

# STATE OF NEVADA

## ADMINISTRATOR IN TRAINING (AIT)

### REQUIREMENTS

The State of Nevada requires that all Applicants for Nursing Facility Administrator must have fulfilled 1,000 hours of Administrator-In-Training at a Board Approved Program under the direction of an approved Preceptor in not less than 20 weeks.

If the applicant has a Bachelor's or Master's degree in a field other than the administration of nursing facilities or the field of health care, an additional 200 AIT hours is required as stated in NAC 654.100(2)(c).

The Preceptor is a licensed Nursing Home Administrator who also helps the trainee prepare for the National Exam.

The AIT Training is required to address the five (5) Domains of Practice as established by the National Association of Boards of Examiners of Long Term Care Administrators (NAB) as listed below:

1. Resident Care and Quality of Life
2. Personnel Management
3. Financial Management
4. Physical Environment and Atmosphere Management
5. Leadership and Management

A suggested time frame for each Domain follows:

#### 1. Resident Care and Quality of Life:

<u>Department</u>	<u>Recommended Time Frame</u>
(1) Nursing	4 weeks
(2) Medical/Patient Records	1 week
(3) Dietary	2 weeks
(4) Rehab Services	1 week
(5) Activity/Social Services	1 week

#### 2. Personnel Management:

(1) Human Resources	1 week
(2) Payroll/Benefits	2 weeks
(3) Staff Development	2 weeks

#### 3. Financial Management:

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|-----|-------------------------|---------|
| (1) | Business Office         | 2 weeks |
| (2) | Central Supply Services | 1 week  |

**4. Physical Environment and Atmosphere Management:**

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|-----|-------------------------|--------|
| (1) | Environment Maintenance | 1 week |
| (2) | Housekeeping            | 1 week |
| (3) | Laundry                 | 1 week |

**5. Leadership and Management:**

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|-----|---------------------------------|---------|
| (1) | Administration                  | 5 weeks |
| (2) | Additional Clinical Experiences | 1 week  |

The actual time frames for the Departmental rotations for each AIT will be determined by the Preceptor.

The sequencing and length of these rotations should be based on factors such as the AIT's previous work and academic experience, as well as licensure surveys. It is the responsibility of the AIT and Preceptor to ensure that all rotations have taken place.

**200 Additional AIT Hours Required as follows:**

- (1) Sixty-five hours of training on resident care;
- (2) Forty-five hours of training on personnel management;
- (3) Twenty-five hours of training on financial management;
- (4) Twenty-five hours of training on maintenance housekeeping and laundry; and
- (5) Forty hours of training on administration.