

## **INFORMATION FORM FOR BOARDS AND COMMISSIONS Revised 10/30/2021**

**NAME OF BOARD/COMMISSION: State Board of Examiners of Nursing Home Administrators**

### **MEMBERSHIP COMPOSITION:**

**TOTAL NUMBER: 14**

#### **PROFESSIONAL:**

- 6 Nursing Home Administrators** who are *actively practicing* (one of whom has experience with the Eden Alternative Green House or a similar program, if practicable)
- 2 Consumers** (one of whom must presently have or have formerly had a family member living in a nursing home).
- 2 Allied Health Professionals** *specializing in the care of chronically ill, infirm, or aged individuals.*
- 1 Geriatric Social Worker**
- 1 Physician or Nurse Practitioner** who *specializes in geriatrics*
- 1 Representative of the Office of Health Care Quality** (ex officio member)
- The State Long-Term Care Ombudsman**

### **REGULAR BOARD MEETINGS:**

**DAY:** Usually on the 2<sup>nd</sup> Wednesday of each month (*schedule occasionally varies*)  
**TIME:** 9:30 a.m. – 12:00 p.m. (*approximate meeting duration*)  
**PLACE:** MD Department of Health - 4201 Patterson Avenue, Baltimore, MD 21215  
**FREQUENCY:** Each month, except for the months of January, July, and August.

### **COMMITTEE MEETINGS:**

Credentials, Disciplinary, Legislative, Examination, and Nursing Home Administrator Rehabilitation Committee.

#### **FREQUENCY:**

#### **DETAIL OF MONTHLY TIME COMMITMENT:**

The Credentials Committee and the Disciplinary Committee are scheduled to meet each month virtually until further notice, and also have a very limited number of additional conference calls, on an as-needed basis. All other committees are not scheduled to meet regularly and are convened on an as-needed basis only.

### **FUNCTION OF BOARD/COMMISSION: (Brief Description)**

The State Board of Examiners of Nursing Home Administrators (the “Board”) was formed in 1971 and operates under the provisions of Title 9 of the Health Occupations Article of the Annotated Code of Maryland. The existence of the Board is a Federal requirement (*see* U.S. Code, Title 42 § 139g and Code of Federal Regulations, Title 42, Part 431, Subpart N). The responsibilities of the Board are to educate, train, develop, and license individuals as nursing home administrators by setting forth examination and educational standards, which must be met by all who seek to receive and retain a license as a nursing home administrator. The Board regulates the profession and disciplines licensed nursing home administrators in Maryland by enforcing the compliance standards set forth in Title 9 and Section 10.33.01 of the Code of Maryland Regulations.

### **OTHER DUTIES OF MEMBERS: (Types of Committees, Exams, etc)**

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# **Information Form for Boards and Commissions**

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#### **COMPENSATION**

\$100 per diem and mileage reimbursement of 56 ¢ per mile (*as of January 1, 2021*).

#### **DETAILS/OTHER DUTIES OF MEMBERS:**

**Credentials Committee:** Interviews and grants approval to applicants and their preceptors for all Administrator-In-Training (“AIT”) programs. Reviews and approves all applications for licensure through Endorsement (i.e., those who are already licensed nursing home administrators in other states). Works closely with the Board’s Executive Director and Deputy Director/Licensing Coordinator.

**Disciplinary Committee:** Reviews all complaints, annual survey results from the Office of Health Care Quality that cite a “G” level or higher deficiency, criminal history records checks results containing charges, and any positive responses to character and fitness questions on licensure applications for original and renewal of license. Works closely with the Board’s Executive Director and Assistant Attorney General (who represents and provides all legal counsel to the Board).

**Legislative Committee:** Reviews all proposed new and amended legislation and regulations concerning the Board; conducts research and/or gathers information from contacts in support of new bills on an as-needed basis. Works closely with the Board’s Executive Director, Assistant Attorney General, and Legislation & Regulations Specialist.

**Examination Committee:** Reviews, evaluates, makes appropriate changes to exam questions, and writes new exam questions that comprise the Maryland State’s Standards examination that all applicants for licensure are required to pass (in addition to the NAB national exam) before a nursing home administrator license is issued by the Board. Works closely with the Board’s Executive Director.

**AIT Program Site Monitoring Visits:** All 6 LNHA Board Members participate in conducting AIT site monitoring visits. The Board’s Executive Director attends each visit along with the Board Member who is assigned as the AIT’s Board Liaison. Each AIT will have a site visit during the 5<sup>th</sup> month of his/her program. The AIT assignments are done on a rotating basis, and the Board Liaisons are required to travel to each facility in which they have an assigned AIT. Site monitoring visits typically take approximately 90 minutes to 2 hours from start to finish.

**Nursing Home Administrator Rehabilitation Committee:** Assists nursing home administrators who might have substance abuse/addiction issues. Works closely with the Board’s Executive Director.