

Rule 1.3 Administrator-in-Training and Preceptor Program

A. Administrator-in-Training (A.I.T.)

- (1) After Board action is taken to approve the applicant's qualifications, as set forth in Part 2703, Chapter 1, Rule 1.1, the applicant must be employed by the facility and engaged as a full-time practicing Administrator-in-Training in a licensed nursing home in Mississippi for a minimum period of six (6) consecutive months as evidenced by a properly executed and notarized *Certificate of Employment*. The *Certificate of Employment* must be submitted with the Application packet. Upon approval by the Board or its designee, the A.I.T. Program may be extended by up to two (2) months. Under no circumstances shall the time to complete the A.I. T. Program extend beyond eight (8) months after the beginning of the A.I.T. Program. An A.I.T. failing to complete the A.I.T. Program within eight (8) months after beginning the Program must reapply and, if accepted by the Board, must begin the A.I.T. Program anew pursuant to Rule 1.3, Chapter 1, Part 2703.
- (2) The A.I.T. program is a forty (40) hour per week program (Monday – Friday between the hours of 7:00 a.m. - 7:00 p.m. or otherwise approved by the Board) that must include a minimum of eight (8) hours per week under the close, personal, and direct supervision of a certified preceptor. Direct supervision means oversight by an approved preceptor on the premises of the nursing home facility at which the intern performs his/her A.I.T. training program or on the premises of the nursing home at which the preceptor is employed. If due to no fault of the A.I.T., his/her preceptor becomes unable to complete the six month program as agreed, due to a job change, illness, etc., the A.I.T. shall immediately notify the Board office and will be given four weeks to secure another preceptor and submit the proper A.I.T. Preceptor Agreement Form. The Agreement shall cover the remaining period of time in order to complete the full six month program (1,040 hours). The A.I.T. and the former Preceptor must also submit a letter to the Board that clearly explains the reason(s) why the individual can no longer serve as the A.I.T.'s Preceptor.
- (3) Within ten days of beginning an Administrator-in-Training program, a Program Outline must be forwarded to the Board. Monthly reports documenting learning experiences and activities related to the Administrator-in-Training program are to be submitted to the Board on established forms no later than the 15th day of the following month. Any required form or report which is received thirty (30) days after the end of the reporting period will result in the internship being terminated.
- (4) An Administrator-in-Training may not sit for the Nursing Home Administrators National Examination unless he/she has completed the six

(6) months training and completed a Board approved training course covering the Domains of Practice for Nursing Home Administrators.

- (5) Following completion of the six (6) months Administrator-in-Training program, and prior to receiving a regular license, the trainee shall successfully pass such tests as required by the Board to determine if he/she has received training and experience consistent with guidelines established by the Board.
- (6) Prior to receiving a license, the Administrator-in-Training must complete a two-day training course with the Office of Licensure & Certification, Mississippi Department of Health.
- (7) Failure to successfully complete licensing requirements within eighteen months after beginning the A.I.T. program will result in the loss of all accomplishments and fees.

B. Preceptor

- (1) The Preceptor must hold a Nursing Home Administrator license in Mississippi and have three (3) consecutive years' experience in Mississippi as an Administrator or Assistant Administrator in a licensed nursing home facility without a break in service of more than ninety (90) days; and currently must be certified as a preceptor by the Board.* For licensed Administrators who have worked under a Temporary Permit, the three years will be calculated beginning the effective date of the temporary permit.

As used in this Rule, consecutive employment means the uninterrupted or continuous employment with a Mississippi licensed nursing home facility. The phrase "three (3) consecutive years of employment" means the three-year period immediately prior to or preceding the filing of the registration form with the Board to become a Preceptor. Continuous service (employment) shall cease if a person has a break in service. A person experiences a break in service (employment) when he or she is not employed in Mississippi as an Administrator in a licensed nursing home, Assistant Administrator in a licensed nursing home, or an Administrator who has direct management responsibility over one or more nursing homes for more than ninety (90) days (during the three-year period prescribed by this Rule).

Where a person's last three years of employment are not continuous because of a break in service or otherwise, the period of employment after the break in service (employment) will be treated as new employment and will not be counted toward the three (3) years of consecutive employment required by this Rule.

A Nursing Home Administrator will also be considered for preceptorship who has direct management responsibility over one or more nursing homes for the three-year period of time set forth above; has completed Board-approved training for certification as a preceptor in Mississippi; and currently is certified as a preceptor by the Board.*

No preceptor certification shall be issued or granted to any person who has had a disciplinary action taken against his or her professional license within the three (3) years prior to date on which his or her eligibility as a preceptor is considered by the Board; who has resigned or surrendered his or her professional license in lieu of disciplinary action or while under investigation or while disciplinary action is pending. The Board may also refuse to grant a preceptor certification to an individual who has a pending or unresolved complaint or investigation against his or her license; who has disciplinary action, sanctions, order, or agreement pending or in effect against his or her professional license; and/or whose license is in any way restricted or otherwise subject to disciplinary action.

*Note: Preceptor Certification training is offered annually by the Board for nursing home administrators eligible to serve as preceptors in Mississippi. Preceptor certification is for a period of two (2) years and is renewable biennially, as long as other criteria are met.

- (2) The A.I.T. experience must be guided by a training plan developed by the Nursing Home Administrator Preceptor. The Preceptor shall give close, personal, and direct supervision to the trainee for a minimum of eight (8) hours per week. Direct supervision means oversight by an approved preceptor on the premises of the nursing home facility at which the intern performs his/her A.I.T. training program or on the premises of the nursing home at which the preceptor is employed. The preceptor must be readily available to assist and answer questions at least eight (8) hours per week and available at least by telephone at all other times. The preceptor may be off the premises for limited periods of time for conferences, vacancies and similar events but still must be available by phone, not to exceed an average of more than one day per week.
- (3) The Preceptor must complete a written evaluation of the trainee after a three (3) month and a six (6) month training period.

The evaluation form must include the following: length of training period, description of training activities, evaluation of trainee's performance, trainee's evaluation of training received, and signatures of the Preceptor and trainee. The evaluation forms must be received in the Mississippi Board's office within fifteen (15) calendar days of the completed training period. Any required form or report which is received in the Board's

office thirty (30) days after the end of the applicable reporting period will result in the internship being terminated.

- (4) The Preceptor must have no more than two (2) Administrators-in-Training concurrently for any Preceptor experience.
- (5) The Preceptor in order to be eligible for recertification must meet the same qualifications as set forth in Part 2703, Chapter 1, Rule 1.3.B.(1). If his/her position or responsibility has changed since last certification, consideration will be given for recertification only if the Preceptor has direct management responsibility over one or more nursing homes and meets all other conditions as set forth in these Rules and Regulations.

Source: *Miss. Code Ann. Sections 73-17-7(2) and 73-17-9(a), (b), and (g)*(Rev. 2008).