

120-HOUR LONG TERM CARE, **Nursing Home Administration Program**

SPRING • FALL 2012

ROOM E, SWARTZ CENTER, MARYWOOD UNIVERSITY

# REGISTRATION FORM

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_  
 EMPLOYER ADDRESS \_\_\_\_\_  
 HOME PHONE \_\_\_\_\_  
 BUSINESS PHONE \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

Please enroll me in the following:

COURSE	SPRING/FALL #	PRICING
___ ENTIRE SERIES	#11214/11232	___ \$2,100
<i>With NHA Refresher (Must be taken within one year of completing the 120-hour Long Term Care Program)</i>		
___ ENTIRE SERIES	#11213/11231	___ \$1,800
___ Social Services	#11197/11215	___ \$125
___ Gerontology	#11198/11216	___ \$125
___ Fiscal Management	#11199/11217	___ \$125
___ Role of Government	#11200/11218	___ \$125
___ Understanding Regs	#11201/11219	___ \$125
___ Nutrition	#11202/11220	___ \$125
___ Health Support	#11203/11221	___ \$125
___ Risk Management	#11204/11222	___ \$125
___ PPS	#11205/11223	___ \$125
___ Rehabilitation	#11206/11224	___ \$125
___ Preparing for Licensing	#11207/11225	___ \$125
___ Nursing	#11208/11226	___ \$125
___ Facility Support	#11209/11227	___ \$125
___ General Administration	#11210/11228	___ \$125
___ Strategic Planning	#11211/11229	___ \$125
___ Personnel	#11212/11230	___ \$125

Please enroll me in the following:

COURSE	SPRING/FALL #	PRICING
___ NHA Refresher	#11233/11234 #11235/11236 #11237/11238	___ \$475

INDICATE METHOD OF PAYMENT:

CHECK (payable to Marywood University)  
 Amount \$ \_\_\_\_\_

CHARGE TO: \_\_\_Master Card \_\_\_Visa \_\_\_Discover  
 Author. # \_\_\_\_\_  
 Expir. Date \_\_\_\_\_ Signature \_\_\_\_\_  
 Three-digit Security Code \_\_\_\_\_

BILL AGENCY (Authorization letter must be attached. Agency registrations will not be processed without letter of authorization. I understand and agree that if, for any reason, my employer refuses payment, if I take leave of my present place of employment, or if I withdraw from the course after the 100% cancellation period, I will be responsible for the immediate and full payment of registration fees due.)

*Any cancellation one week or more prior to a program will receive a 100% refund. No credit for billed or paid registrations will be given after the one-week deadline.*

CONTINUING EDUCATION CONTACTS

JILL SCHROTH, DIRECTOR  
 570•340•6061  
 JSCHROTH@MARYWOOD.EDU

LINDA WRAZIEN, SECRETARY  
 570•340•6060  
 LAWRAZIEN@MARYWOOD.EDU

Marywood  
UNIVERSITY

Marywood University Continuing Professional Education  
 2300 Adams Avenue, Scranton, Pennsylvania 18509

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Marywood University, Scranton, Pennsylvania, prepares students to have a positive impact on society at regional and global levels while providing each student with the foundation for success in an interdependent world. Marywood University is an independent, comprehensive, Catholic institution of more than 3,000 students, committed to the integration of liberal arts and professional studies in the context of ethical and religious values. Founded by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary in 1915, Marywood offers a wide variety of bachelor's, master's, and doctoral degree programs, as well as continuing education programs, designed to place men and women of all backgrounds and ages at the forefront of service, knowledge, and technology. Marywood University, in accordance with applicable provisions of federal law, does not discriminate on grounds of race, color, national origin, sex, age, or disability in the administration of any of its educational programs or activities, including admission, or with respect to employment. Inquiries should be directed to Dr. Patricia Dunleavy, Assistant Vice President for Human Resources, Coordinator for Act 504 and Title IX, Marywood University, Scranton, PA 18509-1598. Phone: (570) 348-6220 or e-mail: dunleavy@marywood.edu.

Marywood  
UNIVERSITY

SPRING • FALL 2012

# 120-HOUR LONG TERM CARE

OFFERING

# CEUs

in

NURSING HOME ADMINISTRATION

and select courses for

NURSING  
SOCIAL WORK

CONTINUING PROFESSIONAL EDUCATION  
LIFELONG LEARNING INSTITUTE

Lead On.

HOW TO REGISTER/INQUIRIES:

- Register in person with cash or a check. Continuing Professional Education is located at the Swartz Center on University Avenue.
- Register by mail with a check or credit card. Mail to: Continuing Professional Education, Marywood University, 2300 Adams Avenue, Scranton, PA 18509
- Register by phone with Visa, Master Card, or Discover. 570•340•6060
- Register by fax. If your agency is paying for the registration, please include an authorization letter to bill the agency. Fax: 570-961-4798

# 120-HOUR LONG TERM CARE, **Nursing Home Administration Program**

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ROOM E, SWARTZ CENTER, MARYWOOD UNIVERSITY

## LONG TERM CARE ADMINISTRATION COURSE

This course has been designed to meet the 120-hour program mandated by the Pennsylvania State Board of Examiners of Nursing Home Administrators.

### CONTINUING EDUCATION CREDITS

Each course is approved for 7.5 continuing education hours by the Pennsylvania State Board of Examiners of Nursing Home Administrators. Many of the courses in the series may be taken for nursing home administrator license continuing education requirements. **Please note in order to receive approved continuing education hours, participant must stay for the entire program.**

**Any cancellation one week or more prior to a program will receive a 100% refund. No credit for billed or paid registrations will be given after one week deadline.**

### 2012 SCHEDULE 120 CREDIT PROGRAM

#### ENTIRE SERIES

Spring #11213  
Fall #11231

#### ENTIRE SERIES WITH NHA REFRESHER

Spring #11214  
Fall #11232

#### ✓ SOCIAL SERVICES, FAMILY & COMMUNITY RELATIONSHIPS & PATIENT RIGHTS

2/16/12 #11197  
8/16/12 #11215  
Plus Social Work CEU's

MARIA HASTIE/JOHN R. O'BRIEN

#### ✓ GERONTOLOGY

2/17/12 #11198  
8/17/12 #11216  
Plus Social Work CEU's

PEGGY STEINBERG

#### FISCAL MANAGEMENT: BUDGETING & ACCOUNTING

3/1/12 #11199  
9/13/12 #11217

MICHAEL P. KELLY

#### ROLE OF GOVERNMENT

3/2/12 #11200  
9/14/12 #11218

JIM WILLIAMS

#### UNDERSTANDING REGULATIONS, DEFICIENCIES, PLANS OF CORRECTION & QUALITY ASSURANCE

3/15/12 #11201  
9/27/12 #11219

ANTOINETTE MANLEY/JACKIE BUTLER

#### \* NUTRITION & DIETARY NEEDS OF THE LONG TERM CARE RESIDENT

3/16/12 #11202  
9/28/12 #11220  
Plus Nursing CEU's

MARTHA WRIGHT

#### ✓ HEALTH SUPPORT SERVICES: PHARMACY MEDICAL RECORDS & DIAGNOSTIC SERVICES

3/29/12 #11203  
10/4/12 #11221  
Plus Social Work CEU's

TOM SNADER/STEPHANIE SAKSON

#### RISK MANAGEMENT: SAFETY & INSURANCE

3/30/12 #11204  
10/5/12 #11222

MATT ALFIERO

#### MEDICARE PPS & THIRD PARTY REIMBURSEMENT

4/12/12 #11205  
10/18/12 #11223

LOUIS SHIBER

#### REHABILITATION SERVICES IN LTC

4/13/11 #11206  
10/19/11 #11224

GARY DUNCAN

#### \* PREPARING FOR LICENSURE/CERTIFICATION SURVEYS & MEETING THE REGULATORY REQUIREMENTS

4/26/12 #11207  
11/1/12 #11225  
Plus Nursing CEU's

LEE ANN EMERICK

#### \* GENERAL ADMINISTRATION & ORGANIZATION MANAGEMENT OF NURSING HOMES

4/27/12 #11210  
11/16/12 #11228  
Plus Nursing CEU's

LAURA NOVAKOWSKI

#### FACILITY SUPPORT SERVICES: BUILDING, GROUNDS, HOUSEKEEPING, LAUNDRY & CENTRAL SUPPLY

5/10/12 #11209  
11/15/12 #11227

ALBERT RAYMOND

#### \* PERSONNEL MANAGEMENT & PATIENT CARE MANAGEMENT

5/11/12 #11208  
11/2/12 #11226  
Plus Nursing CEU's and Social Work CEU's

JANET NERBECKI/SR. ANTOINETTE MANLEY

#### STRATEGIC PLANNING: MARKETING & PR

5/31/12 #11211  
11/29/12 #11229

WILLIAM BACHMAN

#### \* PERSONNEL MANAGEMENT & LABOR RELATIONS

6/1/12 #11212  
11/30/12 #11230  
Plus Nursing CEU's and Social Work CEU's

JANET NERBECKI/LAURA NOVAKOWSKI

#### LONG TERM CARE ADMINISTRATION CLASSES WILL BE HELD IN SWARTZ CENTER, ROOM E.

\* This continuing nursing education activity was approved by the PA State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

✓ Approved for 7.5 continuing education credits for social workers applicable toward NJ/PA/LSW licensure renewal.

## REFRESHER COURSE FOR NURSING HOME ADMINISTRATOR LICENSURE EXAMINATION

This course, now being offered for the 28<sup>th</sup> year, has proven to be of great value to persons who are preparing for the Licensure Examination. There is a high success rate following the completion of this course. This course is also a refresher for currently licensed Nursing Home Administrators. The two-day agenda includes lecture, discussions and practice tests. Mandatory areas of both theory and practice are discussed.

### CONTINUING EDUCATION CREDITS

This course is approved for 17.0 continuing education hours by the PA State Board of Examiners of Nursing Home Administrators.

### 2012 SCHEDULE

ALL COURSES RUN FROM 8 A.M. TO 5:30 P.M. EACH DAY.

#11233	2/10/12 & 2/11/12
#11234	4/20/12 & 4/21/12
#11235	6/8/12 & 6/9/12
#11236	8/10/12 & 8/11/12
#11237	10/12/12 & 10/13/12
#11238	12/7/12 & 12/8/12

**NHA REFRESHER CLASSES WILL BE HELD IN THE  
O'NEILL CENTER FOR HEALTHY FAMILIES, ROOM 229.**

### MAKE UP DATES

IN THE UNLIKELY EVENT THAT WEATHER DISRUPTS THE CLASS OR AN INSTRUCTOR NEEDS TO CANCEL A SCHEDULED CLASS:

4/19 & 4/20/12
6/7 & 6/8/12
10/25 & 10/26/12
12/6 & 12/7/12

## ABOUT THE PRESENTERS

**MATTHEW J ALFERIO, CPCU, CLU, AFSB, ARM** is President of AJ Lupas Insurance Agency Inc.

**WILLIAM BACHMAN** has served as Director of Communications for a variety of organizations, including the city of Wilkes-Barre and WNEP-TV. He is a long-time educator and communications consultant in the areas of standard corporate and crisis communications.

**JACKIE BUTLER** is the Assistant Administrator at Lackawanna County Health Care Center with over 33 years of nursing experience. She is also a former long term care surveyor for the Department of Health.

**GARY DUNCAN, OTR/L,** has served as a Director of Rehabilitation in a Long Term Care Facility.

**LEE ANN EMERICK, RN, DON, NHA** has 20 years experience in long term care. She is currently a nursing home administrator at Little Flower Manor, Wilkes Barre, PA.

**MARIA HASTIE, MPA, NHA,** serves as the outreach Coordinator at Geisinger Life Center.

**MICHAEL P. KELLY, MBA, NHA** is President of Senior Health Solutions, Scranton, PA.

**ANTOINETTE MANLEY, RSM, MSN, MS** is the Assistant Administrator at the Mercy Center, Dallas, PA.

**JANET NERBECKI-MS, NHA** is a former Program Specialist with office of Long Term Care Living, Department of Public Welfare.

**LAURA NOVAKOWSKI, BSN, MBA, NHA** is President of Positive Power Strategies, Inc.

**JOHN R. O'BRIEN, ESQUIRE** is partner in the law firm of Oliver, Price & Rhodes, Scranton, PA.

**ALBERT RAYMOND, BS** is employed with Healthcare Services Group, Inc.

**STEPHANIE SAKSON, RHIA** serves as a consultant in medical records services to long term care facilities.

**LOUIS J. SHIBER, MBA** is a Reimbursement Specialist at Larson Allen, LLP.

**THOMAS C. SNADER, PHARM. D., SASCP, R.PH.** is Branch Manager at Community Health Care Services.

**PEGGY STEINBERG, ACSW, LSW** is the Director of Social Work at Lourdes Hospital, Binghamton, NY.

**JIM WILLIAMS, RN, NHA,** is a registered nurse and licensed nursing home administrator, with 25 years of long term care experience. He is currently the president of Carefirst Pharmacy Services, LLC.

**MARTHA WRIGHT RN, MSN, RD, LDN, RAC-CT** is a Clinical Informaticist with United Methodist Homes, Pittston, PA.