

Maryland Board of Examiners of Nursing Home Administrators



**Annual Report
Fiscal Year 2012
(July 1, 2011—June 30, 2012)**

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About the Board

The Maryland Board of Examiners of Nursing Home Administrators (the "Board") was created in 1972 as a result of the Social Security Act, and operates under Title 9 of the Health Occupations Article of the Annotated Code of Maryland. The Board licenses, regulates, and - when necessary - disciplines Nursing Home Administrators in Maryland. The program is 100% State general funded. The Board currently consists of 14 members appointed by the Governor with the advice of the Secretary. Consumer members are appointed by the Governor with the advice and consent of the Senate.

The Board is mandated to protect the public by regulating the practice of Nursing Home Administrators. This is achieved by:

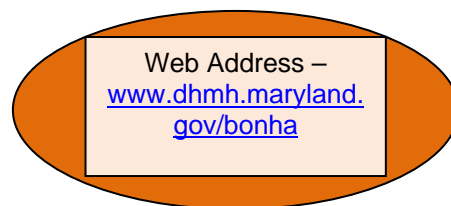
- Licensing qualified individuals
- Enforcement of current statutes and regulations
- Adoption of new regulations that reflect current practice issues
- Investigation of complaints.

The administrative functions of the Board include:

- Renewal of licenses, and the issuance of original licenses
- Oversight of the State's Standards examination
- Maintaining all records for the Board and committees
- Recommending and preparing regulatory amendments
- Handling all correspondence
- Depositing all fees to the General Fund, and the maintenance and reconciliation of all accounting records.

Contact Information

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The Board's staff also includes:

David Wagner, Esquire, Assistant Attorney General and Counsel to the Board
Marian Ruth, Health Occupations Investigator

Board Members

Under Title 9 of the Health Occupations Article of the Annotated Code of Maryland, §9-202 Membership, the Board consists of 14 members.

<ul style="list-style-type: none"> ✦ Six members shall be licensed nursing home administrators who are practicing actively and have at least 5 years experience as licensed nursing home administrators, one of whom has experience with the Eden Alternative, Green House or a similar program, if practicable 	<ul style="list-style-type: none"> ✦ J. Brian Pabst, Chairman ✦ Michelle F. Kraus ✦ Jeffery T. Metz ✦ Lisa A. Stone ✦ John L. White ✦ Christine L. Mour, (Eden Alternative, Green House, or similar program)
<ul style="list-style-type: none"> ✦ Two shall be individuals who are not nursing home administrators, but who are engaged actively in professions that are concerned with the care of chronically ill, infirm, or aged individuals 	<ul style="list-style-type: none"> ✦ Nancy H. Ferrone, Vice Chair ✦ Christina L. Gravina
<ul style="list-style-type: none"> ✦ One shall be a physician or nurse practitioner who specializes in geriatrics 	<ul style="list-style-type: none"> ✦ Susan M. Levy, M.D.
<ul style="list-style-type: none"> ✦ One shall be a geriatric social worker 	<ul style="list-style-type: none"> ✦ Triceia Nurse
<ul style="list-style-type: none"> ✦ One shall be the State Long-Term Care Ombudsman designated under §10-903 of the Human Services Article 	<ul style="list-style-type: none"> ✦ Alice Hedt
<ul style="list-style-type: none"> ✦ Two shall be consumer members 	<ul style="list-style-type: none"> ✦ ChanSu Chong ✦ Belinda B. Strayhorn
<ul style="list-style-type: none"> ✦ A representative of the Office of Health Care Quality shall serve as an <i>ex officio</i> member 	<ul style="list-style-type: none"> ✦ Margie Heald

Mission

The mission of the Board of Examiners of Nursing Home Administrators is to protect the citizens of Maryland and to promote quality health care in the field of long term care by:

- ④ Licensing Nursing Home Administrators;
- ④ Receiving and resolving complaints from the public, courts, employers, insurance companies, and other licensees regarding Nursing Home Administrators who may have violated the Board's law (Annotated Code of Maryland, Health Occupations Article, Title 9) and its regulations found in COMAR 10.33.01; and
- ④ Setting standards for the practice of Nursing Home Administrators that reflect new and emergent developments in the practice of long term care through regulations and legislation.

*The **vision** of the Board is to assure that Maryland is a state that provides qualified nursing home administrators to further the good health and well-being of the citizens of Maryland.*

Committees

The Board utilizes the following standing committees to streamline its processes:

Disciplinary Committee: Reviews all CMS 2567 survey results forwarded by the Office of Health Care Quality ("OHCQ") with a "G" or higher level citation, positive responses to character and fitness questions on applications for licensure and license renewal, and any complaints received concerning licensed Nursing Home Administrators.

In FY 2012, the Disciplinary Committee reviewed 10 areas of concern raised by survey results or complaints filed with the office, conducted two case resolution conferences and conducted one show cause hearing before the full Board.

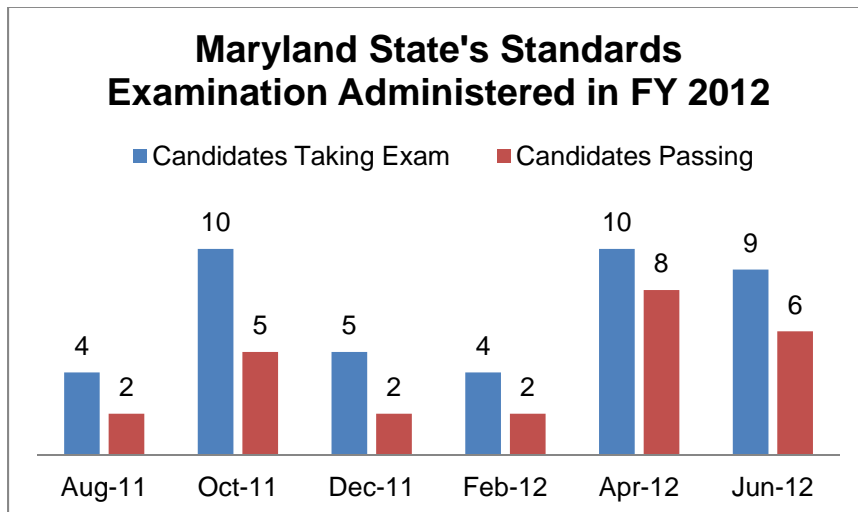
Credentials Committee: Reviews all licensure applications including out-of-state administrators who are requesting licensure in Maryland, and all candidates who want to pursue an Administrator-In-Training (AIT) program. Candidates for the AIT program and their proposed preceptors are interviewed prior to acceptance into the program. Based on the AIT's education and work history, the Credentials Committee may approve credit for previous experience. The Committee is also responsible for the reinstatement of licenses once the Administrator demonstrates compliance with all requirements.

The Credentials Committee interviewed 17 applicants for the AIT program, reviewed 14 applications for licensure via endorsement, and reinstated 5 lapsed licenses in FY 2012.

Administrator-In-Training Monitoring Committee: Designed to ensure that all AITs receive a visit from a Board Member at about the mid-point of their program. The purpose of the on-site visit is to ensure the AIT is in compliance with the program, and to identify areas that may require additional review. In addition, each AIT is assigned a Board liaison. This liaison is their designated “go-to” person in the event questions arise related to their program.

Nursing Home Administrator Rehabilitation Committee: Required by §9-317 of Title 9 of the Health Occupations Article of the Annotated Code of Maryland. This committee evaluates and provides assistance to any Nursing Home Administrator, and any other individual regulated by the Board, in need of treatment and rehabilitation for alcoholism, drug abuse, chemical dependency, or other physical, emotional, or mental condition.

Examination Committee: Develops the Maryland State’s Standards examination. The Committee members review and update the examination questions to ensure they coincide with the current COMAR regulations. The exam is based on five sections of the COMAR regulations, and all candidates for licensure in Maryland must receive at least a 75% passing score on this exam.



The State’s Standards examination is given six times per year. During FY 2012, 42 candidates took the exam, and 25 passed, which gives the passage rate this FY of 60%. The Examination Committee is currently reviewing the examination. It has already eliminated many questions that are less relevant, and it is working to add new questions to the bank.

What’s New in Regulation

The Board continues to work diligently to review and improve the 10.33.01 section of the Code of Maryland Regulations. As a result of this review, a series of amendments were promulgated beginning in January of 2010. They are as follows:

- ✔ All continuing education programs are now reviewed by and approved by the National Association of Long Term Care Administrator Boards. This organization has designated trained individuals who review and approve programs based on subject matter with the goal to improve the professional competencies of our Administrators.
- ✔ March 21, 2011: Regulations now allow for a part-time Administrator-In-Training program. It is hoped that this change will give candidates an option to pursue the program and maintain limited employment.

- ✔ March 19, 2012: New COMAR language relating to the sanctioning guidelines for Administrators. These guidelines were legislatively mandated and provide clearer understanding of the disciplinary process.
- ✔ March 19, 2012: Continuing education credit will now be awarded to preceptors who are training candidates in the AIT program.

Achievements in FY 2012

In Fiscal Year 2012, the Board:

- Improved the Maryland State's Standards examination.
- Held 8 Board meetings.
- Issued 26 original licenses, reactivated 3 inactive licenses, and reinstated 2 lapsed licenses.
- Processed 249 license renewal applications.
- Administered six State's Standard examinations with 42 candidates.
- Conducted two case resolution conferences, and held one show cause hearing.
- Had 537 active Nursing Home Administrators.
- Had 46 inactive Nursing Home Administrators.
- Monitored 14 candidates pursuing the Administrator-In-Training program.
- Developed disciplinary sanctioning guidelines to be incorporated into the regulations.

Goals for FY 2013

- The Board is collaborating with the Professional Examination Service to have them administer the State's Standards examination on-line. The Board will continue to review and update the exam questions based on current COMAR regulations.
- Amend the regulations to alter the fee schedule inasmuch as the examination fee will now be payable to the Professional Examination Service.
- Designate a Board Member to serve as a Delegate and attend both the mid-year and annual meetings of the National Association of Long Term Care Administrator Boards (NAB). The NAB has created a scholarship program to pay the attendance expenses. Christine Mour will be attending on behalf of the Maryland Board.
- Amend the regulations to improve the residency rotation required for the candidates pursuing the Administrator-In-Training program.

The Board and its office staff strive for excellent customer service. If you have any suggestions or recommendations on how the Board and staff members can be more effective to licensees, candidates pursuing licensure or the general public, please share your thoughts – we would love to hear from you!