

**FHCA CO-SPONSORSHIP OF EDUCATIONAL PROGRAMS**  
*(As of 9/24/09; under review by Professional Development Committee)*

Florida Health Care Association (FHCA) may lend its Florida Board of Nursing Home Administrators (BNHA) and/or Board of Nursing (BON) provider status to related organizations and to its member regions, districts, and individual facilities. The related organizations include the Florida Dietary Managers Association (FDMA), Florida Dietetic Association (FDA), Florida Consultant Dietitians in Health Care Facilities (FCDHCF), Florida Health Care Activity Coordinators Association (FHCACA), Florida Health Care Social Workers Association (FHCSWA), and the Florida Medical Directors Association (FMDA).

In order for FHCA to lend its provider status (BNHA and/or BON) to the co-sponsorship of any educational offering, the following guidelines must be followed:

1. FHCA must receive all required information 15 days in advance of the date of the presentation. The Professional Development Committee will require and enforce a 15-day advance notice, with no exceptions.
2. There is a \$100 fee, which may be paid when submitting this information or at the conclusion of the program.
3. After consideration and approval of the ***Submission Form*** by the Professional Development Committee, FHCA staff will send Scan Cards, Records of Attendance, and Evaluations to be distributed at the educational program.
4. When FHCA lends its provider status to a Co-sponsor, that Co-sponsor is responsible for writing its own Learner Objectives; the exception would be a pre-approved program which already has established Learner Objectives. The Co-sponsor is also responsible for obtaining and duplicating handouts for use at their meetings.
5. ***The materials listed below must be sent back to FHCA within 10 days of completion of the program in order to allow sufficient time for us to meet BNHA requirements.***
  - a. Copy of handout
  - b. Scan Cards – completed as well as unused
  - c. Evaluations completed by attendees
  - d. \$100 fee if not already paid

***Please note that attendees keep the Record of Attendance for their personal records.***

**FHCA CO-SPONSORSHIP OF EDUCATIONAL PROGRAMS**  
***Submission Form***

Please submit this completed form with back-up materials and the \$100 fee to Kendall Myers, Event Planning Assistant, at FHCA, P.O. Box 1459, Tallahassee, FL 32302. *If you have questions, contact Kendall at (800) 771-3422.*

**This form and required documents must be received at FHCA at least 15 days in advance in order for the program to be considered for approval by the FHCA Professional Development Committee. This will also apply to pre-approved programs listed below.**

If you wish, much of the information requested can be provided by submission of your brochure/flyer and/or registration form. However, it is imperative that ALL of the information be submitted 15 days in advance.

     **CHECK ENCLOSED for \$100 payable to FHCA, P.O. Box 1459, Tallahassee, FL 32302**

**PLEASE CHARGE \$100 TO MY:**         American Express         MasterCard         VISA

Card No. \_\_\_\_\_ Exp. \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

**Following is a list of pre-approved educational offerings; these pre-approved programs will still require a 15-day advance notice.**

1. "Disaster Preparedness Update" by Robin Bleier, or designee
2. "Legislative, Regulatory and Public Relations Update" by FHCA staff representative
3. FHCA Consumer Relations presentation by designee

***Related organizations, districts, regions, and individual facilities are responsible for coordinating speaker availability and travel arrangements for educational programs.***

1. Title of Program: \_\_\_\_\_  
\_\_\_\_\_

2. Date(s) of Program: \_\_\_\_\_

3. Location – name, address: \_\_\_\_\_  
\_\_\_\_\_

4. Program Provider – organization name, contact information: \_\_\_\_\_  
\_\_\_\_\_

5. Person completing this form – name, contact information: \_\_\_\_\_  
\_\_\_\_\_

6. Please attach Learner Objectives (unless the program is from the pre-approved list on the previous page) – see the attached sample Learner Objectives

7. To lend its BNHA provider status, FHCA must be assured that the Program Content falls into one of the following domains of practice for nursing home administrators; to confirm, check \_\_\_\_\_ YES.

- a. Personnel (recruitment, interviewing, employee selection, training, personnel policies, health and safety, or other related topics)
- b. Finance (accounting, budgeting, financial planning, and asset management, or other related topics)
- c. Marketing (public relation activities, marketing programs, or other related topics)
- d. Physical Resource Management (safety procedures, fire and disaster planning, building and environment maintenance, or other related topics)
- e. Laws, Regulatory Codes, and Governing Boards (federal, state and local laws, rules and regulations, or other related topics)
- f. Resident Care (nursing, food service and recreational service, volunteers, pharmacy, rehabilitation, physicians' services and medical records, or other related topics as each of these relate to the duties and responsibilities of the nursing home administrator)

8. Please attach a Schedule/Agenda (the agenda must include not only presentation times, but breaks and meals)

9. Please circle the Method(s) of Presentation: lecture, audiovisual aids, handouts

10. Faculty List – provide the name, title, and contact information for each of the speakers presenting at the seminar; also attach a paragraph or brief vita which qualifies the speaker(s) to make the presentation:

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

## **LEARNER OBJECTIVES**

### **Seminar #7 – The Path to a Better Way: Resident-centered Culture and Care**

FHCA/FCAL 2008 Annual Conference – Rosen Shingle Creek, Orlando, FL

Monday, August 4 – 12:45 to 1:45 p.m.

Upon completion of this presentation, the learner will be able to:

- Demonstrate knowledge regarding cutting edge admission approaches and continuing care methods that will demonstrate the positive environment and showcase the commitment of caregivers within the community;
- Formulate a philosophy and approach to address declining residents and to involve them in care, while protecting the community from exposure; and
- Create a community that is extraordinary, including a virtual reality tour of environments that will be innovative and independent and will provide clients with the culture of the future.

#### **PRESENTER:**

Kirsten Ullman is a Managing Partner, Southeast Region, of Lewis, Brisbois, Bisgaard & Smith and formerly the Managing Partner and Founder of Ullman, Bursa, Hoffman & Ragano. Kirsten is a defense trial attorney who has practiced in the areas of nursing home, assisted living, and continuing care retirement community defense, medical malpractice defense, pharmacy and hospital defense. She is a member of numerous organizations and often speaks at client regional counsel forums and conferences nationwide.

## SUGGESTED VERBS FOR WRITING LEARNER OBJECTIVES

### KNOWLEDGE

Define  
Draw  
Identify  
Indicate  
List  
Name  
Point  
Quote  
Read  
Recall  
Recite  
Recognize  
Record  
Repeat  
State  
Trace  
Write

### SYNTHESIS

Arrange  
Combine  
Construct  
Create  
Design  
Develop  
Formulate  
Generalize  
Integrate  
Organize  
Plan  
Prepare  
Produce  
Specify

### ANALYSIS

Analyze  
Construct  
Detect  
Explain  
Infer  
Separate  
Summarize

### APPLICATION

Apply  
Calculate  
Classify  
Complete  
Demonstrate  
Employ  
Examine  
Illustrate  
Practice  
Relate  
Solve  
Use  
Utilize

### COMPREHENSION

Associate  
Compare  
Compute  
Contrast  
Describe  
Differentiate  
Discuss  
Distinguish  
Estimate  
Extrapolate  
Interpret  
Predict  
Translate

### EVALUATION

Appraise  
Assess  
Critique  
Determine  
Evaluate  
Grade  
Judge  
Measure  
Rank  
Rate  
Recommend  
Select  
Test