

Administrator Certification Program

OJT Exercises

Focus Area: Resident Care/Personal Care

1. Health Care 10A NCAC 13F .0902
2. Personal Care and Supervision 10A NCAC 13F .0901
3. Residents Rights G.S. 131D-21 and 10A NCAC 13F .0909
4. Admissions/ Discharge/Transfer 10A NCAC 13F .0700
5. Licensed Health Professional Support 10A NCAC 13F .0903
6. Special Care Unit 10A NCAC 13F .1300
7. Assessment and Care Planning 10A NCAC 13F .0801 .0802

What: The AIT assignment for each of the above is to examine the community's policies, procedures and processes for the rule areas and determine if the system or systems used to meet the objective of minimum compliance is effective. If the system analysis identifies problems, the AIT will recommend measures to fix the problems.

How: The AIT will primarily use the ACLS Self-Survey forms included in the OJT study packets provided in hard copy and on line; however, other ACLS forms and educational material found in the ACLS Basic Orientation Manual 2015 will also be available for use. Example: The Division of Medical Assistance Form 3050-R, the Resident Register Form and the assessment instructional guide will be used in conjunction with the ACLS Optional Form "Monitoring Personal Care and Health Care, LHPS, Assessment and Care Plans."

When: The AIT will perform the self-survey task while in the community so he/she will have access to resident records, resident and staff interviews. Other educational materials related to each rule area may need to be studied outside of the OJT time in the community and will be in addition to the 100 ours of OJT.

Documentation: The preceptor will provide guidance and supervision of the OJT assignments and will document the OJT hours on the appropriate documentation forms.