[National Organization Information](#)

[Health Care Facilities Board](#)

[Tennessee Health Care Association](#)

## **Applying for a License and Maintaining Your License**

The Department has added the ability for license applicants to apply online for an initial license. Applicants can sign up to create an online account at: <https://apps.tn.gov/hlrs/>. Licensees are responsible for renewing their licenses on time and keeping the Board apprised of changes affecting location and name, as this facilitates timely notification from the administrative office. Renewal notices are mailed or emailed from the Board's administrative office, at least forty-five (45) days prior to the expiration of the license to the current address on record. In order to enhance the license renewal application process, beginning on March 9, 2018, the Board transitioned to a new online renewal system. All Nursing Home Administrators will be asked to update their required practitioner profile as part of the renewal process. In addition to renewing a professional license, licensees are able to submit applications to change addresses, change names, and request duplicate certificates or wall licenses. Licenses can be renewed on-line sixty (60) days prior to expiration at <https://apps.tn.gov/hlrs/>. It is a violation of the law and of the Board's rules to practice on an expired license. In the future, you can expect to conduct more application processing online as the Department continues to expand and improve the online experience for our professional licensees.

### **Fees**

- |                                       |  |
|---------------------------------------|--|
| • AIT/ Exam/ Reciprocity applications | \$460.00 includes Application, State, and Jurisprudence Exam fee |
| • Renewal Fee (Biennial)              | \$160.00   |
| • Late Renewal Fee                    | \$200.00   |
| • Duplicate License                   | \$50.00  |
| • Jurisprudence Exam Retake           | \$150.00   |
| • Certificate of Fitness Fee          | \$50.00  |

Debit/Credit card payment processing available online for renewals, initial applications and duplicate license request. Late renewals and other fee payments must be submitted as a check or money order made payable to the State of Tennessee and mailed to the boards office.

## Application requirements

Applications below can be completed online by visiting [lars.tn.gov](http://lars.tn.gov)  
(except reinstatements)

### Administrator in Training Program

Must be approved by the board prior to beginning the program.

- Application packet including Preceptor and Facility information
- Most recent facility survey. This is obtained from your preceptor
- Notarized Declaration of Citizenship form with 2 government issued support documents
- Complete transcripts from all universities attended. Must be received directly from institution
- Resume with at least 5 years of experience listed
- 2 letters of recommendation signed on company letterhead
- Passport style Photo
- Mandatory Practitioner profile
- [Background Check](#)
- Verification of any medical license held regardless of status. Must come directly from the issuing state

### Application to sit for NAB Exam

Must be approved by the board prior to registering for exam.

- Application packet
- Notarized Declaration of Citizenship form with 2 government issued support documents
- Complete transcripts from all universities attended. Must be received directly from institution
- Proof of minimum 400 hour internship completed in a long-term care facility
- Resume with at least 5 years of experience listed
- 2 letters of recommendation signed on company letterhead
- Passport style Photo
- Mandatory Practitioner profile
- [Background Check](#)
- Verification of any medical license held regardless of status. Must come directly from the issuing state

### Reciprocity

Reciprocity applicants must hold an active Nursing Home Administrator license in another state.

- Application packet
- Notarized Declaration of Citizenship form with 2 government issued support documents
- Complete transcripts from all universities attended. Must be received directly from institution
- NAB Scores
- Proof of completion of an AIT program or 400 hour internship completed in a long-term care facility
- Resume with at least 5 years of experience listed
- 2 letters of recommendation signed on company letterhead
- Passport style Photo
- Mandatory Practitioner profile
- [Background Check](#)
- Mandatory Practitioner profile
- Verification of any medical license held regardless of status. Must come directly from the issuing state
- Continuing Education for past 24 months per current state requirements

### Reinstatement

Complete application packet must be mailed to the board's office with payment. Reinstatements are not available online

- Application packet
- Notarized Declaration of Citizenship form with 2 government issued support documents
- [Background Check](#)
- Verification of any medical license held regardless of status. Must come directly from the issuing state
- Mandatory Practitioner profile
- Twenty-seven (27) continuing education hours if expired/retired in past 5 years or Fifty (50) continuing education hours if expired/retired greater than 5 years and not actively practicing in another state. **Unless retired/expired with preceptor qualifications.** These reinstatements require Fifty-four (54) continuing education hours regardless of time lapsed.

## Becoming a Preceptor

In our attempt to ensure the best for our long-term care residents, we rely on our licensed administrators to train new applicants in the proper procedures and management it takes to run a facility to meet compliance with the state's Health Care Facilities Board. Many new applicants for the state's Administrator-In-Training program have reported to the administrative office their difficulty in finding a preceptor. This has been a primary occurrence in our more rural areas where there may only be one or two nursing home facilities within a reasonable driving distance. Adding the preceptor qualification to your license is a very simple process and comes with no additional cost on your biennial renewal.

The preceptor qualification is open to administrators, assistant administrators and multi-facility regional administrators who meet the following requirements:

(The following requirements for preceptorship have been summarized, for full details please see the board rules page section 1020-01-.06.)

- Must hold an active Nursing Home Administrator license in Tennessee with no disciplinary action within the last 10 years immediately preceding the application. Unless otherwise specified by the board.
- **Administrators**: Must have worked 3 of 5 years preceding the application in a Tennessee facility.
- **Assistant Administrators**: Must have worked full time in this role for the last 6 of 10 years preceding the application in a licensed nursing home. (College courses can be substituted for experience. Please see rules.)
- Complete a twelve (12) hour board-approved preceptor training and orientation course within the previous 12 months immediately preceding application.
- Receive recommendation from an active board member after completion of a phone interview.

Preceptors are able to train up to 2 applicants at a time except with written permission from the board. Preceptors are required to obtain 27 continuing education hours per calendar year instead of the standard 18 hours for administrators.

If you wish to become a preceptor please submit the following documents to the board's administrative office:

- Notarized Application for Preceptor
- Notarized Application for Facility
- Preceptor Training certificate of completion
- Most recent facility survey and corrective action plan

Once your file has been completed, applicants will receive a letter containing the information needed to contact an active board member for their phone interview. Board members will email administrative staff the outcome of this interview.

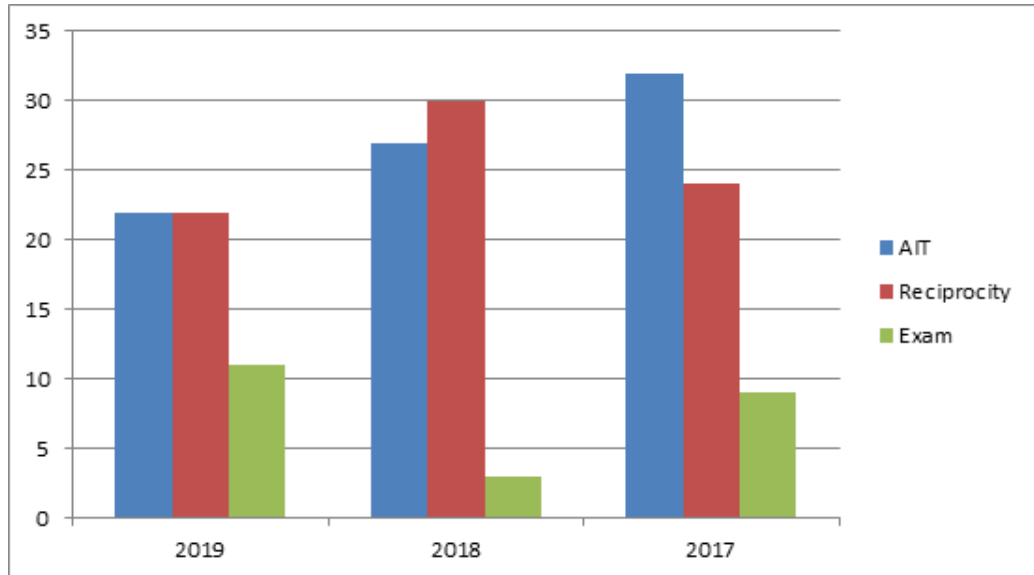
This simple process can help us as a state to provide the best training possible and with this training help to ensure the safety and welfare of individuals that need our help the most.

For a preceptor application packet, please visit the application link under the useful links section. For help with finding available Preceptor Training, please contact the Tennessee Health Care Association at (615) 834-6520 or the NAB.

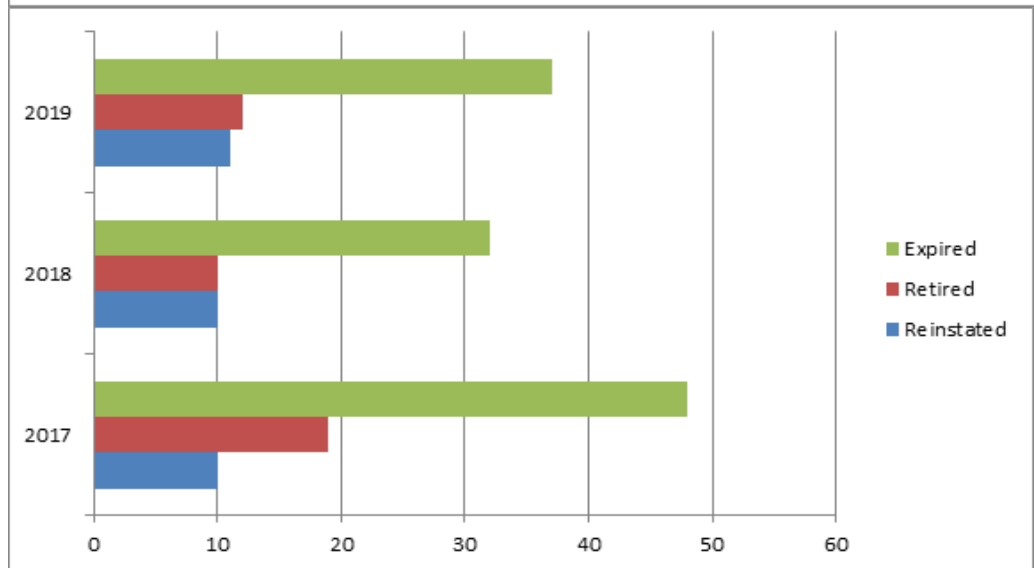
## Statistical Data

Data as of November 1, 2019

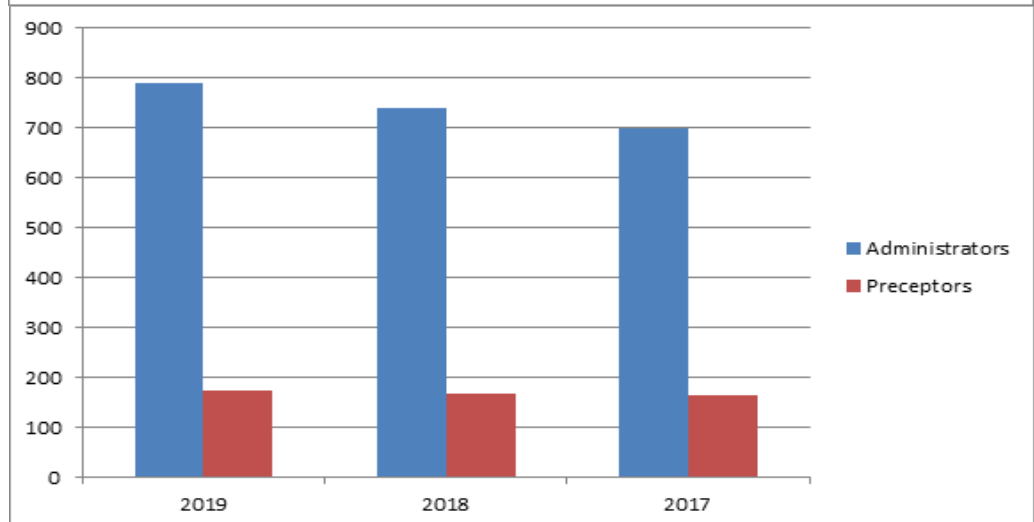
### Applications by Type



### License Status Changes



### Currently Licensed





## **COMPLAINTS & DISCIPLINARY ACTIONS**

### **Complaints**

If you believe a practitioner's performance or behavior is not acceptable, you may file a complaint through Health Related Boards, Office of Investigations. For information on filing a complaint, please visit: <https://www.tn.gov/health/health-program-areas/health-professional-boards/report-a-concern.html>

You may contact the Complaint Division of the Department of Health at 1-800-852-2187 to request a complaint form or download one here: <https://www.tn.gov/content/dam/tn/health/documents/PH-3466.pdf>

The form must be completed in its entirety. All materials received in connection with the complaint will become property of the Department of Health and cannot be returned. Please return the complaint to:

Office of Investigations  
665 Mainstream Drive, 2nd Floor, Suite 201  
Nashville, TN 37243

### **Disciplinary Actions**

A listing of monthly disciplinary actions taken by the Board of Examiners for Nursing Home Administrators can be found here: <https://www.tn.gov/health/health-program-areas/health-professional-boards/nha-board/nha-board/complaints.html>

## **LATEST LEGISLATIVE UPDATES**

### **Public Chapter 61:**

Entities responsible for AED (Automatic External Defibrillator) programs are immune from civil liability for personal injury that was not willful or wanton misconduct. Rule passed March 28, 2019.

### **Chapter 124: Opioid Legislation**

This legislation allows access to CSMD (Controlled Substance Monitoring Database) to practitioners under review by a quality improvement committee and to the committee when provided by medical providers. This also requires all pharmacy dispensing software vendors operating in the state to update their systems to allow for partial prescriptions to be filled. Opioid limits have been changed from 20 day supplies to 30 day.

### **Chapter 144: Preventing youth access to vapor and tobacco products**

This prohibits the use of vapor products in the same manner as tobacco products with the exception of nursing home facilities.



# **LEGISLATIVE UPDATES CONTINUED**

## **Chapter 195: Expedited license**

Military and military spouses can now be issued expedited licenses without showing proof of active employment. All application documents must be submitted.

## **Chapter 229: Bartering**

This allows health care professionals to accept goods and services as payment in direct exchange for health care services not covered by insurance.

## **Chapter 243: Accommodations for exams**

This act requires that any required state issued exam with the exception of federal exams must provide appropriate accommodations per ADA rules.

## **Chapter 245: Nursing Title**

This act prohibits any health professional that is not licensed by the Tennessee Board of Nursing from using the term nurse.

## **Chapter 324: Nursing Home Bed limits**

This act allows any existing licensed nursing homes to move 62 beds into a new separate facility if they meet certain criteria.

## **Chapter 423: Nursing Home Fee**

This act extends the nursing home assessment fee through June 30, 2020.

## **Chapter 447: Law enforcement**

This act permits Law enforcement agencies to subpoena records or documents pertaining to an ongoing case from Department of Health prior to formal charges being filed against the provider.

## **Chapter 474: Elderly and vulnerable protection act**

This act adds definitions of abuse, sexual exploitation, financial exploitation, and neglect. Convictions for these offenses are required to be reported to the abuse registry, also fines have increased for the aggregative abuse of a vulnerable or elderly adult.

## QUESTIONS AND ANSWERS

**Q: I have moved and/or changed my place of employment/residence. How do I update my address with the Board?**

**A:** Changes in address must be submitted in writing to the Board's administrative office within 30 days. Please include your name, profession, license number, old address and new address. Please also specify if the change is to your mailing or practice address.

**Q: How do I report a name change and/or request an updated license?**

**A:** Changes in name must be submitted in writing to the Board's administrative office, along with documentation supporting the change (i.e. marriage certificate, divorce decree). Please include your name, profession and license number. If you wish to receive a duplicate copy of your license, reflecting the updated name, you must specify this in your request and include a check or money order in the amount of \$75.00 for each license type (i.e. Wallet/Renewal size or Wall size).

**Q: I am applying for a license in another state and need primary source verification. How do obtain this?**

**A:** Requests for license verification must be submitted in writing to the Board's administrative office. Please include your name, profession, license number and address which the verification must be sent. Some professions require a fee.

**Q: Can I renew my license online?**

**A:** Certainly! License renewals may be processed up to sixty (60) days prior to the license expiration date. Please visit <https://lars.tn.gov/datamart/mainMenu.do> and log in with your account information to renew your license online. Remember, you must first create an account before you are able to renew your license online.

**Q: I am no longer practicing Nursing Home Administrator. How do I retire my license?**

**A:** To retire your license, please complete the Affidavit of Retirement form, have it notarized and forward it to the administrative office. The form may be downloaded from the Board's website at: <http://tn.gov/assets/entities/health/attachments/PH-3460.pdf>. Please inquire with the Board office regarding requirements to reinstate a retired license.

**Q: My license has expired. How do I reinstate my license?**

**A:** Reinstatement of a license that has expired may be accomplished upon submitting all documentation listed on the reinstatement application section on page 5 and by meeting any requirements as set forth in rule 1020-01-.13 of the BENHA rules.

**Q: Am I required to do continuing education to maintain my license?**

**A:** Pursuant to rule 1020-01-.12:

(1) Hours Required.

(a) All licensees must attend and complete eighteen (18) clock hours of Board approved continuing education within every calendar year.

(b) For new licensees, submitting proof of successful completion of the NAB licensure examination shall be considered proof of sufficient preparatory education to constitute continuing education clock hour credit for the length of time already transpired in the calendar year in which the applicant is approved.

Please visit the BENHA board rules for more information on acceptable continuing education.

**Q: Why am I having trouble accessing my online account?**

**A:** Our online licensing site [lars.tn.gov](http://lars.tn.gov) works best when the following requirements are met:

1. The site must be accessed from a desktop or laptop computer. Lars is not compatible with any mobile device

2. When accessing from a desktop or laptop, use either Firefox or Google Chrome as the site is not compatible with Internet Explorer.

3. If you have not accessed the online site since May 2018, you will need to register as a new user. If you have accessed since then and are having trouble logging in. Please do not create a new account until you call our office for assistance.