



SCHEDULE FOR (A-I-T) INTERNSHIP

Name of Participant: _____

DATE	AREA OF FOCUS/ASSIGNMENT	COMPLETED
	10:00am Initial meeting	
Week 1	<p>Communication between Departments/Department Head and Executive Director</p> <ul style="list-style-type: none"> • Which departments receive communication from the Executive Director? • How is the communication delivered? • What is communicated? • How often? When? • Modes of feedback in place? <p>A-I-T will schedule a meeting with a Department Head to review communication between Executive Director and Department Head.</p> <p>Pick a Shift Supervisor to review communication process</p> <p>Pick a Nursing Assistant to review communication process</p> <p>This week your journal should focus on the following:</p> <ul style="list-style-type: none"> • Document the management structure by creating a management hierarchy. 	<hr/> <hr/> <hr/> <hr/>
Week 2	<p>Budget/Vendors/Outside Agencies</p> <ul style="list-style-type: none"> • Who determines the annual budget? 	

	<ul style="list-style-type: none"> • When is it submitted? • How and by whom is it approved • Which department has the largest budget? • Which departments are responsible for controlling their budget? • What methods are used to control the budget? • What happens if the budget is exceeded? • What happens to any surplus in the budget? <p>A-I-T will review the last year’s budget to date and prepare a report of spending habits and what department has been over. Prepare notes to have a “meeting” with that Department Head and discuss what areas need to be adjusted for the next year.</p> <ul style="list-style-type: none"> • What departments maintain contracts with outside vendors? • How is the decision made as to which vendor to use? • Who is responsible for signing the contract? • Who is responsible for maintaining the contract? <p>A-I-T will review the outside vendor relationships and discuss with Department Head if any changes need to be made. Schedule a meeting with at least two Marketing Directors for the Outside Agencies that participate with CV programs. (Home Health, PT, OT and/or ST, Hospice and Volunteers)</p> <p>This week your journal should focus on the following points:</p> <ul style="list-style-type: none"> • The way bills are submitted to patients and third party payers. • How payment is noted? • How expenses are written off? • How the points above relate to the allowances in the budget? 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Week 3	Mission Statement and/or Vision Statement <ul style="list-style-type: none"> • Satisfaction Survey and make recommendations for 	

	<p style="text-align: center;">improvement</p> <ul style="list-style-type: none"> • Assist in developing a Vision Statement <p>A-I-T will propose a mission statement for the ideal future Community that they hope to manage.</p> <p>Staffing/Scheduling</p> <ul style="list-style-type: none"> • What is the staffing mix in various departments • Which departments have staffing levels above budgeted FTE's? Below? • How are the budgeted levels of FTE's managed if the actual need varies from the forecast? <p>A-I-T will prepare next schedule according to the budget. According to the need. Making suggestions where needed.</p> <p>This week your journal should focus on the following points:</p> <ul style="list-style-type: none"> • How positions are advertised • The interviewing process • The hiring process • Elements of new employee orientation <p style="text-align: center;">Mid-Point Meeting with AIT Program Provider</p>	<hr/> <hr/> <hr/> <hr/>
Week 4	<p>Quality Assurance</p> <ul style="list-style-type: none"> • What quality reviews occur? – County DSS (Adult Home 	

	<p>Specialist), State-Division of Health and Human Services, Medicaid, OSHA, and Health Department</p> <ul style="list-style-type: none"> • What departments are involved in quality reviews? • What is reviewed? • What preparations are made for the reviews? • How is staff prepared? • What are the consequences of the reviews? • Observe Resident Care/Personal Care • Observe Medication Aide Duties • Observe Activities – scheduling, organizing and planning the monthly calendar. • Observe Dietary – food ordering, cooking and serving, special diets, and Sanitation Inspection results • Housekeeping – Review Sanitation Inspection results <p>A-I-T will review the last year of reviews and do a quality assurance assessment. Will participate with the 1st Quarter Quality Assurance Team meeting and make suggestions according to results of review audit.</p> <p>This week your journal should focus on the following:</p> <ul style="list-style-type: none"> • Pick one area of concern and propose a plausible solution. 	<hr/> <hr/>
Week 5	This is the last week of the Administrator-In-Training Program You will need to participate each day Monday – Friday from	

9am to 5pm.

- Participate in the daily operations of the facility under the guidance of the Executive Director according to applicable State and local standards, guidelines and regulations.
- Maintain confidentiality
- Participate in planning, organizing, developing, implementing and interpreting the programs, goals, objectives, policies and procedures, etc that are necessary for providing quality resident care and maintaining a sound operation.
- Participate in all community events that would be relevant to focus areas of training.
- Participate in visiting at least 3 facility visits.
- Business Office Manager – Marketing/Tours, Resident Funds, Payroll and benefits.
- Marketing

I understand and agree with the terms of this Administrator-in-Training Program prepared by Preceptor and Countryside Village Staff.

A.I.T. Signature

Date

Preceptor Signature

Date

Final meeting with AIT Program Provider
Review the candidate's strengths and weaknesses.
Complete all Paperwork to be sent to NCALA.