

California Association of Health Facilities

2018

# Nursing Home Leader Academy of Excellence

AN INNOVATIVE TRAINING PROGRAM FOR SKILLED-NURSING FACILITY LEADERS TO ACHIEVE AND SUSTAIN POSITIVE CHANGE IN THE EVER-EVOLVING WORLD OF POST-ACUTE CARE



*The California Association of Health Facilities {CAHF} was founded in 1950 as a non-profit professional organization representing skilled-nursing facilities and intermediate-care facilities for people with intellectual disabilities in California. CAHF is dedicated to providing quality care for frail, elderly, chronic mentally ill, and intellectually disabled individuals living in licensed long-term health-care facilities. Each year, CAHF members provide short-term rehabilitation and long-term care to more than 300,000 individuals across California.*



[www.CAHF.org](http://www.CAHF.org)

# ABOUT THE PROGRAM

The Nursing Home Leader Academy of Excellence (NHLAE) is a nine-month program offering an opportunity for forty exceptional nursing home leaders to advance the expertise necessary to achieve and sustain quality in their skilled-nursing settings. The goal of this project is to develop an innovative program to prepare nursing home administrators and nurse leaders in California to successfully compete in the rapidly changing world of post-acute care.

NHLAE is designed to expand leadership skills and increase quality-improvement competencies. Academy participants will learn to apply evidence-based quality assurance, performance-improvement techniques, and cutting-edge post-acute leadership practices to their own skilled-nursing settings.

The nine-month curriculum will offer an active learning experience, combining didactic instruction from nationally recognized experts, dynamic learning activities, and peer support from a web-based resource community. Academy participants will develop their own blueprints for individualized goals and execute their action plan for achieving targets for clinical outcomes for residents, better staff stability, lower hospital readmissions, and other relevant quality areas.

A joint project conducted by the California Association of Health Facilities and Quality Care Health Foundation, this program is made possible with funding from the California Association of Health Facilities and Medline Industries.



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## WHO SHOULD APPLY

To be eligible for the Academy, you must be a CAHF member and a licensed nursing-home administrator with a minimum of two years' experience in that position or a Nurse Leader who has completed the QCHF Director of Nursing Training.

The program is seeking participants who are committed to achieving outcomes of excellence in post-acute care and who are interested in advancing their professional growth to the next level.

## PROGRAM CURRICULUM

Topics include:

### I. Workplace Excellence

- Leadership
- Workforce Development
- Person-Centered Care
- Art of Communication

### II. Quality Improvement

- Quality Assurance & Performance Improvement in Action
- Data Mechanics and Management
- Quality Initiatives / Key Partners

### III. The Changing Post-Acute Landscape

- Patient Safety
- Hospital Readmissions
- The Markers of Success

### IV. Achieving and Sustaining Change

- Vision and Mission-Led Organizations
- Managing Change
- Future Trends in Post-Acute Care
- Professional Advocacy

## PROGRAM SCHEDULE

An academy group of 40 administrators and Nurse Leaders per class will be selected for the NHLAE program each year. The program consists of a nine-month formal instructional experience with additional pre- and post-Academy data-submission requirements.

The schedule itself includes three in-person sessions covering a variety of topics taught by expert faculty, webinars, online peer discussion, and network support to help extend the momentum throughout the Academy.

<b>Class</b>	<b>Location</b>	<b>Dates</b>
Project Orientation	Webinar	February 2018 (TBD)
Kickoff	Hyatt Sacramento	March 18-19, 2018
Network Calls	Conference Call	Monthly
Midway Meeting	Hyatt Long Beach	July 15, 2018
Wrap Up	Renaissance Palm Springs	November 11, 2018
Project Evaluation	Web Based	Pre- and Post-Test

# EXPECTATIONS OF PARTICIPANTS

The NHLAE curriculum is formatted to accommodate the busy schedule of working administrators and Nurse Leaders by minimizing in-person sessions and maximizing web-based instruction and independent learning activities. This course is designed to take your professional development to the next level and align directly with the quality-improvement work that is imperative for you to conduct under the new Requirements of Participation. Academy participants will be expected to complete and submit two self-assessment inventories (pre- and post-Academy) and a final project report, known as the Storyboard. This is in addition to attending all classes and network calls over the nine-month course and participating in a post-course evaluation interview.

Successful applicants will need to have the following:

- Regular access to a computer with email and web-browsing capabilities.
- Written commitment from the participant and her/his supervising entity to attend all sessions and complete required data submission, action planning, quality improvement projects, course evaluation, and required reading as assigned.
- Active participation in the Connected Communities web-based communication platform.
- LTC Trend Tracker, a free data tracking service from AHCA.
- Participation in a minimum of three monthly network calls.

*Participants should budget for the expense of travelling to three in-person meetings.*

# TUITION, FEES, EXPENSES

Thanks to CAHF and Medline, the costs of this program have been subsidized to keep the tuition affordable. Additional costs may be incurred related to the purchase of reading materials, but these will be kept to a minimum. Successful participants will receive 30 NHAP + BRN CEs. The tuition for this program is \$550.00 (tuition includes registration at both statewide CAHF conferences and one day at the Annual Convention & Expo, a value of more than \$800). Administrator and nurse leader teams who wish to attend together will get the second tuition at a reduced rate (\$825.00 for the two-person team).

# APPLICATION PROCESS

Download the application form at [www.qchf.org](http://www.qchf.org) (the NHLAE logo is on the home page). Read the instructions carefully and complete the application. Submit the following documents by email, fax, or mail (information on the application):

- Completed application
- Current resume and biographical sketch
- Copy of an active NHA or Nursing license

Because space is limited for this project, interested parties are encouraged to apply early. Participants in the NHLAE program will be selected as qualified applications are received, no later than December 31, 2017. Applicant information is confidential and will not be shared beyond the selection committee.

Questions about the program and application process should be directed to DeAnn Walters, Project Coordinator, at [dwalters@cahf.org](mailto:dwalters@cahf.org).

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# Participant Application - Class of 2018

## NURSING HOME LEADER ACADEMY OF EXCELLENCE

Directions: Type answers directly into the space provided. Save the completed form to your computer. Before emailing or sending your application, please verify that all necessary documents are attached.

NHLAE Application

Resume

Biographical sketch (100 words or less)

Copy of an active NHA, RN, or LVN license

### Part I. Applicant Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization/Facility: \_\_\_\_\_ Number of Years \_\_\_\_\_

Organization/Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

NHA License Number: \_\_\_\_\_ Number of Years as a NHA: \_\_\_\_\_

Nursing License Number: \_\_\_\_\_ Number of Years as a Nurse: \_\_\_\_\_

### Part II. Statement of Interest

Should you be selected, please describe in 100 words or less what you hope to gain by participating in the NHLAE.

# Participant Application - Class of 2018

## NURSING HOME LEADER ACADEMY OF EXCELLENCE

### Part III. Terms of Agreement - Applicant

I understand the requirements for participation in the NHLAE as described in the application brochure, and I agree to complete all requirements in the project time frame. These include:

- Participation in all learning activities, both in-person and web-based; required reading; and reoccurring support calls with my network group.
- Tracking and submission of specified data, development, and implementation of QI action plan, and other learning activities as assigned.
- Completion of pre- and post-Academy self-assessments and course evaluation interview.
- Active utilization of LTC Trend Tracker as related to quality improvement targets.
- Participation in Connected Communities to access and share information related to the NHLAE.
- Payment of tuition, in full, upon acceptance to the Academy.
- Attendance at all three in-person meetings (all travel-related expenses to be covered by participant).
- Immediate notification of the Project Coordinator in the event that employment status changes during the nine-month Academy; every effort to complete the program should be undertaken regardless. NOTE: Tuition is non-refundable.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(To submit an electronic signature please type your name.)

### Part IV. Terms of Agreement - Supporting Organization

I have read and understand the requirements of participation in the NHLAE project as described above and in the Application Brochure. I agree to my employee's participation in this program, and will make every effort to support her/his full participation in the learning activities and evaluation components of the program and completion of all assignments including attendance at the three in-person sessions and the implementation of her/his action plan for quality improvement in her/his center. I will consult with my employee on the quality improvement goal selection for this Academy and support and monitor the implementation of my employee's action plan in her/his center.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(To submit an electronic signature please type your name.)

### Part V. Attachments

Please enclose the following attachments with your application:

- Resume/CV
- Brief Biographical Sketch (100 words or less)
- Copy of an Active NHA, RN, or LVN License

Applications may be submitted electronically, via FAX, or by mail.

Email: [dwalters@cahf.org](mailto:dwalters@cahf.org)  
FAX: (916) 446-4454  
Attn: NHLAE - DeAnn Walters  
Mail: 2201 K St. Sacramento, CA 95816  
Attn: NHLAE - DeAnn Walters

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