

You Might be an Administrator If...



Session Title: A Day in the Life of an Awesome Administrator

Presentation Date: 06/20/23

Presented By:

- Shelly Maffia, MSN, MBA, RN, LNHA, QCP, CHC, CLNC, CPC
Director of Regulatory Services
- Back Up Presenters: Janine Lehman, RN, RAC-CT, CLNC or Christine Twombly, RN-BC, RAC-MT, RAC-MTA, HCRM, CHC

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Proactive Medical Review and Consulting

Course Description:

This series provides a forum for discussion of industry hot topics for Administrators in 2023. Format will include presentation and group discussion forum with opportunity to pre-submit questions and scenarios based on actual facility issues and concerns. Online networking forum available to attendees. This session will provide an overview of certain daily responsibilities and expectations as we take a look at a day in the life of a Administrator.

Projected Learning Outcomes/Course Objectives: At the conclusion of each session, the learner will:

1. Review common day-to-day responsibilities of the Administrator
2. Describe processes for administration oversight
3. Implement an effective strategic planning process

Course Content

20 minutes	Best practices for using your time; day-to-day responsibilities of the Administrator
20 minutes	Standard processes and priorities for administrative oversight
10 minutes	Seeing the Big Picture: Strategic Planning
10 minutes	Discussion forum case review; Closing Comments/Q&A

Target Audience: Nursing Leadership, Nursing Home Administrators, Department Heads

Instructional Level: Intermediate

Contact Hours: 1.0