

# Advanced Skills Certificate Long-Term Care - Nursing Facility Administration

2023-2024

# **McLENNAN COMMUNITY COLLEGE**

# **Degree Description**

The Long-Term Care Administration's Nursing Facility Administration program addresses the unique academic and field experience prerequisites for testing to become a Licensed Nursing Facility Administrator in Texas. This course of study can be taken as part of, or in addition to, a bachelor's degree.

NOTE: This certificate is available completely online. Ask your advisor or visit www.mclennan.edu\online for more details.

#### Marketable Skills:

- 1. Able to absorb, analyze, and apply legal and regulatory requirements related to long term care service provision. (CT, COM)
- 2. Ability to recognize, analyze and utilize financial data for decision making. (EQS)
- 3. Ability to recognize, analyze and utilize care-related data for decision making. (EQS)
- 4. Identification and collaboration with other community health resources for both internal clients and those being discharged (TW, PR)
- 5. Utilize communication principles for both internal and external messaging. (COM)
- 6. Integration of ethical decision making practices into administrative functions. (PR, SR)

Semester I	Hours
LTCA 1311 Introduction to Long-Term Care Administration	3 hours
LTCA 1313 Organization & Management of Long-Term Care Facilities	3 hours
LTCA 2489 Internship - Hospital/Health Facilities Administration or LTCA 2689 Internship - Hospital/Health Facility Administration	4-6 hours
	10-12 hours

Semester II	Hours
LTCA 2314 Long-Term Care Law	3 hours
LTCA 2315 Financial Management of a Long-Term Care Facility	3 hours
LTCA 2489 Internship - Hospital/Health Facilities Administration or LTCA 2689 Internship - Hospital/Health Facility Administration	4-6 hours
	10-12 hours

Semester III	Hours
LTCA 1312 Resident Care in the Long-Term Care Facility	3 hours
LTCA 2489 Internship - Hospital/Health Facilities Administration or LTCA 2689 Internship - Hospital/Health Facility Administration	4-6 hours
	7-9 hours

Total hours: 27-33 hours

The certificate in Nursing Facility Administration requires the completion of one of the following internship options. Consult with the LTCA advisor to select the appropriate internship option: Option I - The following internship is repeated three times for a total of 12 credit hours: LTCA 2489 Internship - Hospital/Health Facilities Administration = 4 credit hours for 3 semesters. Option II - The following internship is repeated twice for a total of 12 credit hours. LTCA 2689 Internship - Hospital/Health Facilities Administration = 6 credit hours for 2 semesters.

# **Course Descriptions**

### LTCA 1311 Introduction to Long-Term Care Administration

An overview of the long-term care industry. Includes a survey of the history and philosophy of long-term care administration. Provides an introduction to and application of regulatory standards and statutes. Semester Hours 3 (3 lec)

# LTCA 1313 Organization & Management of Long-Term Care Facilities

An overview of the functional organizational structures common to long-term health care facilities. Includes an examination of the role of the administrator in the organization and management of long-term care facilities. Semester Hours 3 (3 lec)

#### LTCA 2489 Internship - Hospital/Health Facilities Administration

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. The internship must take place in an approved nursing facility under the supervision of a licensed and approved nursing facility administrator. Taken three times, this course meets the field experience prerequisite for licensing as a nursing facility administrator in Texas. Semester Hours 4 (1 lec/20 lab)

### LTCA 2689 Internship - Hospital/Health Facility Administration

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. The internship must take place in an approved nursing facility under the supervision of a licensed and approved nursing facility administrator. Taken two times, this course meets the field experience prerequisite for licensing as a nursing facility administrator in Texas. Semester Hours 6 (1 lec/31 lab)

#### LTCA 2314 Long-Term Care Law

A study of federal, state, and local statutes and regulations affecting the long-term care industry. Semester Hours 3 (3 lec)

## LTCA 2315 Financial Management of a Long-Term Care Facility

A study of the techniques used in the financial management of the long term care facility including special accounting requirements of Medicare, Medicaid, and other third-party payor sources. Also covers strategies to promote financial sustainability. Semester Hours 3 (3 lec)

#### LTCA 2489 Internship - Hospital/Health Facilities Administration

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. The internship must take place in an approved nursing facility under the supervision of a licensed and approved nursing facility administrator. Taken three times, this course meets the field experience prerequisite for licensing as a nursing facility administrator in Texas. Semester Hours 4 (1 lec/20 lab)

### LTCA 2689 Internship - Hospital/Health Facility Administration

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. The internship must take place in an approved nursing facility under the supervision of a licensed and approved nursing facility administrator. Taken two times, this course meets the field experience prerequisite for licensing as a nursing facility administrator in Texas. Semester Hours 6 (1 lec/31 lab)

#### LTCA 1312 Resident Care in the Long-Term Care Facility

A study of the delivery of quality services to the residents of long-term care facilities including ethical considerations and quality-of-life issues. This course serves as the Capstone experience for certificate students. Semester Hours 3 (3 lec)

# LTCA 2489 Internship - Hospital/Health Facilities Administration

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. The internship must take place in an approved nursing facility under the supervision of a licensed and approved nursing facility administrator. Taken three times, this course meets the field experience prerequisite for licensing as a nursing facility administrator in Texas. Semester Hours 4 (1 lec/20 lab)

# LTCA 2689 Internship - Hospital/Health Facility Administration

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. The internship must take place in an approved nursing facility under the supervision of a licensed and approved nursing facility administrator. Taken two times, this course meets the field experience prerequisite for licensing as a nursing facility administrator in Texas. Semester Hours 6 (1 lec/31 lab)