

## Curriculum Guide for Preceptors Long Term Care

### Introduction

This guide assists the State Agency (SA) Preceptors in planning training for new surveyors (or students) in Federal programs. A basic training timeline is provided for each Federal program, including both required (marked with an asterisk (\*)) and recommended classes and presentations.

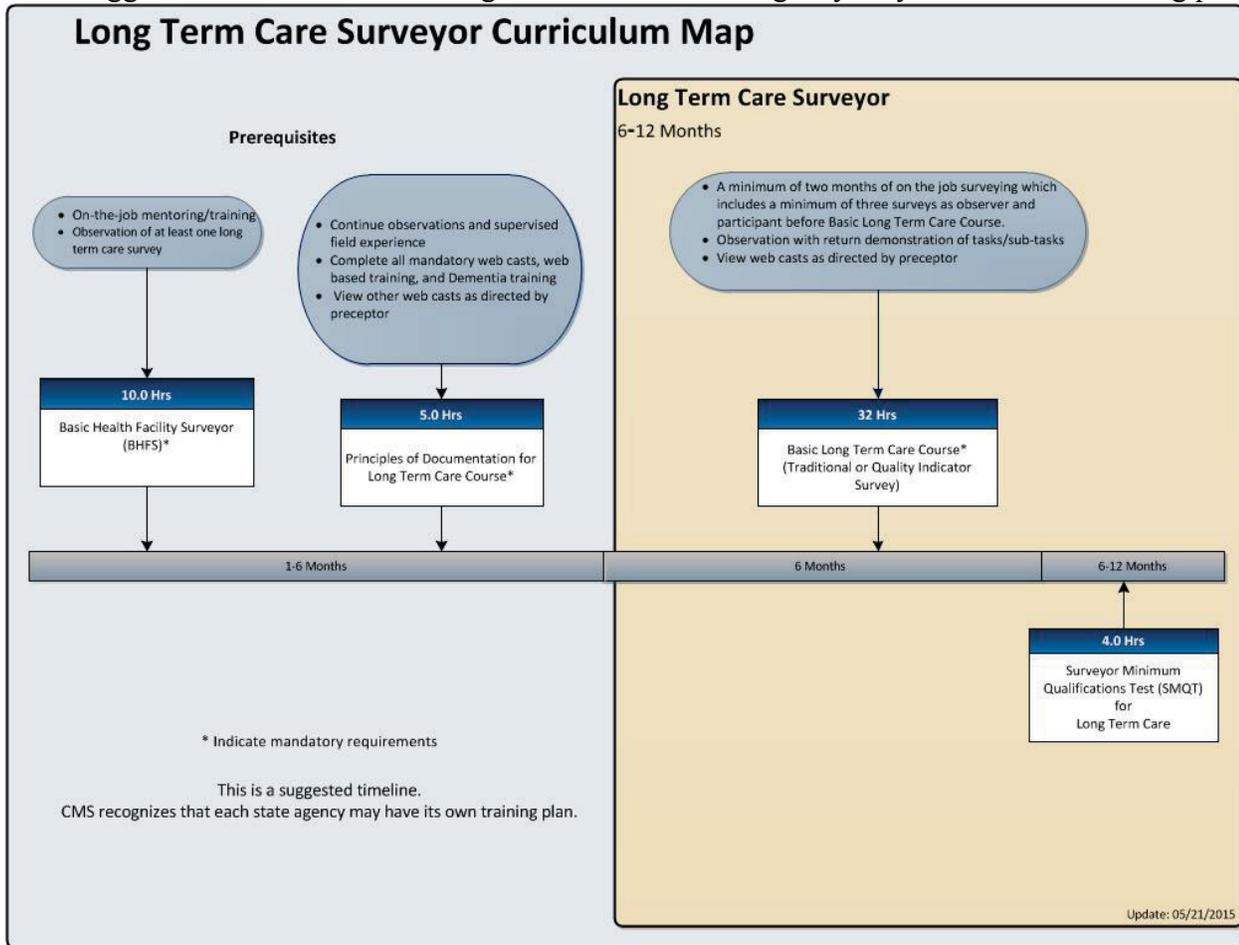
As a general guide, students should be scheduled to attend a basic CMS training when they have an understanding of the related regulatory process, have completed any Federal (or state) prerequisites, and have related field observations. The SA Training Coordinator (STC) and other agency personnel should evaluate each surveyor individually to determine progress during the orientation period. For Basic Long Term Care (BLTC), three observational surveys are required; however, CMS recommends new surveyors attend as many observational surveys as possible.

Three to six months is the average time required before a student has completed the prerequisites and has an appropriate knowledge base to successfully complete a basic CMS course. Remember, a student cannot register in the TotalLMS for a basic course until the prerequisites are complete.

All referenced broadcasts are on the Surveyor Training Website (STW) at [CMS Surveyor Training](#). Archived webinars are listed with the corresponding link; however, registration must be done in the TotalLMS if the surveyor wants credit for viewing archived webinars.

## Long Term Care (LTC) Curriculum Map

This is a Suggested Timeline. CMS recognizes that each state agency may have its own training plan.



\* Indicates **MANDATORY** requirement

- Orientation and state level training typically begins using available resources such as:
  - State Agency (SA)-based classroom or web-based training
  - Preceptor Manual, General and Long Term Care (LTC) Sections
  - CMS web casts (see below for details)
  - Quality Indicator Survey (QIS) software training and checklist (if applicable)
  - Assigned Preceptors (at the State Agency)
  - LTC Survey and Certification (S&C) Memos
  - Resident Assessment Instrument (RAI) User's Manual Version 3.0 (Appendix R)
  - State Operations Manual (SOM)
    - Chapter 7, Survey and Enforcement Process for Skilled Nursing Facilities and Nursing Facilities
    - Appendix P, Survey Protocol for Long Term Care Facilities

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- Appendix PP, Guidance to Surveyors for Long Term Care Facilities
  - Appendix R, Resident Assessment Instrument for Long Term Care Facilities
  - Appendix Q, Determining Immediate Jeopardy
  - Principles of Documentation (Exhibit 7A)
  - Other Exhibits (containing various CMS forms)
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- Completion of Basic Health Facility Surveyor\* (BHFS) for Long Term Care (LTC) surveyors online training within the first two to four weeks of employment is recommended.
  
  - Completion of Principles of Documentation\* (POD) for LTC surveyors online training is mandatory. The course is self-paced, web-based training, and takes approximately five hours to complete. Once enrolled, the surveyor has two months to complete this training. The preceptor should correlate this training to the development of actual deficiency statements by providing examples and opportunities for the student to practice and improve new skills.
  
  - During field experiences, the student should watch the mandatory web casts (see list below). Every attempt should be made to correlate the web cast with experiences. For example, when the student reviews the activities program, viewing of the Activities web cast would be most beneficial. It is recommended that the student view no more than one or two web casts per week.
  
  - Evaluate the new surveyor's ability to comprehend and apply learning on an ongoing basis. Once the surveyor has completed BHFS and POD, schedule the surveyor to attend the Basic Long Term Care Course\* making sure that the Federal requirements (and any state requirements) are met.
    - Most new surveyors will meet the requirements to attend Basic Long Term Care Course\* within six to twelve months.
    - For well-qualified candidates, a minimum of two months of on-the-job surveying, which includes a minimum of three surveys as observer and participant, must be completed prior to attending the Basic Long Term Care Course\*.
  
  - Completion of the Basic Long Term Care Course\* is a prerequisite to the Surveyor Minimum Qualifications Test (SMQT). After completion of Basic, schedule the new surveyor for the SMQT. While the timeline from hire to SMQT may be variable based on surveyor background and competency, it is expected that SMQT be completed within six to twelve months from hire.

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- If the SMQT is completed successfully, the surveyor may be independent. Continued mentoring is recommended.
- If the SMQT is not completed successfully, analyze to determine why. Develop a remediation plan. When the remediation plan is completed successfully, reschedule the SMQT.
- There is also a mandatory Infection Control Webinar Series. It contains three modules:
  - Multi-Drug Resistant Organisms (MDROs) in the Nursing Home Setting
  - Preventing Urinary Tract and Respiratory Tract Infections in the Nursing Home
  - Infection Prevention in the Nursing Home
- Mandatory training is also available regarding Investigative Skills.
  - This self-paced online course introduces health care facility surveyors to the concepts and skills needed to develop strong investigative techniques on a survey.
- Mandatory LTC dementia training\*/ web casts\*/web-based training\*:

It is recommended that each broadcast be viewed in conjunction with field experiences for optimum benefit.

- Dementia web casts and web-based training (surveyor training website)
  - The Initiative to Improve Behavioral Health and Reduce the Use of Antipsychotic Medications in Nursing Home Residents (web cast)
  - Severity & Scope Guidance–Anti-Psychotic Medication Use in Nursing Homes (web cast)
  - Surveying for Anti-Psychotic Medication Use in Nursing Homes (web-based training)
- Recommended LTC web casts for the new surveyor:

Although not mandatory, many web casts may be valuable to the new surveyor. All web casts are available on the Surveyor Training Website (STW). Web casts presented in 2010 and after are listed below:

- State RAI Coordinator Fundamentals (2014)

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Although every new surveyor may never be a State RAI Coordinator, this course provides an overview of the Minimum Data Set and the Resident Assessment Instrument. This course provides an introduction to the roles and responsibilities of a State RAI Coordinator and background information on the RAI process, including the MDS, CAAs, and care plan development.

- [Hand in Hand: A Training Series for Nursing Homes](#)

To download the materials, visit

<http://www.cms-handinhandtoolkit.info/Downloads.aspx>

- [New Dining Practice Standards for Nursing Home Residents](#) 2/21/2013

Centers for Medicare and Medicaid Services (CMS) is providing a new 24-minute video training product to all survey agencies with information on new dining standards of practice and therapeutic diets. This video, which is an introduction to the New Dining Practice Standards, was developed by several national professional organizations. This video is intended for surveyors and all other interested parties. There are NO CEUs for watching this video.

- [Evaluation and Treatment of Depression in Patients with Cognitive Impairment](#) 8/17/2012

This web cast looks at the specifics of managing depression in patients who are cognitively impaired, and examines different techniques geared towards different levels of cognitive impairment. It also examines the role of caregiver in the process.

- [Dementia in the LTC and HHA Settings](#) 7/8/2011

This web cast looks at the management of dementia-related behaviors in both the long-term care and home health settings, paying particular attention to the needs of the caregiver and the relationship between the well-being of the caregiver and the well-being of the care recipient.

- [Managing Depression in the Long-Term Care Community](#) 2/18/2011

This web cast examines the endemic problem of depression among long-term care residents.

- [The Survey Team Leader: Time Management](#) 9/24/2010

This broadcast is the third in a 3-part series examining the role of the survey Team Leader.

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- [Behavior Modification: Theories and Approaches](#) 9/10/2010  

This broadcast examines the role of behavior modification strategies that are commonly employed in the long-term care setting.
- [The Survey Team Leader: Entrance and Exit Conferences](#) 8/27/2010  

This broadcast is the second in a 3-part series examining the role of the survey Team Leader.
- [Principles of Documentation](#) 8/20/2010  

This broadcast utilizes the services of two different subject matter experts to examine the Principles of Documentation from both procedural and legal standpoints.
- [Team Leadership Skills for Survey Teams](#) 7/30/2010  

This broadcast is the first of a 3-part series examining the role of the survey team leader.
- [Common Issues Facing the Elderly Population: Communication](#) 4/2/2010  

The goal is to provide surveyors with a better understanding of the best practices for communications protocols in patient care situations.

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New Employee Basics  <u>(Complete within 2 months)</u>	Pre-Requisites for the CMS Basic Long Term Care Course (BLTCC)  <u>(Complete within 2-6 months)</u>	Basic Long Term Care Course (BLTCC)—QIS or Traditional*  <u>(Complete within 3-6 months)</u>	Surveyor Minimum Qualifications Test (SMQT)*  <u>(Complete within 6-12 months)</u>	Other MANDATORY Training  <u>(Completion before taking SMQT recommended but not required)</u>
<ul style="list-style-type: none"> <li>• State Level Orientation</li> <li>• Begin Education and Observational Surveys regarding the Long Term Care survey process and related regulations.</li> <li>• View web casts that are relevant to the observational surveys.</li> <li>• Introduce regulations as described below.</li> </ul>	<ul style="list-style-type: none"> <li>• Principles of Documentation (POD)               <ul style="list-style-type: none"> <li>○ Web-Based Course: 10 hours*</li> </ul> </li> <li>• Basic Health Facility Surveyor (BHFS)               <ul style="list-style-type: none"> <li>○ Web-Based Course: 5 hours*</li> </ul> </li> <li>• Observation of at least three surveys*</li> </ul>	<ul style="list-style-type: none"> <li>• State Training Coordinator (STC) to schedule when all pre-requisites are completed.</li> <li>• BLTCC is a 32 hour face-to-face course.</li> </ul>	<ul style="list-style-type: none"> <li>• State Training Coordinator (STC) to schedule after BLTCC is completed.               <ul style="list-style-type: none"> <li>○ Note—Attendance at BLTCC is a pre-requisite and <b>must</b> be taken before scheduling test.</li> </ul> </li> <li>• Test is four hours in length.</li> </ul>	<ul style="list-style-type: none"> <li>• Infection Control Webinar Series*               <ul style="list-style-type: none"> <li>○ Three modules— See below for description</li> </ul> </li> <li>• Dementia Training Series*               <ul style="list-style-type: none"> <li>○ Three modules— See below for description</li> </ul> </li> <li>• Foundational Investigative Skills*               <ul style="list-style-type: none"> <li>○ Web-Based Training</li> </ul> </li> </ul>

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