

## Nursing Home Administrator Instructions for Addendum B

### **Qualifying Field Experience (QFE)**

Pre-approval is not required. Qualifying Field Experience is two years of full-time service on the staff of a qualifying nursing home in an administrative position above the department-head level, but not above the Administrator-of-Record, requiring active participation in the administration, direction and operation of the facility, within the last five years. The position must have included daily participation in management decisions that affect two or more major departments or service areas within the facility and directly impact the provision of care and services to the residents/patients in the facility (e.g., Food Services, Nursing, Rehabilitation [including all of Physical Therapy, Occupational Therapy, Recreation and Speech/Audio] and Social Services). The position must be compensated at a salary commensurate with the level of responsibility.

#### **Addendum B- Qualifying Field Experience must include the following:**

- Satisfaction of the 24-month requirement.** A reduction is based on experience and/or education and must be approved by the Department of Health. See below for eligible reductions. The experience may have been within multiple nursing homes.
- Nursing Home Experience-** A qualifying nursing home is defined in Article 28 of the New York State Public Health Law and regulations promulgated thereunder, or comparable facility recognized under similar statutes of other states or jurisdictions. If the work was in a **non-nursing home provider**, such as a CCRC, the field experience may be included if there is a certified nursing home contained within the organization, however this will be subject to Department review.
- Supervisory Responsibility** – The applicant had substantial supervisory responsibility for resident/patient care and participated daily in management decisions that affected two or more major services or departments. An example of this experience is the **Assistant Administrator** role.
- Not above the Administrator of Record** – Positions above the Administrator, such as certain Executive Management positions (CEO, CFO, President of the parent organization, etc.) do not include the appropriate experience in the daily participation directly impacting the provision of care and services to the residents in the nursing home.
- Recent experience within the last five years**
- Salary appropriate with the level of responsibility**

#### **Addendum B- Qualifying Field Experience Documentation:**

- Proof of salary and title** – Documents must be provided with job title and salary (such as a payroll report or paystubs)
- Organization chart** – An organization chart on facility letterhead signed and dated by the administrator-of-record or authorized representative of human resources is required.
- Job description** – A job description on facility letterhead signed and dated by the administrator-of-record or authorized representative of Human resources is required.
- All required sections of your application are complete and legible.** Failure to submit a complete application will delay the processing of your application. Keep a copy of your submission and all supporting documentation.

#### **Qualifying Field Experience Reduction:**

Only one substitution or reduction may be claimed. The Reduction must be approved by the Department. The items below will be considered:

- Three or more years of full-time service as a Director of Nursing Services at a qualifying health care facility within the last 10 years (Field Experience Credit: 12 months).
- Two or more years of service as the full-time Administrator-of-Record of an out-of-state nursing facility within the last five years (Full Satisfaction).
- Master's Degree and completion of the five courses required to satisfy Qualification 3 (Field Experience Credit: 12 months).