

ADMINISTRATOR-IN-TRAINING PROGRAM

I. Initial Meeting (Held prior to the start of a candidate's AIT program)

- The goal of this meeting is to establish the administrator candidate's on-the-job training plan.
- The meeting should be held between the candidate, preceptor, and AIT program provider in order to allocate the number of hours a candidate should spend in various responsibilities and areas of a facility.
- The allocation of hours will be different for each candidate depending on their work experience and educational background.
- **IMPORTANT**: The number of on-the-job training hours should be at least 100 hours. However, additional hours can be required from the AIT provider or preceptor if deemed necessary.

II. Mid-Point Meeting (Held at midway point of a candidate's AIT program)

- The goal of this meeting is to review the first part of the candidate's program (typically the initial 50 hours).
- The meeting should be held between the candidate, preceptor, and AIT program provider in order to determine if the candidate's hours should be increased. In addition, a re-allocation of hours in the various work areas may be necessary depending on the candidate's skill level in a particular area.
- A summary of the candidate's strengths and weaknesses should be discussed.
- **IMPORTANT**: Discuss any community events and facility visits that may be possible for the candidate to be involved with over the remainder of their time.

III. Final Meeting (Held at completion of a candidate's AIT program)

- The goal of this meeting is to do a final review once the candidate has completed all of their on-the-job training hours. (Minimum of 100 hours)
- The meeting should be held between the candidate, preceptor, and AIT program provider to share and discuss final thoughts and views of candidate's ability to transition to a certified assisted living administrator.
- Review the candidate's strengths and weaknesses.
- **IMPORTANT**:
 - The AIT provider, preceptor, and administrator candidate must be in agreement that the AIT program requirements have been completed (a minimum of 20 classroom or coursework hours and a minimum of 100 on-the-job training hours.) **DOCUMENTATION OF ALL OF THESE HOURS IS REQUIRED!**
 - If a need for additional training hours is identified, then that decision should be made at this time.

FOCUS AREAS FOR ON-THE-JOB TRAINING

- Personnel (Orientation, Staff Qualifications/Requirements)
- Business Office/Administration (Admissions, Resident Funds, Billing, Marketing)
- Resident Care/Personal Care (assistance with ADL's)
- Medication Aide Duties (administering, ordering/receiving, and supervising medication passes)
- Activities (scheduling, organizing, facilitating)
- Dietary (food ordering, cooking, inventory)
- Environmental/Housekeeping (cleaning, laundry services, etc.)
- Maintenance (water temps, sprinkler, generator, AC/Heating)
- Other (community events, facility visits, educational trainings)