

PADONA
DON ADVANCED COURSE

October 15 & 16, 2013

HOLIDAY INN EAST
4751 LINDLE ROAD
HARRISBURG, PA 17111

PADONA / LTC

660 Lonely Cottage Drive, Upper Black Eddy, PA 18972 · (610) 847-5396
Fax (856) 780-5149 · E-mail padona@epix.net

August 2013

Dear Colleagues:

PADONA is pleased to be offering a DON Advanced Course on October 15 & 16, 2013 at the Holiday Inn East, 4751 Lindle Road in Harrisburg, Pennsylvania.

Those attending who have taken the DON Prep Course and meet the experiential requirements will have the opportunity to take the American Society for Long Term Care Nurses (ASLTCN) Director of Nursing Certification Exam online. This is a unique opportunity for you to become certified and utilize the initials “*CNDLTC*.”

The certification exam application will be available online for completion. Certification candidates must: 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 (six months as a DON or ADON) and have a certificate of completion from the PADONA DON Prep and DON Advanced Course. After review and approval of your qualifications and receipt of the examination fee, you will be sent an email and a link to log in to take the exam (passing score of at least 80%).

Nurses in long term care who are seeking certification are, in effect, making a definitive statement that they see their responsibilities as being vital to meeting the prescribed and desired care of the residents who reside in today’s long term care facilities. By becoming a *CNDLTC*, your peers and staff will respect you for your advancement, achievement, betterment and development!

Your registration fee includes 13.5 program CE contact hours, all conference material, breaks, breakfast and lunch. Attendees are responsible for making their own reservations for local sleeping accommodations. The hotel will provide a discount to you if you mention that you are attending the PADONA program:

Holiday Inn East
4751 Lindle Road
Harrisburg, PA 17111
717-939-7841, 877-786-9480

Please contact me if you have any questions or concerns

Regards,



Susan Piscator
Executive Director / Chair, Board of Directors

PADONA is an approved provider of continuing nursing education by the PA State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

**Pennsylvania Association Directors of Nursing Administration
Long Term Care**

PADONA Advanced DON Certification Course

Outline of Course Sessions:

Day One 10/15/13 - 8:00 a.m.-8:30 a.m. Registration

- **Session Title: Financial Management for Nurses - 8:30 a.m.-2:00 p.m.**

Speaker: Candace McMullen

Break: 10:30 a.m.-10:45 a.m.

Lunch: 12:15 p.m.- 1:00 p.m.

This session will provide participants with a basic understanding of the financial workings of the nursing home industry. The material presented will be geared toward Director of Nurses and other nursing management team members and include information that is material for nursing management to understand and manage on a routine basis. Understanding payor source and revenue streams, departmental expense management, operating budgets, and financial statements is critical for effective management of financial resources.

Outline of Material to be Presented:

- **Payer Source and Revenue Streams in the Skilled Nursing Facility**
 - Medicare / Medicare Advantage Plans
 - Medicaid
 - Private Pay
 - Ancillary Services
- **Expense Presentation and Management**
 - Labor
 - Supplies/Equipment
 - Ancillary Services
 - Capital Purchases
 - Operating vs. Non-operating Expenses

Day One 10/15/12 - Continued

- Financial Management Reports
- Benchmarks for Nursing Department Operations

➤ **Session Title: Quality Assurance - 2:00 p.m.-4:30 p.m.**

Speaker: Sophie Campbell

Break: 3:00 p.m.-3:15 p.m.

This session will build on the information that participants currently have related to quality assurance and performance improvement. The session will provide an overview of quality measures (QMs) and how they can be used in the quality assurance and performance improvement processes. The session will also provide participants with a review of systems and processes related to the conversion of data to information that can be useful in performance improvement as the end result of an effective quality assurance program. The session will also outline the five star quality rating program for nursing facilities. The information is directed toward Directors of Nursing and members of the nursing management team.

Outline of Material to be Presented:

- Overview of Quality Measures
- Discussion related to the correlation of Quality Measures to the quality assurance and performance improvement process
- Discussion of methods to convert data obtained from audits in the quality assurance programs to information that can be used for performance improvement
- Outline of the Five Star Quality Rating Program for nursing facilities

Day Two 10/16/12

➤ **Session Title: A Day in the Life - Operations Management for the DON - 8:30 a.m-4:30 p.m.**

Speaker: Sophie Campbell

Break: 10:30 a.m.-10:45 p.m.

Lunch: 12:15 p.m.- 1:00 p.m.

Break: 3:00 p.m.- 3:15 p.m.

This session will provide participants with a basic understanding of the areas of the facility operation in which the Director of Nursing / Nursing Management team must understand and manage on a routine basis in order to ensure successful facility and departmental operations. The presenter will provide proven strategies and practical guidance to assist nursing management with effectively managing these important areas.

Outline of Material to be Presented:

- Behavior Management
- Incident/Accident Investigations
- Wounds Practices/Protocols
- Managing Resident and Family Complaints
- Managing Difficult Staff
- Managing in Union Environments
- Regulatory Agency Reporting
- Structure of the DON Day and Identification of Priority Events
- Communication among other Departments and with NHA / Executive Director
- Creative Solutions for Staffing Shortages
- Restraint Reduction
- Delegation of Task
- Serving as Liaison between External Agencies, Medical Director, Vendors, Community-based Services and Other Facility Departments
- Board of Directors Reporting

DON ADVANCED COURSE

FACULTY

Candace McMullen, RN, NHA, MHA, CLNC

Candace currently serves as the Sr. VP of Operations/COO at Affinity Health Services where she is responsible for overseeing the overall operations of seven (7) senior living communities. Candace has several years of experience in long term care as an RN, director of nursing, staff development coordinator, quality assurance nurse and nursing home administrator. Additionally, Candace has worked for Pennsylvania's quality improvement organization, Quality Insights of Pennsylvania, where she assisted nursing facilities with quality improvement principles. More recently, Candace has experience as an operational nurse consultant and a manager for a large consulting firm. Candace holds both a Bachelor of Science and Master's degree in Health Administration from Penn State University and is a Certified Legal Nurse Consultant. She also serves on the Nurse Reviewer Unit for the Pennsylvania State Nurses Association.

Sophie A. Campbell, MSN, RN, CRRN, RAC-CT

Sophie joined the UPMC Senior Communities team as the Director of Quality, Education and Compliance at the beginning of September 2012. Previously she was a member of the ParenteBeard LLC Senior Living Services Group for thirteen years and has more than 30 years of healthcare experience with an extensive background that includes acute care, acute rehabilitation, long term care and education. The majority of her career has been in long term care. She is a registered nurse who has worked in positions from nursing assistant to supervisor, unit manager and Director of Nursing in both for-profit and not-for-profit providers. Her areas of expertise include operations, staff development, MDS accuracy and education, medical record documentation, compliance, quality assurance, supervisory/management training and monitoring, OBRA survey preparation and strategic planning programs.

Sophie has been an educator for the Pennsylvania State University in the nursing continuing education program and also has been approved by the Pennsylvania Department of Health to provide directed in-services to providers following licensure and certification surveys, when these are mandated for compliance. She has presented seminars and provided consulting services to skilled nursing facilities nationally. Sophie has been published twice in *Provider* magazine, has had a chapter published in *Post Acute Sourcebook 2000* and has reviewed OBRA and PPS education manuals for the American Association of Nurse Assessment Coordinators (AANAC).

Pennsylvania Association Directors of Nursing Administration Long Term Care
PADONA/LTC

DON Advanced Course Registration Application

Tuesday and Wednesday, October 15 & 16, 2013

HOLIDAY INN EAST
4751 Lindle Road, Harrisburg, PA 17111

Name: _____ Position: _____

(Please print clearly)

Employer: _____

Employer Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Work _____

Professional License Number: _____

Seminar Registration & Fee (due by September 30, 2013).

Note: Registration is limited to the first 50. Don't be left out - fax your registration today!

This program builds on the DON Prep Course and offers 13.5 contact hours. Completion of both programs is a prerequisite for taking the online DON certification (CNDLTC) examination (\$90.00 exam fee) offered by special agreement with the American Society for Long Term Care Nurses.

This certification credential is offered to PADONA or ASLTCN members only (you may join with registration).

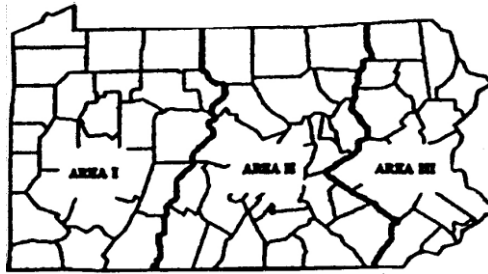
Cost: \$395.00

Please advise us of any cancellations prior to the start of the program.

Registration fee must be paid before the start of the program. You may: 1) pay by credit card on our website (www.padona.com) via Paypal; 2) complete and return our credit card authorization form so we may process your credit card payment; or make checks payable to PADONA (Federal Tax ID = 23-2520948) and send to the address below:

Candace Jones, Executive Assistant
PADONA
3631A Adelaide Drive
Mount Laurel, NJ 08054
padonaadm@aol.com
Fax: 856-780-5149

PADONA/LTC Membership Application



MEMBERSHIP ELIGIBILITY

Membership in the Pennsylvania Association Directors of Nursing Administration/Long Term Care (PADONA) shall be available to any person/agency who is actively interested in fostering the development of Nursing Administration in Long Term Care.

The membership is classified as follows:

- A. Primary Members - \$75.00 (2 years \$145.00)

Membership is available to any current or former Director of Nursing, Assistant Director of Nursing or Consultant to nursing professionals in long term care who is interested in supporting the goals and objectives of the organization.

- B. Associate Members - \$60.00 (2 years \$115.00)

Associate Membership is available to any professional involved in the long term care health field who is interested in supporting the goals and objectives of the organization. (Activity Directors, Administrators, Inservice Coordinators/Directors of Staff Development, Medical Directors, Nursing Supervisors/Charge Nurses, Quality Assurance Directors, Social Service Directors, etc.)

- C. Agency Members - \$175.00 (2 years \$345.00)

Agency Membership is available to any professional company involved in the long term care health field who is interested in supporting the goals and objectives of the organization.

Please complete the following information:

Name: _____

Home Address: _____

City: _____ County: _____ State: _____ Zip: _____

Facility Name: _____

Position: _____

Facility Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: (Home) _____ (Work) _____

Professional License # and State: _____

E-mail Address: _____

Signature: _____ Date: _____

Please send check or money order to the following address and make payable to PADONA:

Candace Jones, Executive Assistant
PADONA MEMBERSHIP, 3631A Adelaide Drive, Mt. Laurel, NJ 08054

padonaadm@aol.com
Fax: 856-780-5149

PLEASE TELL US HOW YOU HEARD ABOUT PADONA: _____