

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION

STATE OF NEW HAMPSHIRE

DIVISION OF HEALTH PROFESSIONS

Board of Examiners of Nursing Home Administrators

121 South Fruit Street, Suite 301

Concord, N.H. 03301-2412

Telephone 603-271-4728 · Fax 603-271-6702

PETER DANLES  
Executive Director

JOSEPH G. SHOEMAKER  
Division Director



ADMINISTRATOR-IN-TRAINING  
INTERNSHIP EVALUATION CHECKLIST

Please check the appropriate spaces below indicating those areas in which your administrator-in-training has had practical experience under supervision in your facility, and has demonstrated ability to carry out specific responsibilities in the practice of nursing home administration - FROM: \_\_\_\_\_ TO: \_\_\_\_\_.

\*Both the preceptor (administrator of the home), and the intern (administrator-in-training or assistant administrator), should certify and date the form.

\*\*A statement should be made on the reverse side or on a separate sheet of paper giving the preceptor's opinion as to whether they believe the intern is capable of efficiently administering a nursing home without supervision.

ADMINISTRATOR-IN-TRAINING: \_\_\_\_\_

NAME OF FACILITY: \_\_\_\_\_

LOCATION: \_\_\_\_\_ # OF BEDS: \_\_\_\_\_

I. GENERAL STANDARDS

A. Federal - State Regulations

Fire Codes - Fire Drill \_\_\_\_\_  
Disaster Plan \_\_\_\_\_  
Safety Measures \_\_\_\_\_  
Oxygen Usage \_\_\_\_\_

Facility Licensure \_\_\_\_\_  
Building Codes \_\_\_\_\_  
Orientation to Home \_\_\_\_\_  
Related Responsibilities \_\_\_\_\_

Dietary Regulations \_\_\_\_\_  
Food Service \_\_\_\_\_  
Storage \_\_\_\_\_  
Handling \_\_\_\_\_  
Hygiene \_\_\_\_\_  
Dishwashing \_\_\_\_\_

Distribution \_\_\_\_\_  
Trays \_\_\_\_\_  
Dining Room \_\_\_\_\_  
Preparation - hot/cold \_\_\_\_\_  
Spoilage - Disposal \_\_\_\_\_  
Sanitation Codes \_\_\_\_\_  
Disease - Transmission \_\_\_\_\_  
Disaster Plan - \_\_\_\_\_  
Emergency Feeding \_\_\_\_\_

B. Environmental Factors

Patient - Centered \_\_\_\_\_  
Hoise \_\_\_\_\_  
Color \_\_\_\_\_  
Temperature \_\_\_\_\_  
Lighting \_\_\_\_\_

**AIT CHECK-LIST - Page 2**

Safety \_\_\_\_\_  
Side rails \_\_\_\_\_  
Bathroom Guards \_\_\_\_\_  
Accident Prevention \_\_\_\_\_

Personnel Management \_\_\_\_\_  
Personnel Policies \_\_\_\_\_  
Orientation \_\_\_\_\_  
Job Training \_\_\_\_\_  
In-Service Education \_\_\_\_\_

**C. Hygiene Factors**

Housekeeping \_\_\_\_\_  
Disease/Pest Control \_\_\_\_\_  
Bacteriology Factors \_\_\_\_\_  
Cleanliness \_\_\_\_\_  
Prevention of odors \_\_\_\_\_

Employee Practice \_\_\_\_\_  
Handwashing \_\_\_\_\_  
Management of Isolation \_\_\_\_\_

Equipment \_\_\_\_\_  
Nursing Practices \_\_\_\_\_  
Clean & Sterile \_\_\_\_\_  
Cross-contamination \_\_\_\_\_  
Disposal of contaminants \_\_\_\_\_  
Laundry \_\_\_\_\_  
Equipment \_\_\_\_\_  
Proper Care & Handling \_\_\_\_\_  
of Equipment \_\_\_\_\_

Contract Arrangements \_\_\_\_\_  
Job Descriptions & Work \_\_\_\_\_  
Schedules \_\_\_\_\_

Laws & Regulations \_\_\_\_\_  
Unempl. Compen. \_\_\_\_\_  
Social Security \_\_\_\_\_  
Workmen's Compen. \_\_\_\_\_  
Fair Labor Laws \_\_\_\_\_  
Wages & Hours \_\_\_\_\_  
Union Contracts \_\_\_\_\_  
Collective Bargaining \_\_\_\_\_  
Safety Acts & Regs. \_\_\_\_\_  
Local, State & Federal \_\_\_\_\_  
Reports \_\_\_\_\_

Institutional Management \_\_\_\_\_  
Purchasing Equipment \_\_\_\_\_  
Admissions & \_\_\_\_\_  
Discharges \_\_\_\_\_  
Charges \_\_\_\_\_  
Refunds \_\_\_\_\_  
Transfers \_\_\_\_\_  
Death \_\_\_\_\_  
Burial \_\_\_\_\_

**II. GENERAL ADMINISTRATION**

**A. Organization & Management**

Goals & Obj. of Nursing Home \_\_\_\_\_  
Administrator Manual \_\_\_\_\_  
Policy Manual \_\_\_\_\_  
Specific Departments \_\_\_\_\_  
Nursing \_\_\_\_\_  
Dietary \_\_\_\_\_  
Housekeeping \_\_\_\_\_  
Maintenance \_\_\_\_\_

**B. Business Management**

Office Procedures \_\_\_\_\_  
Bookkeeping \_\_\_\_\_  
Budgeting & Controls \_\_\_\_\_  
Cash Flow \_\_\_\_\_  
Cost-accounting & \_\_\_\_\_  
analysis \_\_\_\_\_

**AIT CHECK-LIST - Page 3**

Payroll-control & analysis \_\_\_\_\_  
Record Keeping \_\_\_\_\_

Insurance \_\_\_\_\_  
Fire & Extended Cover. \_\_\_\_\_  
Malpractice \_\_\_\_\_

**C. Financial Management**

Third-party Payers \_\_\_\_\_  
Medicare \_\_\_\_\_  
Medicaid \_\_\_\_\_  
Insurance \_\_\_\_\_  
V.A. \_\_\_\_\_

**D. Community Interrelationships**

Public Relations \_\_\_\_\_  
Volunteer Groups \_\_\_\_\_  
Community Health Plan \_\_\_\_\_  
Government Agencies \_\_\_\_\_

**III. PATIENT-RELATED CARE**

**A. Patient as a Person**

Individual Differences \_\_\_\_\_  
Psychology of Human Behavior \_\_\_\_\_  
Citizen Rights \_\_\_\_\_  
Family & Needs \_\_\_\_\_

**B. Patient as a Resident of N.H.**

Health Component \_\_\_\_\_  
Disease Process \_\_\_\_\_  
Health Care Plan \_\_\_\_\_  
Terminology \_\_\_\_\_

Admission Procedures \_\_\_\_\_  
Orientation \_\_\_\_\_  
Placement \_\_\_\_\_  
Readjustment \_\_\_\_\_

Restorative Measures \_\_\_\_\_  
Activities for Daily Living \_\_\_\_\_  
Activities & Recreat. \_\_\_\_\_  
Group Interaction \_\_\_\_\_  
Remotivation \_\_\_\_\_

Relationships with Staff/ Administration \_\_\_\_\_  
Individual Differences \_\_\_\_\_

**C. Patient as an Aging Person**

Food-Nutrition of Elderly \_\_\_\_\_  
Basic Food Needs \_\_\_\_\_  
Special Diets \_\_\_\_\_  
Malnutrition & Aging \_\_\_\_\_  
Palatable Food \_\_\_\_\_

Dining Atmosphere \_\_\_\_\_  
Pleasures of Eating \_\_\_\_\_  
Modifications \_\_\_\_\_  
Dining Room \_\_\_\_\_  
Tray Service \_\_\_\_\_  
Volume Distribution \_\_\_\_\_  
Feeding \_\_\_\_\_

Shelter - Privacy \_\_\_\_\_  
Safety \_\_\_\_\_  
Heat & Fresh Air \_\_\_\_\_  
Cleanliness \_\_\_\_\_

Clothing - Individual \_\_\_\_\_  
Laundering \_\_\_\_\_  
Purchasing & Safety \_\_\_\_\_

**AIT CHECK-LIST - Page 4**

Money & Valuables \_\_\_\_\_  
Security \_\_\_\_\_

People \_\_\_\_\_  
Family & Friends \_\_\_\_\_  
Interaction Needs \_\_\_\_\_

**D. Patient's Therapeutic Needs**

Observations & Changes \_\_\_\_\_  
Meaningful Interpretations \_\_\_\_\_

Revisions of Health Care Plan \_\_\_\_\_  
Interdisciplinary Roles \_\_\_\_\_

P.T. \_\_\_\_\_  
O.T. \_\_\_\_\_  
Clergy \_\_\_\_\_  
Family \_\_\_\_\_  
Civic \_\_\_\_\_  
Dentist \_\_\_\_\_  
Podiatrist \_\_\_\_\_  
Laboratory \_\_\_\_\_  
X-Ray \_\_\_\_\_  
Dietitian \_\_\_\_\_  
Social Worker \_\_\_\_\_  
Visiting Nurse Association \_\_\_\_\_  
Pharmacist \_\_\_\_\_

Pharmaceutical Services \_\_\_\_\_  
Storage/Safety/Narcotic Laws \_\_\_\_\_  
Drugs - Alcohol \_\_\_\_\_

**E. The Patient - Physician & Personnel**

Relationships with Physician \_\_\_\_\_  
Patient \_\_\_\_\_  
Nursing Home \_\_\_\_\_  
Administrative Staff \_\_\_\_\_  
Interrelationship of all \_\_\_\_\_

Recruitment \_\_\_\_\_  
Interview techniques \_\_\_\_\_  
Level Expectations \_\_\_\_\_  
Selection \_\_\_\_\_  
Licensure \_\_\_\_\_  
Requirements \_\_\_\_\_

Utilization Review Comm \_\_\_\_\_  
Administrator's Role \_\_\_\_\_  
Physician \_\_\_\_\_  
Nursing Director \_\_\_\_\_  
Social Worker \_\_\_\_\_

Professional & Medical \_\_\_\_\_  
Ethics \_\_\_\_\_  
Employee Conduct \_\_\_\_\_  
Privacy of Patient's \_\_\_\_\_  
Record \_\_\_\_\_  
Nurs. Home Policy \_\_\_\_\_  
Misinformation \_\_\_\_\_

Employee Health Service \_\_\_\_\_  
Pre-Employment \_\_\_\_\_  
Physical Exam \_\_\_\_\_  
Routine Preventive \_\_\_\_\_  
Measures \_\_\_\_\_  
Emergency Situation \_\_\_\_\_  
Plans \_\_\_\_\_

**COSIGNATURES**

To the best of my knowledge, I agree that the information listed on this form is accurate.

Preceptor: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_ License No. \_\_\_\_\_

AIT: \_\_\_\_\_ Date \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_