McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Long Term Care Law
LTCA_2314_O080
Dr. Natalee Oliver, DSW, LCSW, MSG, BBA, LNFA

Note: This is a 16-week Online course

Course Description:

LTCA 2314 Long Term Care Law An examination of the types and sources of law relating to the long-term care industry. A study of federal, state, and local statutes and regulations affecting the long-term care industry. Semester Hours 3

Prerequisites and/or Corequisites:

No Prerequisites.

Course Notes and Instructor Recommendations:

LTCA 2314 is always and only offered during the Spring semester. It is part of a 5-course Long Term Care Administration Program. Please contact your instructor for more information.

Instructor Information:

Instructor Name: Dr. Natalee Oliver, DSW, LCSW, MSG, BBA, LNFA
MCC E-mail: noliver@clennan.edu
Office Phone Number: 254.717-6622 (text or call)
Office Location: CSC E 129-D
Office/Teacher Conference By appointment

Required Text & Materials:

Title: Effective Management of Long-Term Care Facilities
Author: Dr. Douglas A. Singh, Ph.D., MBA
Edition: 4th
Publisher: Jones & Bartlett Learning
ISBN: 978-1-284-19953-6

MCC Bookstore Website

Methods of Teaching and Learning:

The course materials will be delivered via the internet through Brightspace. Optional zoom meetings will be held periodically throughout the semester but are completely optional.
This course is designed to work on weekly tasks/assignments. Tasks can include assigned readings, case scenarios, discussion boards and exams. The primary evaluation tool will be the completion of prescribed tasks. In some of the training tasks, the student will work independently. In other situations, groups will be created to accomplish the work.
Each task will be assigned a maximum point value. The performance of each student will be evaluated against that maximum value and a percentage will be assigned. Each assignment is important and will need to be completed to be successful in this course.
Since the course requires significant online participation, the student should have knowledge of using a Web browser, computer, and e-mail; the ability to create and save documents; the ability

to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior.

Course Objectives and/or Competencies:

By the end of the course, the student will be able to:

1. Distinguish among governmental entities that impact LTC facilities.
2. Identify the requirements of Federal and State laws that govern the operation of LTC facilities.
3. Develop strategies for tracking changes in regulatory requirements.
4. Apply regulatory requirements to management situations in long-term care facilities.
5. Relate resident rights to the legal aspects of long-term health care.

As mentioned earlier, this course is part of the larger Long-Term Care Administration program. The general competencies for this program are established by the Texas Department on Aging & Disability Services (DADS) and is based on the work of the National Association of Long-Term Care Administrator Boards (NAB). To view the complete list of the program student learning outcomes, and see how this particular course fits into the overall plan, click here: LTCA Student Learning Outcomes.

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our young people need to succeed in the world of work. The Commission's fundamental purpose is to encourage a high-performance economy characterized by high-skill, high-wage employment. The learning objectives of this course have been linked to the SCANS Competencies and Foundational Skills. To view this report, click here: LTCA 2314 SCANS.

Course Outline or Schedule:

This course is arranged in learning modules. The following is a TENTATIVE schedule of those modules and the major themes in each. Circumstances may cause the schedule to be modified. If a modification is necessary, it will be posted on the course Announcements screen.

Week 1 Orientation to Course / Class Expectations
Week 2   NH Litigation & Classification of Laws
Week 3   Ombudsman Program in LTC environment
Week 4   Negligence, Malpractice & Intentional Torts & Effective Human Resource Mgt
Week 5   Licensure, Certification, Accreditation and Resident Rights
Week 6   Elder Abuse and Self-Care
Week 7   Advanced Directives & HIPAA
Week 8 Mid-term covering weeks 1-7
Week 9   Life Safety Code & General Accessibility Standards
Week 10 OSHA & Workplace Safety
Week 11 Religion, Rituals and Health
Week 12 Licensure, Certification, Accreditation and Regulations
Week 13 Licensure, Certification, Accreditation cont. and NH Compare & 5 Star Ratings

Week 14 Survey Process, Deficiencies and Review of Terminology
Week 15 Plan of Corrections, Scope/Severity, NF FAQs
Week 16 Final covering weeks 9-15

Course Grading Information:

The work of each student will be evaluated weekly. This will be accomplished through the use of weekly tasks and assignments, the midterm and the final. All tests and training tasks will be assigned a value in points. Each assignment is important and needs to be completed to be successful in this course. The performance of the student on each task or test will be assigned a percentage value reflecting the scale as follows:

90% or greater Outstanding work (A)
80% to 89% Good work (B)
70% to 79% Acceptable work (C)
60% to 69% Needs Improvement (D)
Less than 60% Poor work (F)

The values of these individual tasks and tests are collected to form an overall evaluation of the student's performance for this course. Overall, the student's work must meet the level of Acceptable for the student to receive credit for completing this course. An overall evaluation of either Needs Improvement or Poor means the student will have to at least repeat course to receive credit in the Long-Term Care Program. In cases where the training tasks are completed in groups, all members of the group will receive the same value for the work completed, unless otherwise indicated.

Late Work, Attendance, and Make Up Work Policies:

Late Work

Students are encouraged to complete their assignments by the due date. Late work will be accepted with the understanding that 2 points will be deducted for each day the work is late, unless otherwise indicated. Five points will be deducted each day a Discussion Board submission is late, unless otherwise stated. If there are extenuating circumstances (e.g., illness, death in the family, etc.,) please contact your instructor before the due date for approval to turn work in late without penalty.

Ethics

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissal from the course. Examples of cheating include but are not limited to:
a. copying the work of another student
b. seeking excused absences/tardies under false pretenses.
c. plagiarism (claiming as your own the work of another).

Courtesy & Respect
Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

Student Behavioral Expectations or Conduct Policy:
In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.   The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here: Highlander Guide

MCC Academic Integrity Statement:
The Center for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the McLennan website and your Highlander Student Guide.

MCC Attendance Policy:
Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Please refer to the Highlander Guide for the complete policy.

Student Behavioral Expectations or Conduct Policy*:*

Describe the behaviors students are expected to demonstrate in class, lab, clinical, including dress policy and reference to the General Conduct Policy in the Highlander Guide. For example, "Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity."

Course Attendance/Participation Guidelines:
If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Click Here for the MCC Attendance/Absences Policy

(https://www.mclennan.edu/highlander-guide/policies.html)
Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Long Term Care Domains of Knowledge and Skills
Based on the National Association of Long Term Care Administrator Board

	Location within Program					Assessment Methods			
1.0 Resident Care & Quality of Life	**Intro 1311**	**O&M 1313**	**Law 2314**	**Finan 2315**	**Res Care 1312**	**Object Test**	**Essay**	**Group Project**	**Cap stone**
1.1 Ensue that **direct resident care** and **services** are planned, implemented, and evaluated to maximize resident quality of life and quality of care.		X				X			
1.2 Identify, monitor, and ensure that **quality indicators** and **quality assurance programs** are utilized to maximize effectiveness in resident care and services.					X	X	X		X
1.3 Ensure development, implementation and review of **resident care policies** and **procedures.**			X						
	0	1	1	0	1				

	Intro 1311	O&M 1313	Law 2314	Finan 2315	Res Care 1312	Object Test	Essay	Group Project	Cap stone
2.0 Human Resources									
2.1 Facilities the process of communication between management and staff (e.g. coaching, counseling)	X					X			
2.2 Development, implement, and monitor employee recruitment, development, evaluation, and retention programs to provide quality resident care and services while addressing resident and staff cultural diversity needs.			X			X			
2.3 Ensure that human resource management policies and programs are planned, implemented and evaluated in compliance with governmental entities, laws, and regulations (e.g. compensation, benefits, safety, job descriptions, education programs, union relations).1			X			X	X	X	
	1	0	2	0	0				

	Intro 1311	O&M 1313	Law 2314	Finan 2315	Res Care 1312	Object Test	Essay	Group Project	Cap stone
3.0 Finance									

	Intro 1311	O&M 1313	Law 2314	Finan 2315	Res Care 1312	Object Test	Essay	Group Project	Cap stone
3.1 Develop and manage annual operating capital budgets to effectively utilize fiscal resources.				X		X	X	X	
3.2 Develop and implement financial policies, procedures, and systems to monitor, audit, and report financial performance (e.g., accounts payable receivables, resident trust funds).				X		X	X	X	
3.3 Negotiate, interpret, and implement financial aspects of contractual agreements (e.g., organized labor unions, manage care, vendor, consultative services).		X				X		X	
3.4 Ensure adequate resources and protection of facility assets (e.g. insurance coverage, risk management).				X		X			
	0	**1**	**0**	**3**	**0**				

4.0 Physical Environment & Atmosphere	Intro 1311	O&M 1313	Law 2314	Finan 2315	Res Care 1312	Object Test	Essay	Group Project	Cap stone
4.1 Ensure that a system for maintaining and improving buildings, grounds, and equipment is planned, implemented, and evaluated.		X				X			
4.2 Ensure that the facility provides a clean, attractive, safe, and home-like environment for residents, staff and visitors.		X				X			
4.3 Ensure the planning, implementation, and evaluation of emergency response programs that will maintain the health, welfare, and safety of residents, staff, and visitors.			X			X			
	0	**2**	**1**	**0**	**0**				

5.0 Leadership and Management	Intro 1311	O&M 1313	Law 2314	Finan 2315	Res Care 1312	Object Test	Essay	Group Project	Cap stone
5.1 Ensure that policies and procedures are developed, implemented, monitored and evaluated in order to maintain compliance with federal, state and local rules and regulations.			X			X			
5.2 Observe, monitor, and evaluate outcomes of all the facility's program, policies, and procedures to ensure effectiveness, and to fulfill administrative responsibility (e.g., facility license) and professional responsibility (e.g., personal NFA license)			X			X			
5.3 Ensure administrative oversight of the survey process and responses to findings.					X	X			X
5.4 Develop and implement a comprehensive marketing and community relations program.	X					X	X		
5.5 Ensure the integration of **Resident Rights** with all aspects of resident care and facility operation.		X				X	X		

	1	1	2	0	1	

	Intro 1311	O&M 1313	Law 2314	Finan 2315	Res Care 1312	
Grand Total Competences 18						
Competencies Assessed	2	5	6	3	2	
Percentage Assessed	11.1	27.8	33.3	16.7	11.1	

Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for the **LONG-TERM CARE ADMINISTRATION PROGRAM.**

COMMON WORKPLACE COMPETENCIES

Manage Resources: Time / Money / Materials / Space / Staff
Exhibit Interpersonal Skills: Work on teams/ Teach others / Serve customers / Lead work teams/Negotiate with others
Work with Information: Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge: Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems
Use Technology: Select equipment and tools

FOUNDATION SKILLS
Demonstrate Basic Skills: Arithmetic & Mathematics / Speaking / Listening
Demonstrate Thinking Skills: Creative thinking / Decision making / Problem solving / Thinking logically
Exhibit Personal Qualities: Self-esteem / Self-management / Integrity

Course Number: LTCA 2314 Course Name: <u>Long-Term Care Law</u>	Relevant Competencies (Identify by Competency Number)

SCANS COMPETENCIES.
 	
1. Managing Resources:
  a. Manage time
  b. Manage Money
  c. Manage materials
  d. Mange space
  e. Manage staff
	a. 3
	b. 3, 4
	c. 3, 4
	d.
	e. 4, 5

2. Exhibiting Interpersonal Skills:
  a. Work on teams
  b. Teach others
  c. Serve Customers
  d. Lead work teams
  e. Negotiate with others
  f. Work with different cultures
	a. 3,
	b. 4
	c. 4, 5
	d. 4
	e. 4
	f.

3. Working with Information
  a. Acquire/evaluate data
  b. Organize/maintain information
  c. Interpret/communicate data
  d. Process information with computers
	a. 1, 2, 3
	b. 1, 2, 3
	c. 2, 2, 3
	d.

4. Applying Systems Knowledge:
  a. Work within social systems
  b. Work within technological systems
  c. Work within organizational systems
  d. Monitor/correct system performance
  e. Design/improve systems
	a. 1, 2, 3, 4
	b. 3
	c. 4, 5
	d. 4, 5
	e. 4, 5

5. Using Technology:
  a. Select equipment and tools
  b. Apply technology to specific tasks
  c. Maintain troubleshoot technologies
	a. 3
	b. 3
	c.

SCANS FOUNDATIONS.
6. Demonstrating Basic Skills:
  a. Reading
  b. Writing
  c. Arithmetic/Mathematics
  d. Speaking
  e. Listening
	a. 1, 2
	b.
	c.
	d.
	e. 1, 2

7. Demonstrating Thinking Skills:
  a. Creative thinking
  b. Decision making
  c. Problem solving
  d. Thinking logically
  e. Seeing with the mind's eye
	a. 3, 4
	b. 1, 2, 3, 4, 5
	c. 1, 3, 4, 5
	d. 1, 2, 3, 4, 5
	e.

8. Exhibiting Personal Qualities:
  a. Individual responsibility
  b. Self-esteem
  c. Sociability
  d. Self-management
  e. Integrity
	a. 5
	b.
	c.
	d. 5
	e. 5

McLENNAN COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (https://www.mclennan.edu/academic-support-and-tutoring/)

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an

emergency grant fund that may be able to assist you. Please go to
https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html
to find out more about the emergency grant. The application can be found at
https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf

MCC Academic Integrity Statement:
Please view our Academic integrity statement for more information about academic
integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for
classwork can be a violation of the College's General Conduct Policy. Whether AI is
authorized in a course and the parameters in which AI can be used in a course will be
outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-
Commons/requirements.html for information on the minimum system requirements
needed to reliably access your courses in MCC's D2L|Brightspace learning
management system.

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software,
and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be notified via your MCC
student email address. Please note that all assignments and activities will be due on the
date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:
McLennan Community College would like to remind you of the policy
(http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding
college email. All students, faculty, and staff are encouraged to use their McLennan
email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college
employees should use for official college information or business. Students are
expected to read and, if needed, respond in a timely manner to college emails. For more
information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:
- Email Setup for iPhones and iPads
- Email Setup for Androids

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to MCC's Tech Support or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.