

NURSING HOME ADMINISTRATOR, Certificate – (Noncredit)

Healthcare Education - Office of Academic Affairs & Workforce Development

CIP Code: 519999

This course is the full 120-hour course mandated by the PA State Board of Examiners of Nursing Home Administrators (NHA) for those desiring to become a nursing home administrator. This course is broken down into 16 modules that may be taken as part of the full course or can be taken as a standalone module for those desiring continuing education units. An optional 15-hour review course is also offered at the conclusion of each course. Students can complete the entire course at HACC, Lancaster campus or via zoom. (Please note that this 120-hour course is only one of several requirements to sit for the PA NHA licensure exam. The candidate must also perform an 800 to 1000-hour administrator in training experience. More information can be found in PA Code § 39.5.) This course can be completed at the Lancaster Campus through hybrid instruction. Students have the option to take this course through on-campus/in-class instruction, as well as synchronous remote instruction.

Career Opportunities

Completion of the Nursing Home Administrator program is one of several requirements for students to sit for the Pennsylvania licensing exam to become a Nursing Home Administrator (NHA).

Competency Profile

This curriculum is designed to prepare students to:

Gain skills and knowledge to become a successful (NHA)

PROGRAM REQUIREMENTS

This course is completed in 16 modules plus there is an *optional review course. Each module meets Fridays via HyFlex technology (via zoom or in person) from 8 a.m. to 4:30 p.m., with a one-hour lunch break for 16 weeks (17 weeks, if student enrolls in the optional review course which is held on a Friday and Saturday).

RECOMMENDED SEQUENCE

Students must complete the course in its entirety in the following sequence: 120 Lecture Hours.

- General Administration, Organization and Management in Nursing Homes
- Gerontology, Diseases of the Aging, Death and Dying
- Role of Government in Health Policy, Regulation and Reimbursement
- Fiscal Management, Budgeting and Accounting
- Personnel Management and Labor Relations
- Third Party Reimbursement
- Preparing for Licensure/Certification Surveys and Meeting Other Regulatory Requirements
- Understanding Regulations, Deficiencies, Plans of Corrections and Quality Assurance
- Nursing Department and Patient Care Management
- Rehabilitation Services and Special Care Services
- Health Support Services: Pharmacy, Medical Records and Diagnostic Services
- Facility Support Services: Building/Grounds, Housekeeping, Laundry, Central Supply
- Dietary Department and Patient Nutrition
- Social Services, Family and Community Relationships, and Patient Rights
- Risk Management, Safety and Insurance
- Strategic Planning, Marketing and Public Relations
- Review Course (optional)