

**\*\* NEW DATES \*\***



**American Association for Long Term Care Nursing**  
**Director of Nursing in LTC Certificate Program Workshop: DON-CLTC™**  
**Presenter: Lori Gutierrez, BS, RN-C, RAC-CT, CBN**

This workshop provides the content to enable nurses to take the examination for the American Association for Long Term Care Nursing's (AALTCN) Director of Nursing in Long Term Care Certificate: **DON-CLTC™**.

**Target Audience**

This workshop is intended for current and prospective directors of nursing in long term care facilities, and nurses who provide consultation and education in the area of nursing administration and management in long term care.

**Requirements for Obtaining the DON-CLTC™ Certificate**

To obtain the certificate and 20 contact hours, the nurse must:

- Hold an active license as a registered nurse
- Have at least 2 years experience as a registered nurse in a nursing home or other subacute setting
- Attend the entire workshop
- Pass the examination with a score of at least 80%

**Day 1—Wednesday April 14, 2010**

**Administration of a Nursing Department:** mission, philosophy, standards; interdepartmental team building; strategies to promote communication and collaboration; job descriptions; policies and procedures; determining staffing needs; budgeting, sources of reimbursement

**Managing and Developing Human Resources:** recruitment and hiring; orientation; performance appraisal; discipline; unions; staff development; time management; stress management

**Day 2—Thursday April 15, 2010**

**Resident Care:** assessment; care planning; managing clinical emergencies; safe drug administration; ethical issues; residents' rights; infection control; integrative care

**Quality Assurance and Assessment:** regulatory requirements; purposes of QAA program; QAA coordinator; reporting and tracking data; quality indicators

**Day 3—Friday April 16, 2010**

**Legal Issues:** unique risks; understanding the law; lawsuits; specific legal risks and how to minimize them

**Regulations:** regulatory requirements; surveys

**Final Exam**

**Registration and continental breakfast from 8:00 AM to 8:30 AM.** Fee includes three day workshop, handouts, 20 contact hours, and certificate upon completion. (Lunch is included.)

**Fee: \_\_\_\_\_ AALTCN Member \$450 Membership # \_\_\_\_\_ Nonmember \$600**

To become a member of the American Association for Long Term Care Nursing phone 888-458-2687 or visit [www.LTCNursing.org](http://www.LTCNursing.org)

You may also register on-line by using all major credit cards by visiting our C.A.R.E.S. website:

[www.clinicaladvisorsllc.com](http://www.clinicaladvisorsllc.com) click on What's New

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