

2017 Home Care Nurse Managers Certificate Program
June 7 – 8 • July 26 – 27 • August 22 – 23

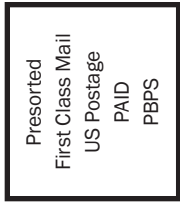
Location
Rush Creek Golf Course (Ballroom)
7801 County Road 101
Maple Grove, MN 55311

Purpose
Consumers want expanded community-based services so they can live in their own home environment as long as possible. As the range of living options widens, expectations for more complex services are driving home care and housing-with-services providers to increase their clinical services to meet this consumer need. As a nurse in one of these settings, you need sufficient knowledge and skills in the complex healthcare needs of older adults and emerging trends in home care services. This in-depth educational series is specifically tailored to build the essential knowledge and skills needed to work effectively and efficiently in the challenging field of home care services, including home care assisted living programs in senior housing.

About the program
This certificate series is focused on clinical and professional nurse practice in a wide variety of home care settings, but does not go in-depth on Medicare specific issues.

- Key Learning Skills:**
- Understand and clarify your role in driving home care services and programs.
 - Improve clients' care plans and the service plan/agreement by refreshing your knowledge of the nursing assessment process.
 - Meet the requirements of Minnesota's Nurse Practice Act and what it expects of nurses when supervising and delegating responsibilities to staff.
 - Develop a plan to improve your organization's medication administration practices to maintain regulatory compliance and promote resident care.
 - Identify the type of staff who would best help your organization deliver the types of services it is set up to provide.
 - Improve compliance efforts with employment and other laws that apply to home care and housing-with-services settings.
 - Increase the effectiveness of your organization's case management to improve the quality of service delivery for your clients.
 - Describe the pertinent training requirements based on your setting and how you can develop effective training programs based on adult education best practices.
 - Create policies and procedures that your organization can use to preserve compliance and which support best practices in home care settings.
 - Know the demands on and expectations of nurses as leaders in home care settings to enhance your skills or to support someone in that role.

- Audience**
- Home care nurse (RN, LPN) working in client homes
 - Home care nurse (RN, LPN) working in HWS or assisted living settings
 - Health care administrator with existing or proposed affiliated home care program
 - Housing manager with existing or proposed affiliated home care program
 - Students



LeadingAge Minnesota
2550 University Avenue West, Suite 350 South
St. Paul, MN 55114-1900

2017 HOME CARE NURSE MANAGERS
CERTIFICATE PROGRAM

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*Attend all six days to earn your
certificate of completion!*

2017
HOME CARE
NURSE MANAGERS
CERTIFICATE
PROGRAM

Rush Creek Golf Course
Maple Grove, MN

LeadingAge™
Minnesota

Day 1 – Wednesday, June 7
THE FOUNDATION OF YOUR HOME CARE PROGRAM

8 – 8:30 a.m. Registration and Continental Breakfast
8:30 a.m. – 3:30 p.m. Program

FOCUS

Working in home care settings serving seniors is uniquely different from nursing in other settings. Develop a solid foundation for your organization’s home care program by understanding the philosophy of home care, how it is incorporated into your work setting, and learn how to assess client needs and develop care and services plans.

TOPICS

- Philosophy of Home Care
- What Home Care Nurses Need to Know About the Settings in Which Their Clients Live
- Assessment and Service Plan Development

Day 2 – Thursday, June 8
THE ROLE OF THE NURSE IN HOME CARE

8 – 8:30 a.m. Check in and Continental Breakfast
8:30 a.m. – 3:30 p.m. Program

FOCUS

As a nurse working in home care settings you need a specific skill set, and there are special demands placed on you in driving the clinical services offered. You must be in compliance with Minnesota’s Nurse Practice Act. Understand how the Act defines the clinical and operational roles of the professional nurse and what you need to know as a nurse manager as you shape your practice in home care settings. We will discuss how to develop effective training programs based on adult education best practices.

TOPICS

- The Role of the Nurse in Home Care
- Supervision and Delegation in Home Care
- How to Develop Training Programs for Adult Learners

Day 5 – Tuesday, August 22
LEGAL ISSUES

8 – 8:30 a.m. Check in and Continental Breakfast
8:30 a.m. – 3:30 p.m. Program

FOCUS

The home care nurse manager is expected to stay on top of legal issues that involve the clinical care and services provided to your clients, including transitions between care settings. As an advocate for your client, it is critical to know their rights so they can be protected, even if the individual involved wants to make decisions against medical advice.

TOPICS

- Hot Legal Topics for Home Care Nurse Managers including, but not limited to, change of ownership, Impact Act, OIG and VAA reporting changes.
- Working With Other Providers When Transitioning Clients to Other Services and Settings – Case Management, Strategies for Improving Communications Between Providers
- Legal Issues Related to Transfers and Discharges Between Service Providers
- Health Care Decision-Making, Advance Directives, POLST and Right to Refuse Services in Home Care and Housing Settings

FACULTY

Jennifer Anderson, President and CEO, Mirabelle Management, Creators of EduCare, Plymouth
April Boxeth, Attorney, Voigt, Rodé and Boxeth, LLC, St. Paul
Rene Cronquist, Director of Practice and Policy, Minnesota Board of Nursing, Minneapolis
Austin Figge, Vice President of Business Development, Prairie River Home Care, Buffalo
Jerri Hiniker, Program Manager, Stratis Health, Bloomington
Michelle Klegon, Attorney, Klegon Law Office, Ltd, Minneapolis
Joe Litsey, Lead Pharmacy Consultant, Thrifty White Pharmacy, Plymouth
Jeanette Mefford, President, Mefford Knutson & Associates, Minneapolis
Mary Jo Thorne, Regional Director of Housing Services, Augustana Care, Minneapolis
Lores Vlaininck, Principal, Lores Consulting, Rochester
Susan Voigt, Attorney, Voigt, Rodé and Boxeth, LLC, St. Paul

Day 3 – Wednesday, July 26
CLINICAL SKILLS AND CASE MANAGEMENT

8 – 8:30 a.m. Check in and Continental Breakfast
8:30 a.m. – 3:30 p.m. Program

FOCUS

Building on the clinical skill development begun on Day 2, today we explore the challenging issues of medication management in home care settings where both the Nurse Practice Act and licensure rules often intersect. Discuss important employment laws that must be followed regardless of setting.

TOPICS

- Clinical Skills – Medication Management Issues
- Overview of Applicable Employment Law

Day 4 – Thursday, July 27
REGULATORY COMPLIANCE

8 – 8:30 a.m. Check in and Continental Breakfast
8:30 a.m. – 3:30 p.m. Program

FOCUS

Wherever there are clinical services provided in licensed settings there are regulatory requirements that must be followed to maintain compliance. Discuss operational best practices for identifying the staff you need and best practices for handling scheduling and on-call issues. Take home practical information you can use to prepare for a smooth home care survey.

TOPICS

- Regulatory Compliance
- Clinical Record Information
- What Kind of Staff do you Need?
- Scheduling and On-Call Issues
- Home Care Survey Overview

Day 6 – Wednesday, August 23
NURSING LEADERSHIP SKILLS

7:30 – 8 a.m. Check in and Continental Breakfast
8 a.m. – 3:45 p.m. Program

FOCUS

As a nurse manager working in home care, you need a toolkit full of skills and knowledge that you may not have been exposed to in nursing school. This session will focus on basic financial management, developing policies and procedures and how to set appropriate professional boundaries for yourself and your staff. Last, but not least, we will explore the leadership skills nurse managers must equip themselves with to be successful in their role

TOPICS

- Financial Management
- Policies and Procedures: What Agencies Need to Assure Compliance and Quality
- Ethical Dilemmas and BoundariesSetting
- Nursing Leaders in Home Care

CONTINUING EDUCATION CREDITS

This program has been designed to meet the continuing education requirements for licensed nurses of the Minnesota Board of Nursing.

RECOMMENDED ACCOMMODATIONS

Information on nearby accommodations will be provided with registration confirmation.

Home Care Nurse Managers Certificate Program
INFORMATION

REGISTRATION INFORMATION AND FEES:

All six days to earn the certificate (includes a comprehensive manual valued at over \$200)
Members - \$905 per person
Prospective members - \$1,170 per person

Single day fee (full manual not included)

Members - \$190 per person/day
Prospective members - \$325 per person/day

Registration fee includes handout materials, breaks and lunch. Registration is limited and on a first-received basis. LeadingAge Minnesota reserves the right to cancel this program.

ATTENDANCE

Register for the entire series or individual days. Attendance at all six program days is required to earn the certificate. Missed days may be made up the following year at an additional cost of \$50 per day. Cancellation for individual sessions must be received in writing 5 business days in advance to receive a partial refund. No refunds for missed sessions without advanced notice. No-shows will be billed the full session fee. LeadingAge Minnesota reserves the right to cancel any program day or the entire series.

HOW TO REGISTER

Register online at <https://store.leadingagemn.org/calendarschedule.aspx> with a member user name and password. Contact Ashley Peterka apeterka@leadingagemn.org for assistance.
Prospective members: contact Ashley Peterka directly to register.

HOW TO KNOW IF YOU ARE REGISTERED

Confirmation of program registration is sent via email within three working days of receipt and will include a paid statement or an invoice for unpaid registration. Contact Ashley Peterka at apeterka@leadingagemn.org if your registration has not been confirmed.

FOR FURTHER INFORMATION

Ashley Peterka apeterka@leadinagemn.org
Local calls: 651.645.4545
Toll free: 800.462.5368

