

Curriculum Guide for Preceptors Hospital

Introduction

This guide assists the State Agency (SA) Preceptors in planning training for new surveyors in Federal programs. For each Federal program, a basic training timeline is presented, including both required (marked with an asterisk [*]) and recommended classes and presentations.

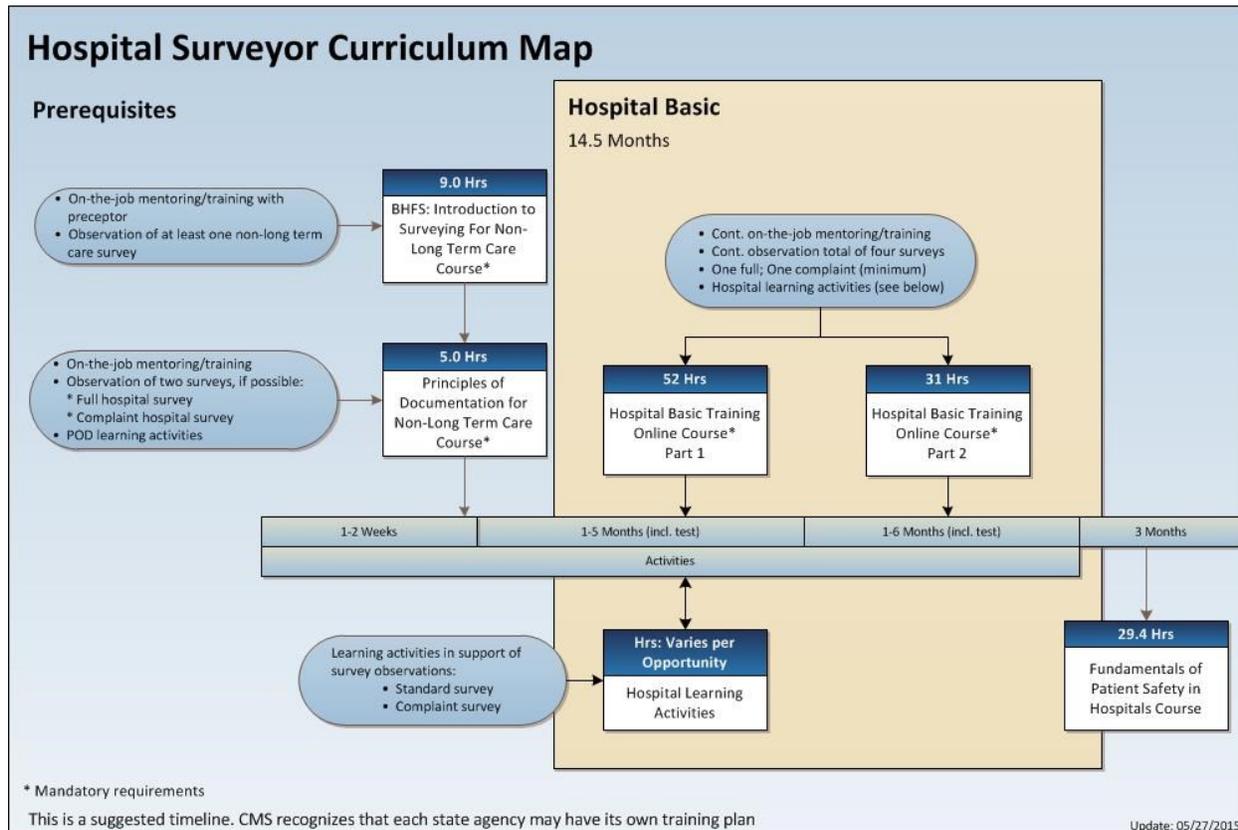
As a general principle, students should be scheduled to attend basic Federal training when they have an understanding of the related regulatory process, have completed any Federal (or state) prerequisites, and have related field observations. The SA Training Coordinator and other agency personnel, as appropriate, should evaluate each surveyor individually to determine their progress in addressing the prerequisites. Centers for Medicare and Medicaid Services (CMS) recommends a certain number of survey observations for the new surveyor as part of the prerequisites, but that number may be flexible based on the availability of surveys during the surveyor's initial orientation.

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

Any referenced satellite broadcasts are on the surveyor training web site 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 having viewed the archived webinar.

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Hospital



- Orientation and state level training begins.
- Use the curriculum map as presented to complete hospital requirements:
 - Principles of Documentation* (POD) for non-long-term care
 - Agency and field based training and/or experience using the Principles of Documentation Learning Activities in the Preceptor Manual, 2013
- The following archived webinar is recommended during orientation. Ideally the new surveyor should be introduced to the topic before viewing the program:
 - Immediate Jeopardy (IJ): [Immediate Jeopardy](#)

The following archived webcasts are recommended during orientation:

- Principles of Documentation

This informative web cast highlights the POD including an explanation of each principle and an examination of a specific case law example where the statement of deficiencies was inadequate. This is recommended as a refresher for all

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surveyors, regardless of provider type. For new employees, it is recommended that this be viewed after the online POD class. Ideally, this program should be viewed while the orientee is actively learning to construct deficiency statements. The preceptor may also use this broadcast in small segments, providing examples of each principle throughout the webcast to enhance the learning experience.

- The Surveyor in Court: Depositions and Testimony

This informative webcast highlights the role of the surveyor when giving testimony with vignettes and subject matter expert examination of the surveyor findings and testimony specifically related to IJ. This program is highly recommended for any surveyor. For new employees, this webcast is ideally viewed after the orientee has some field experience and understands the definition of IJ.

- The Surveyor in Court: Writing Defensible Citations

This informative webcast highlights the pitfalls of inadequate investigation and weak Form CMS-2567s. Video clips of surveyor interviews and courtroom testimony pinpoint weaknesses and identify strategies to avoid similar events. While the case presented is from a long-term care perspective, this webcast is highly recommended for all surveyors. For new surveyors, this program should be viewed during the latter part of the orientation when the surveyor is actively learning and applying investigative skills and writing Form CMS-2567s with the guidance of the preceptor. Ideally, the POD course and POD webcast should be completed before viewing this webcast.

- Related hospital training:

- Transplant Hospital

Schedule this for the hospital surveyor who has successfully completed the basic hospital course and will be surveying transplant hospitals.

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- Emergency Medical Treatment and Labor Act (EMTALA) (Basic and Advanced)

Basic EMTALA may be scheduled any time after successful completion of basic hospital training. The surveyor should have good complaint investigation skills and have participated in at least two to three complaint investigation surveys.

Advanced EMTALA may be scheduled any time after completion of Basic, though having experience with EMTALA complaints in between both parts is desirable.

- Psychiatric Hospital

This may be scheduled any time after successful completion of basic hospital training. Surveyors must have expertise in the field before attending training. Minimal qualifications are either a Masters-prepared psychiatric nurse or a Registered Nurse (RN) with inpatient psychiatric nursing experience.

- Hospital Surveyor Fundamentals Training Course (Refresher) at least every five years (available at a future date).