

Preceptor Manual Grab-n-Go Document

The Preceptor Manual Grab-n-Go document is provided to assist and support you with the task of being a preceptor to new surveyors. The materials listed in this document are resources located within the Preceptor Manual in a simplified manner for quick and easy access and are not official CMS documents.

Table 1 lists the Learning Activities for Introduction to Surveying for Non-Long Term Care and a brief description.

Table 1 Preceptor Resources

Learning Activities	Document Link	Description
Module 1-Lesson 1 Conducting Federal Surveys Role-Play	Conducting Federal Surveys Role-Play	This role-play activity coordinates with Module 1, Lesson 1 Conducting Federal Surveys.
Module 1-Lesson 2 BINGO	Module 1-Lesson 2 BINGO	Survey Terminology BINGO uses terms from Module 1, Lesson 2.
Module 1-Lesson 2 Word Square	Word Square	Find survey-related acronyms from Module 1, Lesson 2 in this Word Square.
Module 1-Lessons 3—4 State Licensure Federal Certification Activity	State Licensure Federal Certification Activity	<p>The objectives of this 10-minute quiz are:</p> <ul style="list-style-type: none"> • The surveyor will identify the differences between state licensure and Federal certification of facilities. • The surveyor will describe the interactive relationships between his or her state CMS Regional Office (RO), and CMS Central Office (CO).
Module 2-Lesson 2 Survey Scramble	Survey Scramble	In this activity, new surveyors scramble to assign activities to survey tasks.
Module 2-Lesson 5 What Would You Do?	What Would You Do?	What Would You Do? This lesson provides new surveyors with difficult real-life situations. The new surveyors must determine how to handle each situation appropriately, per regulations.

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Learning Activities	Document Link	Description
Module 3-Lesson 3 Investigative Skills Presentation	<u>Investigative Skills Presentation</u>	This PowerPoint presentation provides an investigative skills refresher for all surveyors.
Module 3-Lesson 3 Investigative Skills Speaker Notes	<u>Investigative Skills Speaker Notes</u>	Instructor notes from the Investigative Skills PowerPoint presentation that provides a refresher for all surveyors.
Module 3-Lesson 3 Investigation Part 1	<u>Investigation Part 1</u>	This role-playing activity helps new surveyors focus on using interviewing skills in a real-life situation. While the scenario is a Non-LTC scenario, the skills used transfer to all survey types.
Module 3-Lesson 3 Investigation Part 2	<u>Investigation Part 2</u>	This activity continues the scenario begun in Part 1 and asks the surveyor to critically think through what the next steps in this investigation are.
Module 4-Lesson 2 Steps to Investigation	<u>Steps to Investigation</u>	The Steps to Investigation activity helps the new surveyor categorize the information obtained during an investigation and apply standards, guidelines, and regulations to the information.
Module 4-Lessons 3—4 Guidelines for Documentation	<u>Guidelines for Documentation</u>	The Guidelines for Documentation activity provides practice writing defensible statements, following the principles provided in Module 4. This activity is a building block for the upcoming Principles of Documentation for Non-Long Term Care course.
Module 5—Module 6 Capstone Activity	<u>Mock Hearing Role-Play</u>	This group activity should follow the viewing of The Surveyor in Court: Depositions and Testimony. Drawing from the knowledge

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Learning Activities	Document Link	Description
		obtained in the courseware and the webcast, new surveyors role-play a mock trial using the Preceptor as the Administrative Law Judge.