



## AALTCN Certification Programs

AALTCN is proud to offer Certification Programs for various categories of nurses who care for geriatric patients and residents. These programs define core competencies in various roles and guide nurses in understanding these competencies with relevant and tested educational materials. Educational resources used in AALTCN's Certification Programs have many years of proven successful use and, in some cases, have won national awards for their quality and unique contributions. Each program provides continuing education contact hours in addition to a certificate upon completion.

### **Director of Nursing in Long Term Care Certification Program: DON-CLTC™ - 20 contact hours (Modules also available)**

Based on materials used in teaching long term care nursing administrators for over 20 years, this certification program uses the *Nursing Administration Manual for Long Term Care Facilities* as its primary text, supplemented with a study guide to assist nurse managers, assistant directors of nursing, and directors of nursing in learning the core knowledge required for leading a nursing department, including:

- 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
- Resident Care: assessment; care planning; managing clinical emergencies; safe medication 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
- Legal Issues: unique risks; understanding the law,; lawsuits; specific legal risks and how to minimize them
- Regulations: regulatory requirements; surveys

*Requirements:* To obtain the certification and 20 contact hours, nurses must:

- Hold an active license as a registered nurse \*Complete the independent study materials, submit the appropriate fee
- Have at least 2 years experience as a RN in a nursing home \*Pass the examination with a score of at least 80%

### **Culture Change Nurse Coordinator Certification CCNC-C™ - 24 contact hours (Modules also available)**

The Culture Change Nursing Coordinator is an "inhouse culture change resource" who bridges knowledge into practice and helps the interdisciplinary team members understand and implement culture change principles and practices. Using the *Culture Change Nurse Coordinator Manual* and companion study guide, the nurse can learn about the principles and practices of culture change. Topics include:

- The nursing home culture \* High quality care
- Resident centered and directed care \* Home-like environment
- A holistic approach \* Direct line worker empowerment
- Relationships Implementing culture change \* Implementing culture change

*Requirements:* To obtain the certification and 24 contact hours, nurses must:

- Reading the entire *Culture Change Nurse Coordinator Manual*. This Study Guide will direct your reading and study.
- Completing the Artifacts of Culture Change tool. This tool will enable you to assess the stage of culture change for your nursing home.
- Developing an implementation plan that is unique to your nursing home.
- Passing the examination with a score of at least 80%

### **Staff Development Specialist in Long Term Care Certification Program: SD-CLTC™ - 18 contact hours (Modules also available)**

Using the AJN award winning text, *Staff Development Manual for Long Term Care Facilities* with accompanying workbook, this program assists nurses in learning the knowledge and skills to effectively operate a staff development program in a nursing home. Areas included are:

- Overview of the staff development program: purpose; components; SDC job description, standards
- Principles of adult education: adult education principles; barriers to learning; characteristics of adult learners; domains of learning
- Teaching-learning process: assessment; planning; developing lesson plans; creativity in teaching; AV aids; evaluation; testing
- Clinical education: teaching techniques; preceptorships; teacher-student responsibilities
- Documentation: orientation checklist; records of inservices; employee CE records
- Administrative issues: budget; legal issues; assuring and assessing quality; program promotion
- Handouts: sample handouts to supplement teaching
- Resources: AV resources; organizations; literature to aid teaching; certifications

*Requirements:* To obtain the certification and 18 contact hours, the nurse must:

- Hold an active nursing license \* Complete the independent study materials, Submit the appropriate fee
- Have at least 2 years experience in a nursing home \* Pass the examination with a score of at least 80% and complete a lesson plan

### **RN in Long Term Care Certification Program: RN-CLTC™ - 12 contact hours**

This program guides RNs in understanding the clinical and managerial knowledge that is unique to long term care and that is required to effectively provide professional nursing leadership in this highly specialized setting. With the use of videos and texts, the nurse will be guided through topics such as:

- Overview of the nursing home \* Managerial skills
- Promoting regulatory compliance \* Legal risks and how to minimize them
- Resident assessment and care planning \* Self-care
- Safe medication administration

*Requirements:* To obtain the certification and 12 contact hours, the nurse must:

- Hold an active nursing license \* Complete the independent study materials, submit the appropriate fee
- Have at least 2 years experience as a RN \* Pass the examination with a score of at least 80%

## LPN in Long Term Care Certification Program: LPN-CLTC™ - 10 contact hours

This program intends to help LPNs gain an understanding of the core knowledge needed to function in their roles within long term care facilities. Using the text, *LPN Guide for Excellence in Long Term Care* and a related study guide, the LPN will be assisted in learning the core knowledge required to effectively function in his or her role. Topics included are:

- Responsibilities of LPNs in long term care facilities
- Reactions of residents and their loved ones when residents are admitted to a nursing home
- Components of a resident assessment
- Factors that enable care plans to be good working tools
- Major clinical risks to residents
- Signs of medical emergencies
- Age-related changes that impact drug therapy in older residents
- Measures that promote safe medication use
- Key aspects of assertiveness, communication, time management, delegation, performance appraisal, and complaint management that impact effective management
- Legal risks in long term care nursing and measures to reduce them
- Sources of stress in long term care nursing and measures to manage them

*Requirements:* To obtain the certification and 10 contact hours, LPNs must:

- Hold an active license as a licensed practical nurse \* Complete the independent study materials, submit the appropriate fee
- Have at least 2 years experience as a LPN in a nursing home \* Pass the examination with a score of at least 80%

## NEW ONLINE MODULES

### Online Modules for the Director of Nursing in Long Term Care Certification Program includes four modules:

Module I - Administration of the Nursing Department      Module III - Resident Care  
Module II - Leading and Developing Nursing Staff      Module IV - Creating a Safe, Caring Culture

*Requirements:* To obtain the certification and 20 contact hours, nurses must:

- \*Hold an active license as a registered nurse
- \*Have at least 2 years experience as a RN in a nursing home
- \*Complete the four modules in any order
- \*Pass the examination with a score of at least 80%

### Online Modules for Culture Change Nurse Coordinator Certification includes four modules:

Module I      Module III  
Nursing Home Culture: Past, Present, and Transformed      High Quality Care  
Core Elements of Implementing Culture Change

Module II      Module IV  
Resident-Centered and Resident-Directed Care      Relationships  
A Holistic Approach      Enlightened Management: Frontline Worker Empowerment  
Home-Like Environment      Implementing Culture Change

Within Module IV you will find the materials that you need to complete to obtain 24 contact hours and fulfill the requirements for certification which consists of: Completing the Artifacts of Culture Change tool. This tool will enable you to assess the stage of culture change for your nursing home. Developing an implementation plan that is unique to your nursing home. Passing the examination with a score of at least 80%.

### Online Modules for Staff Development Specialist in LTC Certification Program includes four modules:

Module I - Introduction to the Staff Development Programs      Module III - Teaching Methods and Strategies  
Module II - The Teaching/Learning Process      Module IV - Documentation and Administrative Issues

*Requirements:* To obtain the certification and 18 contact hours, the nurse must:

- Hold an active nursing license \* Complete the independent study materials, Submit the appropriate fee
- Have at least 2 years experience in a nursing home \* Pass the examination with a score of at least 80% and complete a lesson plan

## New - Long Term Care Safety Specialist: LTC-SS C™ - 12 contact hours

Incidents and accidents are costly to nursing homes in terms of litigation, Workers' Comp claims, lost time, and poor image. This program is intended to provide practical knowledge and tools for developing and sustaining a culture of safety. Content covers

- Ergonomics \* Monitoring activities
- Risks arising from clinical conditions \* Managing a safety program
- Environmental hazards \* Facilitating risk identification
- Equipment to enhance safe practice \* Changing staff behaviors, and other topics.

*Requirements:* To obtain the certification and 12 contact hours, the nurse must:

- Complete the independent study materials,
- Pass the examination with a score of at least 80%

**New - Basics of Geriatric Care Training Modules- 6 contact hours**

With a majority of the resident population in nursing homes and assisted living communities being of advanced age, caregivers need a sound foundation in geriatric care. The American Association for Long Term Care Nursing is pleased to offer a program that helps staff development staff, nursing administrators, and other nursing leadership staff teach the basic principles and practices of geriatric care to all levels of employees. This program presents core knowledge crucial to the care of older residents. Topics included are:

- Age-related changes to each body system
- Effects of aging on mental and intellectual function
- Unique factors in helping older residents meet the need for respiration, circulation, nutrition, elimination, movement, rest and sleep, comfort, and safety
- Differences in symptoms and presentation of illness
- Quality of life issues

This program is divided into six modules:

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| 1. The Aging Process; Mental Function in Late Life | 4. Musculoskeletal and Integumentary Systems |
| 2. Cardiovascular and Respiratory Systems          | 5. Nervous System and Sensory Organs         |
| 3. Gastrointestinal and Genitourinary System       | 6. Endocrine and Immune Systems              |

Each module provides the core knowledge pertaining to the topic. Additional content appropriate for the LPN and then the RN are added to the core content to reflect the differences in their practice levels. Teaching tips are recommended, also. Each module is designed for one teaching hour. Feel free to be creative and supplement with additional content and teaching methods as you believe appropriate for your staff. The content can be taught as 6 modules on different days (e.g., as biweekly or monthly inservice education programs) or as one full day workshop.

*Requirements:* To obtain the certification and 6 contact hours, the nurse must:

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|---------------------|---|
| * Read the content. | * Complete the independent study materials,         |
| * Take the Test.    | * Pass the examination with a score of at least 80% |

**NEW PROGRAM COMING SOON...**

**Nurse Assessment Coordinator: RNAC-C or LPNAC-C**

MDS 3.0 is here, presenting new challenges. This program not only provides step-by-step guidance on completing the MDS that will enhance accuracy and reimbursement, but also goes beyond MDS completion to enhance the nurse's assessment competencies in all clinical situations.

**General Information:** *Process for completing a Certification Program:*

- Order the specific program you desire. AALTCN members receive a discount on all Certification Programs. Study at your pace.
- When you have completed the program, send your Registration Form, required completion materials (e.g., test answers, lesson plans) and fee to:

**American Association for LTC Nursing,  
PO Box 62956, Cincinnati, OH 45262-0956**

Certification Program:	Study Materials Fee AALTCN Member/Nonmember	Online Modules AALTCN Member/Nonmember	Certification and Contact Hours Fee* AALTCN Member/Nonmember
DON-CLTC™ - 20 contact hours	\$295/\$375	\$75/\$100 per module	\$125/\$200
CCNC-C™ - 24 contact hours	\$224/\$340	\$70/\$95 per module	\$125/\$175
SD-CLTC™ - 18 contact hours	\$179/\$270	\$50/\$75 per module	\$100/\$125
LTC-SSC™- 12 contact hours	NA	\$95/\$120 per module \$350/\$450 Combined	-
RN-CLTC™- 12 contact hours	\$160/\$180	NA	\$75/\$125
LPN-CLTC™ - 10 contact hours	\$100/\$170	NA	\$75/\$125
Basic of Geriatric Care- 6 contact hrs	NA	\$95/\$145	\$15/\$25

\*Certification and Contact Hours Fee does not need to be paid until you are ready to complete program and obtain certification. Certification is valid for a 3 year period, after which recertification can be achieved by either submitting proof of 20 contact hours of continuing education or retaking the Certification Examination.

These programs are Co-Provided by American Association for Long Term Care Nursing and Health Education Network. Health Education Network is an Accredited Provider of continuing nursing education by the American Nurses Credentialing Center Commission on Accreditation.