

## **TITLE 840 INDIANA STATE BOARD OF HEALTH FACILITY ADMINISTRATORS**

*NOTE: Originally adopted by the Indiana State Board of Registration and Education for Health Facility Administrators. Name changed by P.L.149-1987, SECTION 37, effective September 1, 1987.*

### **ARTICLE 1. GENERAL PROVISIONS**

#### **Rule 1. Definitions; Licensure; Examinations**

##### **840 IAC 1-1-1 Title of rules; authority to promulgate rules (Repealed)**

Sec. 1. *(Repealed by Indiana State Board of Health Facility Administrators; filed May 1, 2002, 10:35 a.m.: 25 IR 2861)*

##### **840 IAC 1-1-2 Definitions**

Authority: IC 25-19-1-4

Affected: IC 16-10-4-2; IC 25-19-1-2

Sec. 2. Whenever used in this rule, unless expressly otherwise stated, or unless the context or subject matter requires a different meaning, the following terms apply throughout this rule:

- (1) "H.F." means health facility.
- (2) "Practice of health facility administration" means the practice of the person designated by legal owner(s) of health facilities to perform any act or the making of any decision involved in the planning, organizing, developing, directing, and/or control of the operation of an H.F.
- (3) "H.F.A." means health facility administrator.
- (4) "Preceptor" means a duly licensed H.F.A. who has been approved by the board under section 17(a) of this rule to serve in a teaching role who has the training, knowledge, professional activity, and a facility or organizational setting at their disposal to participate actively in the developing and refining of prospective H.F.A.s. This individual shall meet any and all criteria that may be established by the board.
- (5) "Administrator-in-training" or "A.I.T." means a person who has registered with the board prior to commencing internship and who desires to become involved in a program of professional health care training. No person shall serve or act as an A.I.T. without being registered with the board, and shall meet any and all criteria that may be established by the board.
- (6) "A.I.T. program" means an internship of a continuous educational experience in an H.F. approved by the board; such program to be administered under the supervision of a preceptor.
- (7) "Person" means a natural individual and does not include the terms firm, corporation, association, partnership, institution, public body, joint stock association, or any other group of individuals.
- (8) "Residential license" shall be one granting authority to administer an H.F., licensed as a residential facility.
- (9) "Comprehensive license" shall be one granting authority to administer any or all categories of health facilities.
- (10) "Related health care administration" is defined as administration practiced in one (1) or more health related institutions.

However, health care administration shall not mean:

- (A) the administration of services to an individual;
- (B) administrative services which do not have as a major component the supervision of more than one (1) profession or discipline; or
- (C) an administrative position in which the individual has not assumed direct responsibility for and is not held accountable for his own acts.

*(Indiana State Board of Health Facility Administrators; Rule 3; filed May 26, 1978, 9:09 a.m.: 1 IR 243; filed May 18, 1979, 9:02 a.m.: 2 IR 842; filed May 2, 1985, 10:33 a.m.: 8 IR 1146; filed Sep 29, 1987, 2:08 p.m.: 11 IR 792; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2855)*

##### **840 IAC 1-1-3 License required; use of title and H.F.A. initials**

Authority: IC 25-19-1-4

Affected: IC 25-19-1-5; IC 25-19-1-11

Sec. 3. (a) No H.F. in this state may operate unless it is under the supervision of an H.F.A. who holds a current valid H.F.A. license issued by the board under this rule.

(b) No person shall practice or offer to practice H.F. administration in this state or use any title, sign, card, or device to indicate that he is an H.F.A. unless such person shall have been duly licensed as an H.F.A. pursuant to the laws of this state and the rules of this board lawfully promulgated.

(c) A person, not licensed as an H.F.A., shall not use the title "Assistant H.F. Administrator", inasmuch as the employment of this title constitutes a fraudulent inducement to the public to rely on the expertise implied by the term "administrator" and is in violation of Indiana law. The designations "assistant-to-the-administrator" and "administrative assistant" can serve the same purpose and be in compliance with the law.

(d) A person licensed as an H.F.A. in Indiana may use the initials H.F.A. after the name. (*Indiana State Board of Health Facility Administrators; Rule 4; filed May 26, 1978, 9:09 a.m.: 1 IR 244; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2855*)

#### **840 IAC 1-1-4 Qualifications for licensure**

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3

Sec. 4. (a) All applicants for licensure as an H.F.A. before July 1, 2002, must have completed, at the time of application, the requirements of IC 25-19-1-3(a)(1) and the following educational attainments and administrator-in-training programs:

(1) Possession of a baccalaureate or higher degree in any subject from an accredited institution of higher learning approved by the board, and completion of a required six (6) month administrator-in-training program.

(2) Possession of an associate degree in long term care, health care administration, or equivalent from an accredited institution of higher learning approved by the board, and completion of a required six (6) month administrator-in-training program.

(3) Completion of a specialized course of study in long term health care administration approved by the board, and completion of a required six (6) month administrator-in-training program.

(b) All applicants for licensure as an H.F.A. on or after July 1, 2002, must have completed, at the time of application, the requirements of IC 25-19-1-3(a)(1) and the following educational attainments and administrator-in-training programs:

(1) Possession of a baccalaureate or higher degree from an accredited institution of higher learning approved by the board, and completion of a required administrator-in-training program.

(2) Possession of an associate degree in health care from an accredited institution of higher learning approved by the board, completion of a specialized course of study in long term health care administration approved by the board, and completion of a required administrator-in-training program.

(3) Completion of a specialized course of study in long term health care administration prescribed by the board, and completion of a required six (6) month administrator-in-training program.

(c) Applicants for licensure by endorsement as an H.F.A. may request that the board consider previous experience to satisfy the requirements of subsection (a). Educational and A.I.T. requirements may be satisfied by two (2) years of active work experience as a licensed health facility administrator in another state. Evidence must be presented to the board demonstrating competency of practice.

(d) Applicants for licensure as an H.F.A. may request that the board consider previous experience to satisfy the A.I.T. requirements of subsection (a). A.I.T. requirements may be satisfied by:

(1) one (1) year of active work experience as a licensed H.F.A.;

(2) completion of a training program required for licensure as an H.F.A. in another state that is determined by the board to be equivalent to the A.I.T. requirements of this state;

(3) completion of a residency-internship in health care administration completed as part of a degree requirement of:

(A) subsection (a)(1) and (a)(2) before July 1, 2002, that is determined by the board to be equivalent to the A.I.T. requirements of this state;

(B) subsection (b)(1) and (b)(2) on or after July 1, 2002, that is determined by the board to be equivalent to the A.I.T. requirements of this state;

(4) one (1) year of active work experience as a chief executive officer or chief operations officer in a hospital; or

(5) a master's degree in health care administration and six (6) months of active work experience as a licensed H.F.A. in another state.

(*Indiana State Board of Health Facility Administrators; Rule 5; filed May 26, 1978, 9:09 a.m.: 1 IR 244; filed May 2, 1985, 10:33 a.m.: 8 IR 1147; filed Sep 29, 1987, 2:08 p.m.: 11 IR 793; filed Dec 22, 1987, 2:36 p.m.: 11 IR 1604; errata filed Mar 25, 1991, 4:40 p.m.: 14 IR 1626; errata filed Jul 8, 1991, 5:00 p.m.: 14 IR 2066; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2856*)

**840 IAC 1-1-5 Application for license; interview**

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3; IC 25-19-1-5

Sec. 5. (a) An applicant for licensure as an H.F.A. shall:

(1) make application for licensure in writing on forms provided by the board; and

(2) furnish evidence satisfactory to the board that the qualifying requirements have been met as provided for in the state licensing statutes and section 4 of this rule.

(b) The board may designate a time and place at which an applicant may be required to appear for an interview at the discretion of the board. (*Indiana State Board of Health Facility Administrators; Rule 6; filed May 26, 1978, 9:09 a.m.: 1 IR 245; filed May 2, 1985, 10:33 a.m.: 8 IR 1148; filed Sep 29, 1987, 2:08 p.m.: 11 IR 794; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2856*)

**840 IAC 1-1-6 Examination**

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3

Sec. 6. (a) Every applicant for a license as an H.F.A., after meeting the requirements for qualification as set forth in section 4 of this rule, shall pass successfully a written and/or oral examination at the discretion of the board that shall include, but need not be limited to, the following:

(1) Applicable standards of environmental health and safety.

(2) Local health and safety regulation.

(3) General administration.

(4) Psychology of patient care.

(5) Principles of medical care.

(6) Pharmaceutical services and drug handling.

(7) Personal and social care.

(8) Therapeutic and supportive care and services in long term care.

(9) Departmental organization and management.

(10) Community interrelationships.

(b) Every applicant for an H.F.A. license shall be required to pass the examination for such license with a grade established by the board in accordance with methods and procedures set up by the board.

(c) All applications for the examination must be complete in every respect, including accompanying data and the required fee, at least thirty (30) days prior to the examination for which application is being made. Any applicant whose application does not meet these requirements will not be permitted to take the examination.

(d) An applicant must complete successfully the licensure examination within one (1) calendar year from the time of notification of failure to pass the original exam. If an applicant fails the examination three (3) times, the following requirements must be met before submitting a new application for examination:

(1) Submit proof of the completion of at least two hundred (200) contact hours of continuing education approved by the board.

(2) Submit a new application for entry into the administrator-in-training program.

(3) Submit an affidavit of completion of the remedial A.I.T. program.

In addition, the applicant shall meet all other licensing requirements in force and effect at the time of reapplication. (*Indiana State Board of Health Facility Administrators; Rule 7; filed May 26, 1978, 9:09 a.m.: 1 IR 246; filed May 18, 1979, 9:02 a.m.: 2 IR 842; filed May 2, 1985, 10:33 a.m.: 8 IR 1148; filed Sep 29, 1987, 2:08 p.m.: 11 IR 794; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2857*)

**840 IAC 1-1-7 Categories of licenses; renewal; fee (Repealed)**

Sec. 7. (*Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798*)

**840 IAC 1-1-8 Disapproval; re-application (Repealed)**

Sec. 8. *(Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798)*

**840 IAC 1-1-9 Suspension or revocation of license; restoration (Repealed)**

Sec. 9. *(Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798)*

**840 IAC 1-1-10 Complaints and disciplinary hearings (Repealed)**

Sec. 10. *(Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798)*

**840 IAC 1-1-11 Display of license**

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 11. Every individual licensed as a *[sic., an]* H.F.A. shall display the H.F.A.'s current license in a prominent location in that individual's principal office. *(Indiana State Board of Health Facility Administrators; Rule 12; filed May 26, 1978, 9:09 a.m.: 1 IR 247; filed Sep 29, 1987, 2:08 p.m.: 11 IR 795; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2857)*

**840 IAC 1-1-12 Duplicate licenses**

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 12. Upon receipt of satisfactory evidence that a license has been lost, stolen, mutilated, or destroyed, the board may issue a duplicate license upon compliance with conditions as the board may prescribe and payment of a fee as determined by the board. *(Indiana State Board of Health Facility Administrators; Rule 13; filed May 26, 1978, 9:09 a.m.: 1 IR 247; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2857)*

**840 IAC 1-1-13 Educational institutions and courses; approval by board**

Authority: IC 25-19-1-4

Affected: IC 25-19-1-8

Sec. 13. Any course of study, offered by an educational institution, association, professional society, or organization for the purpose of qualifying an applicant for licensure must be approved by the board. *(Indiana State Board of Health Facility Administrators; Rule 14; filed May 26, 1978, 9:09 a.m.: 1 IR 247; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2857)*

**840 IAC 1-1-14 Provisional licenses**

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3

Sec. 14. (a) An individual may be issued a provisional administrator's license for a specific licensed health facility if the individual has at least two (2) years of administrative experience in a licensed H.F. and has complied with the conditions of IC 25-19-1-3(a)(1).

(b) Under subsection (a), the director of the board may issue a provisional license to an individual who appears to be qualified; however, this license will be subject to the approval of the board at its next following meeting, at which time the board may withdraw the provisional license if it determines that the licensee fails to meet all applicable qualifications for said license.

(c) Experienced *[sic., Experience]* gained under provisional licensure shall not satisfy the educational or A.I.T. requirements of section 4(a) of this rule. *(Indiana State Board of Health Facility Administrators; Rule 15; filed May 18, 1979, 9:02 a.m.: 2 IR 841; filed Sep 29, 1987, 2:08 p.m.: 11 IR 795; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2858)*

**840 IAC 1-1-15 Preceptor program for administrator-in-training**

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3; IC 25-19-1-8

Sec. 15. The A.I.T. shall satisfactorily complete a course of instruction and training prescribed by the board that occurs in a comprehensive care facility and that shall include, but not be limited to, personnel, insurance, law, Medicare/Medicaid, accounting, maintenance, and physical plant, health and safety regulations, public and labor relations, patient activities, volunteer organization, dental care, pastoral care, general management, medical records, nursing services, food service, therapies and aspects of aging, corporate compliance, social services, ethical conduct, abuse prohibition, standards of competent practice, information systems, laundry, and housekeeping. (*Indiana State Board of Health Facility Administrators; Rule 16; filed May 18, 1979, 9:02 a.m.: 2 IR 841; filed Sep 12, 1985, 3:25 p.m.: 9 IR 285; filed Sep 29, 1987, 2:08 p.m.: 11 IR 795; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2858*)

**840 IAC 1-1-16 Qualifications and duties of administrator-in-training**

Authority: IC 25-19-1-4

Affected: IC 25-19-1-3; IC 25-19-1-8

Sec. 16. (a) The A.I.T. shall:

(1) file an A.I.T. application with the board and be approved prior to starting the internship program; and  
(2) have met the requirements of IC 25-19-1-3(a)(1) and the educational attainments of section 4(a) of this rule at the time the application is filed.

(b) The A.I.T. shall:

(1) observe and become familiar with the responsibilities and duties of the preceptor and A.I.T.;  
(2) be assigned responsibilities in each department, with experience on every shift, including weekends;  
(3) not hold a position in the facility during the hours of the A.I.T. program;  
(4) serve as an A.I.T. a minimum of thirty-two (32) hours per week, but no more than eight (8) hours daily;  
(5) complete the program in a minimum of six (6) months and a maximum of twelve (12) months for a minimum total of one thousand forty (1,040) hours;  
(6) seek and accept instruction and assistance from preceptor;  
(7) notify the board on suitable forms of any change of status or discontinuance of the A.I.T. program; and  
(8) forward to the board at the end of the A.I.T. program an affidavit stating the requirements of the program have been fulfilled.

(c) The A.I.T. may serve up to four (4) weeks of the internship in a setting other than the preceptor's facility.

(d) The board reserves the right to take appropriate action for failure of an A.I.T. to comply with the duties enumerated above.

(*Indiana State Board of Health Facility Administrators; Rule 17; filed May 18, 1979, 9:02 a.m.: 2 IR 840; filed Sep 12, 1985, 3:25 p.m.: 9 IR 285; filed Sep 29, 1987, 2:08 p.m.: 11 IR 796; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2858*)

**840 IAC 1-1-17 Qualifications and duties of preceptors**

Authority: IC 25-19-1-8

Affected: IC 25-19-1-12

Sec. 17. (a) The applicant for approval as a preceptor shall file a new application for each A.I.T. applicant for whom the preceptor applicant desires to serve as a preceptor.

(b) In order to qualify as a preceptor, the applicant shall:

(1) be a currently licensed Indiana H.F.A.;  
(2) file an application with the board and be approved prior to serving as the preceptor;  
(3) have attended, within the five (5) years prior to applying to serve as a preceptor, a board approved educational program and forward to the board a certificate of completion;  
(4) have active work experience as an H.F.A. for at least two (2) out of the immediate preceding three (3) years prior to the date of application; and  
(5) not have any disciplinary action taken by the board against H.F.A. license in the last two (2) years.

(c) Each approved preceptor shall:

- (1) act as a teacher rather than an employer and should provide the A.I.T. with educational opportunities;
- (2) inform the board if the A.I.T. presents any problems that may affect the facility's service and operation, or the A.I.T.'s program;
- (3) notify the board on suitable forms of any change of status or discontinuance of the A.I.T. program;
- (4) submit to the board at the completion of the program an affidavit, as prescribed by the board, stating that the requirements of the A.I.T./preceptor program as stated in section 15 of this rule have been met;
- (5) ensure that the records of A.I.T. programs are maintained for a period of five (5) years, during which time the board may request review of these records; and
- (6) spend a majority of the required work hours during normal daytime business hours in the facility where training is to occur, except as deemed necessary to accommodate special situations or emergencies.

(d) The board reserves the right to take appropriate action for failure of a preceptor to comply with the duties enumerated above.

(e) A preceptor may not supervise more than one (1) A.I.T. at any given time, except at the discretion of the board.

(f) The preceptor approval expires when the A.I.T. applicant completes the course of instruction and training prescribed by the board or fails to complete the requirements of section 16 of this rule. (*Indiana State Board of Health Facility Administrators; Rule 18; filed May 18, 1979, 9:02 a.m.: 2 IR 843; filed Dec 31, 1981, 8:55 a.m.: 5 IR 398; filed Sep 12, 1985, 3:25 p.m.: 9 IR 286; filed Sep 29, 1987, 2:08 p.m.: 11 IR 796; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2859*)

#### **840 IAC 1-1-18 Temporary permits**

Authority: IC 25-19-1-3.5; IC 25-19-1-8

Affected: IC 25-19-1-3.5

Sec. 18. Persons holding a valid H.F.A. license in another state who seek licensure by endorsement in Indiana may be granted a temporary permit. Applicants for a temporary permit will be required to take the Indiana jurisprudence examination for licensure within ninety (90) days of its issuance. In addition to the provisions of IC 25-19-1-3.5, temporary permits of applicants who fail to appear for the scheduled examination will be invalidated. If the applicant presents compelling reasons to the board in writing for missing the scheduled examination, the board may allow the applicant to submit a new application for temporary permit. (*Indiana State Board of Health Facility Administrators; 840 IAC 1-1-18; filed Dec 22, 1987, 2:37 p.m.: 11 IR 1603; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2859*)

### **Rule 2. Continuing Education for Renewal of License**

#### **840 IAC 1-2-1 Continuing education; credit requirements**

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 1. (a) An H.F.A. who is not currently or previously licensed in another state, is not required to complete the continuing education requirements for the two (2) year licensing period in which the license was issued.

(b) An H.F.A. must complete at least forty (40) continuing education hours during the previous two (2) year licensing period.

(c) If an H.F.A. attends an approved program in another state with a mandatory continuing education requirement, the board will accept the approved hours.

(d) Continuing education credit may not be carried over from one (1) biennial licensure renewal period to another.

(e) The forty (40) hours biennial continuing education requirement shall not be increased or decreased unless this section is duly amended and all licensees are notified in writing at the date of license renewal that the following renewal will require an increased or decreased number of hours of continuing education.

(f) The continuing education requirement shall be satisfied by participating in programs that must be conducted by a board approved sponsor.

(g) Continuing education courses offered by accredited colleges if the course content pertains to the practice of health facility administration. Accredited college courses related to the practice of health facility administration. Proof of completion of the course, including the grade earned and the college credit earned, or a statement from the college that the course was audited, must be

submitted with the renewal application. The following conversion will be used for continuing education credit:

(1) One (1) semester hour equals fifteen (15) contact hours.

(2) One (1) quarter hour equals ten (10) contact hours.

*(Indiana State Board of Health Facility Administrators; 840 IAC 1-2-1; filed Jan 5, 1984, 2:33 p.m.: 7 IR 577; filed Sep 29, 1987, 2:08 p.m.: 11 IR 797; filed Feb 14, 1991, 1:30 p.m.: 14 IR 1438; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2859)*

**840 IAC 1-2-2 Verification of attendance**

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 2. (a) The H.F.A. shall retain copies of certificates of completion for continuing education courses for three (3) years from the end of the licensing period for which the continuing education applied. The H.F.A. shall provide the board with copies of the certificates of completion upon the board's request for a compliance audit.

(b) Approved continuing education sponsors must retain the attendance records for a period of five (5) years, during which time the board may request review of these records. *(Indiana State Board of Health Facility Administrators; 840 IAC 1-2-2; filed Jan 5, 1984, 2:33 p.m.: 7 IR 577; filed Feb 14, 1991, 1:30 p.m.: 14 IR 1439; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2860)*

**840 IAC 1-2-3 Reporting of credits (Repealed)**

Sec. 3. *(Repealed by Indiana State Board of Health Facility Administrators; filed Sep 29, 1987, 2:08 pm: 11 IR 798)*

**840 IAC 1-2-4 Approval of sponsor; responsibility**

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 4. (a) Sponsors of programs must file application with the board and be approved at least thirty (30) days prior to the date of the first presentation.

(b) The sponsor is responsible for monitoring attendance of programs in such a way that verification of attendance throughout the program can be reliably assured.

(c) Approval of a sponsor will be valid for a maximum period of one (1) year. All approvals expire on January 31 of each year.

(d) Under extenuating circumstances, the board may approve an application for a sponsor of continuing education programs which did not meet the thirty (30) day submission requirement. Such cases will be considered on an individual basis only. *(Indiana State Board of Health Facility Administrators; 840 IAC 1-2-4; filed Jan 5, 1984, 2:33 p.m.: 7 IR 577; filed Feb 14, 1991, 1:30 p.m.: 14 IR 1439; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2860)*

**840 IAC 1-2-5 Exemptions**

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 5. Licensees who fail to comply with this rule shall not be issued a renewal license, except for the following exemptions:

(1) An H.F.A. who holds a valid license, but submits a statement from a physician or surgeon stating that the licensee is unable to practice due to illness or physical disability.

(2) An H.F.A. on active military duty.

*(Indiana State Board of Health Facility Administrators; 840 IAC 1-2-5; filed Jan 5, 1984, 2:33 p.m.: 7 IR 578; filed Sep 29, 1987, 2:08 p.m.: 11 IR 797; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2861)*

**840 IAC 1-2-6 Persons exempt from fee**

Authority: IC 25-19-1-4

Affected: IC 25-19-1

Sec. 6. (a) The Indiana state board of H.F.A. shall exempt the following from payment of a fee for continuing education

sponsorship:

- (1) Any state or federal agency.
- (2) Any state funded school.

(b) Exemption from payment of a fee for continuing education sponsorship does not relieve the sponsor of any other requirements or duties prescribed by law. (*Indiana State Board of Health Facility Administrators; 840 IAC 1-2-6; filed May 2, 1985, 10:33 a.m.: 8 IR 1150; filed Sep 29, 1987, 2:08 p.m.: 11 IR 797; filed Feb 14, 1991, 1:30 p.m.: 14 IR 1439; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2861*)

**840 IAC 1-2-7 Administrator-in-training program; preceptor experience credit**

Authority: IC 25-19-1-4  
Affected: IC 25-19-1-3; IC 25-19-1-8

Sec. 7. Two (2) credit hours of continuing education will be granted for each complete month an H.F.A. has served as preceptor for an approved A.I.T. program. (*Indiana State Board of Health Facility Administrators; 840 IAC 1-2-7; filed Sep 12, 1985, 3:25 p.m.: 9 IR 286; filed Sep 29, 1987, 2:08 p.m.: 11 IR 798; readopted filed May 1, 2002, 10:35 a.m.: 25 IR 2861*)

**Rule 3. Schedule of Fees**

**840 IAC 1-3-1 Fees (Repealed)**

Sec. 1. (*Repealed by Indiana State Board of Health Facility Administrators; filed Dec 26, 2001, 2:47 p.m.: 25 IR 1634*)

**840 IAC 1-3-2 Fees**

Authority: IC 25-1-8-2; IC 25-19-1-8; IC 25-19-1-12  
Affected: IC 25-19-1-5; IC 25-19-1-9

Sec. 2. (a) The board shall charge and collect the following fees:

Application for licensure	\$100
Application to repeat jurisprudence examination	\$100
Application to repeat national examination	\$50
License renewal	\$100 biennially
Provisional license	\$100
Preceptor application	\$50
Temporary permit	\$50
Verification of licensure	\$10
Duplicate wall license	\$10
Application for continuing education sponsorship	\$100
Continuing education sponsorship renewal	\$100 annually

(b) Applicants required to take the national examination for licensure shall pay a fee directly to a professional examination service in the amount set by the examination service. (*Indiana State Board of Health Facility Administrators; 840 IAC 1-3-2; filed Dec 26, 2001, 2:47 p.m.: 25 IR 1634*)

**ARTICLE 2. STANDARDS OF COMPETENT PRACTICE**

**Rule 1. Standards of Competent Practice**

**840 IAC 2-1-1 Statement of policy regarding the practice of health facility administration**

Authority: IC 25-19-1-8  
Affected: IC 25-19-1-7



Sec. 1. The health facility administrator is expected to:

- (1) exercise ethical and sound decision making and judgment;
- (2) assume leadership in his or her facility; and
- (3) exemplify an administrative philosophy congruent with the mission and goals of the organization.

*(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-1; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2004)*

**840 IAC 2-1-2 Organizational management**

Authority: IC 25-19-1-8

Affected: IC 25-19-1-7

Sec. 2. With regard to organizational management, the health facility administrator shall comply with the following:

- (1) Not engage in fraudulent, misleading, or deceptive advertising in either form or content.
- (2) Not practice health facility administration unless the person holds a license, as required in 840 IAC 1-1-3, with such license at the time of practice not having a status of suspended, delinquent, or expired. An individual may not allow another person to present his or her license as their own and may not present as his or her own the license of another individual.
- (3) Not:
  - (A) make or file a report or record that the licensee knows to be false;
  - (B) fail to file a report or record required by federal or state law;
  - (C) impede or obstruct such filing; or
  - (D) induce another person to impede or obstruct such filing.
- (4) Set in place a functional table of organization with standards of accountability and hold department heads accountable for the performance of their respective departments.
- (5) Review and consider for possible implementation, reports from various sources to maintain or improve resident care and quality of life.
- (6) Not practice health facility administration in more than one (1) health facility simultaneously.

*(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-2; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2004)*

**840 IAC 2-1-3 Resident care**

Authority: IC 25-19-1-8

Affected: IC 25-19-1-7

Sec. 3. With regard to resident care, the health facility administrator shall develop and administer resident centered policies that do the following:

- (1) Ensure the health, safety, welfare, and rights of the residents.
- (2) Govern continuing care, related medical, and other services provided by the facility to provide the highest practicable mental, physical, and psychosocial well-being for each resident in a healthy, safe, and homelike environment.
- (3) Evaluate the quality of resident care, residents' rights, and quality of life. Identify strengths and weaknesses and set in place measures for the improvement where necessary, evaluate progress, and institute appropriate follow-up activities.
- (4) Ensure residents are free from:
  - (A) sexual abuse;
  - (B) physical abuse;
  - (C) mental abuse;
  - (D) corporal punishment;
  - (E) exploitation;
  - (F) neglect; and
  - (G) involuntary seclusion.
- (5) Protect resident personal funds and property.

*(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-3; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2004)*

**840 IAC 2-1-4 Personnel management**

Authority: IC 25-19-1-8  
Affected: IC 25-19-1-7

Sec. 4. With regard to personnel management, the health facility administrator shall do the following:

- (1) Implement personnel policies and procedures that:
  - (A) define job responsibilities, accountability, and the performance appraisal process; and
  - (B) emphasize the importance of resident satisfaction.
- (2) Promote:
  - (A) job satisfaction;
  - (B) commitment to quality care; and
  - (C) residents' rights;

by assuring that a program is in place to provide for the recruitment, hiring, retention, training, and development of competent facility staff.

- (3) Ensure that personnel are present in number and ability to attain or maintain the highest practicable level of physical, mental, and psychosocial well-being for each resident.

*(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-4; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2005)*

**840 IAC 2-1-5 Regulatory management**

Authority: IC 25-19-1-8  
Affected: IC 25-19-1-7

Sec. 5. With regard to regulatory management, the health facility administrator shall develop and administer policies and procedures that comply with the following:

- (1) Protect residents, employees, or staff from discrimination consistent with federal, state, and local laws and regulations.
- (2) Protect resident records from unauthorized disclosure of confidential information.
- (3) Ensure that the facility complies with federal, state, and local laws and regulations.
- (4) Not allow payment or offer payment or other valuable consideration to any person or organization outside the facility for health facility admissions in violation of federal, state, and local laws and regulations.
- (5) Correct deficiencies found in the health facility resulting from a survey conducted by the Indiana state department of health or other appropriate regulatory agency in a timeframe as established by such agency.

*(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-5; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2005)*

**840 IAC 2-1-6 Financial management**

Authority: IC 25-19-1-8  
Affected: IC 25-19-1-7

Sec. 6. With regard to financial management, the health facility administrator shall do the following:

- (1) Work with the governing body and/or owner to plan, implement, and evaluate an integrated financial program for the facility which ensures compliance with applicable laws and regulations and quality of care and life.
- (2) Evaluate the implications of the budget on the quality of care and life and share such with the governing body and/or owner.

*(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-6; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2005)*

**840 IAC 2-1-7 Environmental management**

Authority: IC 25-19-1-8  
Affected: IC 25-19-1-7

Sec. 7. With regard to environmental management, the health facility administrator shall plan, implement, and evaluate a program of environmental services that does the following:

- (1) Ensures that the nursing facility, its equipment, and its grounds are maintained in a way that protects the health, safety,

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and welfare, and rights of residents, families, staff, and others.

(2) Provides a clean and attractive homelike environment for the residents.

*(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-7; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2005)*

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