

**NOTICE OF INTENT TO ADOPT A PROPOSED
AMENDMENT TO THE GEORGIA BOARD OF NURSING HOME
ADMINISTRATORS RULES: CHAPTER 393-4 ADMINISTRATOR-IN-
TRAINING; SUBCHAPTER .02 GEORGIA BOARD-APPROVED AIT PROGRAM
REQUIREMENTS, AND NOTICE OF PUBLIC HEARING**

TO ALL INTERESTED PARTIES:

Notice is hereby given that pursuant to the authority set forth below, the Georgia Board of Nursing Home Administrators (hereinafter "Board") proposes an amendment of the Georgia Board of Nursing Home Administrators, Chapter 393-4 Administrator In Training; Subchapter .02 Georgia Board-Approved AIT Program Requirements (herein after "proposed rule amendment").

This notice, together with an exact copy of the proposed rule amendment and a synopsis of the proposed rule amendment, is being mailed to all persons who have requested, in writing, that they be placed on a mailing list. A copy of this notice, an exact copy of the proposed rule amendment, and a synopsis of the proposed rule amendment may be reviewed during normal business hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. Copies may also be requested by contacting the Board office at (478) 207-2440.

A public hearing will be held by conference call at 10:00 a.m. on August 6, 2009 at the Secretary of State's Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217 to provide the public an opportunity to comment upon and provide input into the proposed rule amendment.

At the public hearing anyone may present data, make a statement, comment or offer a viewpoint or argument whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for official record. Oral statements should be concise and will be limited to five (5) minutes per person. Written comments are welcome. Such written comments must be legible and signed, should contain contact information from the maker (address, telephone number and/or facsimile number, etc.) and be actually received in the office prior to the close of business (5:00 P.M.) on July 30, 2009. Written comments should be addressed to Randall D. Vaughn, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia Board of Nursing Home Administrators, 237 Coliseum Drive, Macon, Georgia 31217. Telephone (478) 207-2440 or fax (866) 888-7127.

The Board will consider the proposed rule amendment for adoption at a conference call meeting scheduled to begin at 10:15 a.m. on August 6, 2009 at the Secretary of State's Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217. According to the Department of Law, State of Georgia, the Georgia Board of Nursing Home Administrators has the authority to adopt the proposed rule amendment pursuant to authority contained in O.C.G.A. §§ 43-27-4, 43-27-5 and 43-27-6

At its meeting on June 25, 2009 the Georgia Board of Nursing Home Administrators voted that the formulation and adoption of this proposed rule amendment does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed chapter cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §§ 43-27-4, 43-27-5 and 43-27-6

Additionally, at the meeting, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-27-4, 43-27-5 and 43-27-6 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(a)(3)(A), (B), (C) and (D). The formulation and adoption of this chapter will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of nursing home administration. For further information, contact the Board office at (478) 207-2440.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This 6th day of July, 2009.

Randall D. Vaughn
Division Director
Professional Licensing Boards Division

Posted: July 6, 2009

**SYNOPSIS OF PROPOSED AMENDMENTS TO THE
THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS
RULES: CHAPTER 393-4 ADMINISTRATOR-IN-TRAINING; SUBCHAPTER
.02 GEORGIA BOARD-APPROVED AIT PROGRAM REQUIREMENTS.
AMENDED**

Purpose: The purpose of the proposed chapter amendment is to clarify the timeframes of the AIT program.

Main Feature: The main feature of the proposed chapter amendment is to clarify the extension of the twelve month timeframe when an individual is in the program for less than a forty hour week in order to accommodate the total required hours.

**THE PROPOSED AMENDMENT TO THE
THE GEORGIA BOARD OF NURSING HOME ADMINISTRATORS
RULES: CHAPTER 393-4 ADMINISTRATOR-IN-TRAINING; SUBCHAPTER
.02 GEORGIA BOARD-APPROVED AIT PROGRAM REQUIREMENTS.
AMENDED**

Note: Underlined text is proposed to be added; lined-through text is proposed to be deleted.

393-4-.02 Georgia Board-Approved AIT Program Requirements. Amended.

(1) Nursing Home.

(a) In order to be the site of an AIT program, the nursing home must have a minimum of 60 beds.

(b) The Board may limit the number of AIT's the nursing home trains at one time as follows:

1. a nursing home with 60 to 100 beds may be approved for a maximum of one intern;
2. a nursing home with 101 to 150 beds may be approved for a maximum of two interns;
3. a nursing home with 151 or more beds may be approved for a maximum of three interns.

(c) The administrator must submit:

1. An Application for Approved AIT Site;
2. An application fee (See Fee Schedule);
3. Submit copies of all surveys received in the last 24 months.

(d) A nursing home which otherwise qualifies for approval, but is deficient in one or more of the above listed criteria, may seek approval based upon the establishment of affiliations with other nursing homes.

(e) The approval of a nursing home as an AIT site shall be valid for three consecutive years, unless withdrawn by the Board for reasons stated in these rules including Chapters 393-4 and 393-6. Re-approval will be considered after receipt and review of application, fee and forms at the Board's discretion.

(f) The Board may withdraw approval of an AIT site based upon changes in the nursing home surveys, preceptor or for reasons stated in these rules including Chapters 393-4 and 393-6.

(2) Preceptor.

(a) The preceptor is solely responsible for ensuring that the AIT complies with the Laws and Rules of the Board, and must attest to such compliance upon completion of the AIT program.

(b) The preceptor must ensure that the AIT is not over-burdened with routine responsibilities that may be detrimental to his or her training, and must ensure that the intern is afforded a broad and comprehensive experience.

(c) To be licensed as a Nursing Home Administrator Preceptor, the applicant must submit the application and fee and:

1. Be currently licensed in Georgia as a Nursing Home Administrator;
2. Currently have been employed as a licensed Nursing Home Administrator for five years;
3. Be employed and working full time at the AIT Training Site.

(d) Approval of a nursing home administrator as a preceptor shall be valid for three consecutive years unless withdrawn by the Board for reasons stated in these rules. Reapproval will be considered after the Board's receipt and review of an Application for Approved Preceptor and fee.

(e) The Board may withdraw approval of a preceptor license at its discretion.

(f) A nursing home administrator who becomes unable to continue to serve as a preceptor, must notify the Board of same by registered mail no later than five days after their last date of service as a preceptor.

(3) The starting date of an AIT will be determined upon receipt of completed application, fee, already approved Preceptor and AIT Site by the Board office. A license will be mailed to applicant upon approval by the Board office. If the AIT Site or Preceptor have not been approved the application must go to the next Board meeting for approval. The AIT will not begin until license is issued. The Preceptor must validate on the application that it is complete and meets qualifications.

(a) This individual must meet requirements for licensure as stated in 393-3 Licensure requirement.

(4) AIT Program

(a) An AIT program is approved for a specific Georgia licensed Nursing Home as the Training Site and for the Georgia licensed Nursing Home Administrator Preceptor at the approved Training Site.

(b) An AIT program occurs three to twelve consecutive months with a twenty to forty hour work week as defined by licensure requirements. If an AIT candidate will be working less than 40 hours per week, the AIT Program must be extended to accommodate the number of hours needed to qualify for licensure.

(c) Schedules for the AIT must include, at a minimum, the following:

1. Allotted time for various functions of the nursing home such as nursing, dietary, housekeeping, business office, management and supervisory techniques;
2. Allotted time for participation in professional meetings and staff meetings;

- (d) A monthly report is to be submitted to the Board beginning 30 days from the starting date of the AIT. This report must follow the individualized schedule and describe the activities of the month and should be signed and notarized by both the Preceptor and AIT.
- (e) The Board may request the AIT and/or the preceptor to meet with the AIT Committee to discuss the intern's progress.
- (f) If the preceptor is no longer able to supervise the AIT, the AIT may petition the Board for the appointment of an interim preceptor pending the approval of a new preceptor by the Board. The Board, at its discretion, may continue its approval of the AIT program, if the AIT within five days notifies the Board of any change in circumstances, including but not limited to illness of the preceptor. An AIT who fails to make such a petition may not receive credit for the period already served.
- (g) An individual shall receive no credit for time served in an unapproved AIT program; for time served under the supervision of a nursing home administrator who has not been approved as a preceptor; or for time served prior to the Board's approval of the AIT's Application for Registration.
- (h) Any change in preceptor requires notice to and approval by the Board. An internship which has been discontinued by a period of military service shall be allowed to be completed within a year after the service. Also the Board must receive notice in the event of discontinuance of training for any other reason.
- (i) An AIT applicant may take the national examination prior to completion of the AIT program. However, the NHA license will not be issued until the AIT program is completed satisfactorily.

Authority: O.C.G.A. §§ 43-27-4, 43-27-5 and 43-27-6



Karen C. Handel
SECRETARY OF STATE

Randall D. Vaughn
DIRECTOR
PROFESSIONAL LICENSING BOARDS

Nursing Home Administrators Board – Conference Call
August 6, 2009 – 10:00 A.M.

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