Core CURRICULUM Medical Direction in PALTC ONLINE CORE

Syllabus

Course Overview

The Online Core is the first part of the Core Curriculum on Medical Direction in Post-Acute and Long-Term Care, the only program of its kind that provides the knowledge and training to serve as an effective medical director, while satisfying the educational requirement to apply to become a Certified Medical Director (CMD).

The goal of this comprehensive course is to create a framework for the leadership role of the medical director and to provide opportunities to hone skills to effectively fulfill the roles, functions, and tasks of the medical director.

Course Format and Completion

Learners can complete the course at their own pace and on their own schedule. Learners will begin by completing a pre-course assessment. Then, they will be guided through a series of 30 modules, each module focusing on a different topic. Participation in one 60-minute live Faculty Forum is required to complete the course. Learners will have access to the Faculty Forums for six months from their course registration date and are encouraged to attend multiple faculty forums during the six-month access period.

To receive Online Core course credits and certificate, the learner must complete the following required elements:

- Pre-course assessment
- 30 modules
- One live virtual faculty forum
- Overall course evaluation

To assist with course completion, we have provided a recommended 12-week course completion schedule below based on spending an average of 1-2 hours per week. Using this schedule is not required, but a suggested guide to help the learner stay on track to complete the course within the 6-month enrollment period.

Course Schedule

Week	Module	Length
	Foundation/Basic Concepts	
Week 1	**1 | Course Introduction** Section 1: The Core Curriculum Section 2: Medical Director Roles, Functions, and Tasks	**15 Minutes**
Week 1	**2 | Overview of Post-Acute and Long-Term Care** Section 1: Demographics and History of Long-Term Care Modules Section 2: Overview of Post-Acute and Long-Term Care Continuum Section 3: Payors of Post-Acute and Long-Term Care Section 4: Health Care Industry Trends	**35 minutes**
Week 2	**3 | Laws and Regulations** Section 1: A Brief History: Laws, Regulations, and Federal Government Involvement Section 2: Overview of Federal Regulations: Intent, Breadth, and Structure Section 3: How to Find Relevant Regulations Section 4: Case: Applying Regulations to Everyday Situations	**35 minutes**

Week	Module	Length
Week 2	**4 | Surveys** Section 1: Survey Types and Preparation Section 2: Onsite Survey Activities Section 3: What Happens When Deficient Practices Are Identified? Section 4: What Happens After a Survey?	**30 minutes**
Week 2	**5 | Responding to Deficiencies** Section 1: Plan of Correction Section 2: Reviewing and Writing Policies	**30 minutes**
Week 3	**6 | Fundamentals of Nursing Facility Financing** Section 1: The Structure of the Nursing Facility Industry Section 2: Sources of Nursing Facility Revenue Section 3: PDPM Section 4: Major Categories of Nursing Facility Expense	**50 minutes**
Week 3	**7 | Financial Delivery Models and Medical Director Leadership** Section 1: The Changing Landscape of Delivery Models and Payments Section 2: Applying Financial Information in the Role of Nursing Facility Medical Director	**30 minutes**
Week 3	**8 | Organizational Structure, Culture, and Relationships** Section 1: Organizational Structures Section 2: Organizational Culture Section 3: Medical Director Role Within an Organization	**15 minutes**
Week 4	**9 | Resident Rights** Section 1: Medical Director Roles and Responsibilities Section 2: Resident Rights and F-Tags Section 3: Person-Directed Care Section 4: Abuse and Neglect Section 5: Rights Related to Facility Stays	**35 minutes**
Week 4	**10 | Employee Health and Safety** Section 1: Why the Medical Director Should Know About Employee Health Section 2: Common Nursing Facility Occupational Illnesses Section 3: Common Nursing Facility Occupational Injuries Section 4: The Medical Director's Role in Supporting Employee Health and Safety	**40 minutes**
Week 5	**11 | Medical Director's Agreement and Reporting Responsibilities** Section 1: The Medical Director’s Agreement Section 2: Medical Director Compensation Section 3: The Medical Director’s Report	**25 minutes**
Week 5	**12 | Medical Staff Coordination** Section 1: Overview of the Medical Director’s Role Section 2: Medical Care Coordination Section 3: Tools for Successful Implementation	**30 minutes**
	Processes of Care	
Week 6	**13 | Oversight of Provider Documentation** Section 1: Provider Documentation Section 2: Oversight of Provider Documentation Section 3: Audits	**35 minutes**
Week 6	**14 | Federal Regulations on Privacy and Documentation** Section 1: Federal Regulations on Privacy Section 2: Example Scenarios for Medical Directors	**25 minutes**

Week	Module	Length
Week 6	**15 | The Resident Assessment Instrument: Minimum Data Set and Care Area Assessment** Section 1: History and Terminology of Resident Assessment Section 2: The Care Process Section 3: Workflow of Resident Assessment: Who, What, When, Why, and How Section 4: Sections of the Minimum Data Set (MDS)	**30 minutes**
Week 6	**16 | Patient-Centered Care Planning** Section 1: Care Area Assessment Section 2: Patient-Centered Care Planning	**25 minutes**
Week 7	**17 | Health Care Ethics** Section 1: Key Principles of Health Care Ethics Section 2: Decision-Making Capacity Section 3: Advance Directives Section 4: Medical Director Roles and Responsibilities	**25 minutes**
Week 7	**18 | Working with Families** Section 1: Family Dynamics Section 2: The Family Meeting Section 3: Communicating Bad News	**25 minutes**
Week 8	**19 | Medical Direction in Hospice** Section 1: Hospice History and Fundamentals Section 2: Relationship between a Hospice Agency and Nursing Facility	**25 minutes**
Week 8	**20 | Medical Direction in PACE** Section 1: Overview of PACE: History, Enrollment Criteria, and Provision of Services Section 2: Role of Medical Directors in PACE Programs	**15 minutes**
Week 8	**21 | Medical Direction in Accountable Care Organizations** Section 1: Overview of ACOs Section 2: Medical Director Opportunities	**25 minutes**
Week 8	**22 | Medical Direction in Assisted Living** Section 1: Assisted Living Overview Section 2: Levels of Care Section 3: Medical Direction in Assisted Living	**25 minutes**
	Quality Improvement and Oversight	
Week 9	**23 | Quality Management** Section 1: Quality: What Does it Mean in the Nursing Facility? Section 2: Traditional Quality Assurance vs. QAPI Section 3: QAPI Tools: Understanding Variation Section 4: QAPI Tools: Implementing PDCA Cycles Section 5: Regulatory Requirements and Benchmarks for QAPI Section 6: The Medical Director's Role	**40 minutes**
Week 9	**24 | Working Within Nursing Facility Committees and Administrative Structures** Section 1: Overview: Role and Value of Committees Section 2: Important Committees within a Nursing Facility Section 3: Efficient and Effective Use of Committee Meetings	**30 minutes**
Week 10	**25 | Infection Prevention and Control** Section 1: Introduction to Infections in the PALTC setting Section 2: The Regulatory Requirements for Infection Control Section 3: Infection Prevention and Control Program Basics Section 4: Special Aspects of the Infection Prevention and Control Program	**45 minutes**

Week	Module	Length
Week 10	**26 | Antibiotic Stewardship and Quality Improvement in IPC** Section 1: Antibiotic Stewardship Section 2: Improving Antibiotic Use Section 3: Care Transitions and IPC Section 4: The Role of the Medical Direction	**45 minutes**
	Systems Thinking	
Week 11	**27 | Risk Management** Section 1: Introduction to Risk Management Section 2: Corporate Compliance Section 3: Facility Emergency Preparedness Section 4: Employee Risk Management Section 5: Medical Director Liability	**40 minutes**
Week 11	**28 | Transitions of Care** Section 1: Why Do Nursing Home Transitions of Care Matter? Section 2: Barriers to Safe Transitions of Care Section 3: Improving Transitions of Care	**25 minutes**
Week 12	**29 | Integration of Systems Theory and Problem-Solving** Section 1: Systems Section 2: Systems Theory Section 3: Applying Systems Theory to Problem-Solving	**40 minutes**
Week 12	**30 | Medical Director as Leader** Section 1: Defining the Components of Leadership Section 2: Introduction to Leadership Theories and Styles Section 3: Assessing Your Leadership Style and Strengths Section 4: Improving Your Leadership Abilities	**45 minutes**

Faculty Forums

Faculty Forums offer an opportunity to discuss course material in real-time with course faculty and peers, and how it applies to situations medical directors face every day. Discussion topics include regulations, infection prevention and control, leadership, transitions of care, and working with families.

Participation in <u>one</u> Faculty Forum is required to complete the Online Core. You will have access to the Faculty Forums for six months from your course registration date. Learners are encouraged to attend multiple faculty forums during the six-month access period. Forums are held monthly on Tuesdays from 7:00-8:00 PM ET**.**

Course Questions and Assistance

For assistance or questions about this course, please contact PALTmed's Education Department:

- Phone: 410-740-9743
- Email: education@paltmed.org

PALTmed
POST-ACUTE AND LONG-TERM CARE MEDICAL ASSOCIATION