



# PADONA /LTCN

Pennsylvania Association of  
Directors of Nursing Administration

DEDICATED TO SERVICE  
COMMITTED TO CARING

SEPTEMBER 2016

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## PADONA ENews

Dear PADONA Members:

As the summer is quickly coming to a close I hope each of you have had the opportunity to enjoy a few days of relaxation; it is important to remember that you also need to take care of yourselves.

The response to PADONA's certification course has been exceptional. Fortunately, we were able to secure more space to accommodate an increase the number of attendees. If you are considering attending the course, please contact us either by phone or e-mail so we may inform you of the space availability. The certification course is being held Tuesday through Friday, October 18-21, 2016 at the Sheraton Harrisburg/Hershey, 4650 Lindle Road, Harrisburg, PA. If you have not had the opportunity to attend this course in the past, I believe you will find it advantageous and of incalculable value. And yes, you can attend the course even if you are not eligible or desire to take the examination. Again I want to express my gratitude and appreciation to both Sophie Campbell and Candace McMullen for their knowledge, dedication and competence for teaching the course. There is more information available in this e-news as well as on our website regarding the course.

As mentioned last month, PADONA's journal is now placed on the website and will no longer be mailed to you. We are in the final stages of going green and will keep you posted. Also the convention information will soon be disseminated to all members as well as placed on our website.

Enjoy the final days of the summer and remember - if I can be of any assistance to you, please do not hesitate to contact me.

Chair, Board of Directors / Executive Director PADONA

## Welcome New Members!

- Cathy Morris - Clepper Manor - Area I
- Cara Reed - Golden Living East Mountain Manor - Area III
- Gregory Dex - McKesson Medical-Surgical - Area III
- Tonia Sparks - St. Anne Home - Area I
- Darlyss Kipe - Quincy Village - Area II
- Tina Boyer - Jewish Home of Greater Harrisburg - Area II
- Laurynne Beth Kauffman - Jewish Home of Greater Harrisburg - Area II
- Andrea Burns - Allegheny Lutheran Social Ministries - Area I
- Tracy Schrecengost - Butler Health System TCF - Area I
- Desirae Walker - The Patriot - Area I
- Marybeth Stoppard - Brethren Village Rehabilitation Center - Area II
- Kerry Weaver - StoneRidge Retirement Living - Towne Center - Area II
- Rose Andrus - Golden Living Centers - Area I
- Jennifer Mackaman - Artman/Liberty Lutheran - Area III



## Regulatory Spotlight: "Q and A"

### Question #1 submitted to PADONA:

Do you know what the regulation regarding daily posting of staffing hours is? I was under the impression we needed to post each shift the number of RN/LPN and C.N.A.'s, at the beginning of the shift we modify the posting to reflect any call outs or additional staff. We do not calculate the actual "hours" worked and write it on our daily posting. Is this a requirement? (We keep actual hours worked for budgeting purposes).

### Answer question #1 is as follows:

Report is to include:

- Facility name
- Date
- Resident census at the start of each shift
- Specify each shift in a given 24 hr period
- Total # of staff and actual hrs worked for direct care nursing staff (RN, LPN, NA)

Posted report is to be updated each shift (within 1 hr of the beginning of the shift)

Post staffing report in a common area where it is clearly visible and accessible to both residents and visitors

Staffing data reports are to be retained for a minimum period of 18 months

## **SAVE THE DATE: PADONA's Fall 2016 DON Certification Course**

Location: Sheraton Harrisburg/Hershey  
4650 Lindle Road  
Harrisburg, PA 17111

Dates: October 18-21, 2016

Registration: Registration fee of \$760.00 (not including sleeping room) includes:

- 4 days of comprehensive programming covering CMS and state regulations, legal aspects of long term care, financial management for nurses, managing RAC audits, the survey process, MDS assessment for DONs, MDS focused survey, eligibility criteria (Medicare and PPS), Quality Assurance Performance Improvement, CMS 5 Star rating system, medical record documentation and PEPPER report overview
- Extensive downloadable course material
- Continental breakfast, breaks and lunch on all dates
- Online certification exam from the American Society for Long Term Care Nurses (ASLTCN) allows you to become certified and utilize the initials "**CNDLTC**" for qualified attendees (have an active RN license, be a member of PADONA or the ASLTCN; have at least 12 months experience in Nursing Administration in long term care, including six months as a DON or ADON)
- 22 contact hours

Click [here](#) to register today.



**2017 Exhibitors: Sign Up for the PADONA 29th Annual Early -  
Over half the exhibitor locations are already booked for 2017!  
Convention in Hershey, PA March 29, 30 and 31, 2017**



## For Members of PADONA - Free Posting of Job Opportunities

Post your company's job openings at PADONA for free for 60 days per job posting. Send the following in a Word document to [info@padona.com](mailto:info@padona.com)

1. Job Title
2. Company name and address
3. Brief summary position
4. Compensation/Benefits (if known)
5. Contact information (mailing address, email address, company email)

## Scholarship Announcement

Each year PADONA awards scholarships to members for continuing their education, for annual convention, DON prep course and advanced DON certificate course. Applicants must be a primary PADONA member for 2 years or a non member that has been recommended by a primary member for 2 years!

Application is easy! A [completed application form](#), a 500 word or less essay, a reference from a faculty member or dean, and a letter of endorsement from a primary member.

Applications due by Dec 31<sup>st</sup>! Do not wait until then----we all know how crazy it becomes with the holidays--- commit to nominating someone NOW!

Thank you from the scholarship committee!