

# MASS • ALFA

# BOOT CAMP

Basic Training Boot Camp Intensive Training-4 CEUs ★★★★★

- Are you a new\* administrator or manager in Assisted Living in Massachusetts (or want to be?)
- Do you supervise line staff and are charged with improving quality and regulatory compliance?
- Is your residence preparing for a recertification in the next 6-12 months?

*\*In a position of management or senior leadership for 6 months or less, or an Administrator-in-Training.*

Mass-ALFA is offering an intensive, 4 hour educational session for new administrators and managers in assisted living. The intent of this educational session is to provide hands-on training, develop competency in regulatory issues and be able to lead a team of staff through preparations for a recertification review. Each training will be limited to 10- 12 people in order to allow sufficient time for questions and interactive discussion. You will be given a comprehensive training manual with Mass-ALFA resources, including the Mass-ALFA Quality Improvement Tool (4th edition), tips sheets and sample systems.

## THE CORE TRAINING TOPICS TO BE COVERED INCLUDE:

- The assisted living statute (Chapter 19D), regulations and policies
- Industry demographics, statistics and trends
- Overview of the regulatory agency and policy environment in Massachusetts
- Staff roles, responsibilities and requirement for staff orientation, skills evaluation and ongoing training
- Assisted living services, including the provision of skilled care, medication management and special care (dementia)
- Quality improvement requirements and systems
- Disaster planning and emergency management resources
- Preparation for a recertification review and ombudsman visits

## JOIN US!

**Thursday, February 9, 2012 at Notre Dame du Lac in Worcester, MA**

Trainers: Michael Banville, MS, CAGS, Vice President Mass-ALFA and Marilyn Stasonis, RN, Executive Director at Bayberry at Emerald Court

**Thursday, February 16, 2012 at Epoch of Weston, Weston, MA.**

Trainers: Michael Banville MS, CAGS, Vice President Mass-ALFA and Ileen Sullivan RN, Regional Assisted Living Director, Atria Senior Living

**Program Start/End: 8:15 AM – 12:45 PM**

**Breakfast, snack, and materials all included in the price of \$129**

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**Nursing Home Administrators:** This program is approved for 4 credit hours. (# NH-09015-012)

**Social Workers:** Please contact Mass-ALFA for status.

**Nurses:** This program is approved for 5 contact hours (#PA112). This continuing nursing education activity was approved by the Massachusetts Association of Registered Nurses, Inc., an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

*In order to obtain your CEUs, a link will be provided to complete your training evaluation. Once the evaluation is completed, you will be mailed your signed certificate.*

**ATTENDEE(S) INFORMATION**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

EMAIL ADDRESS (REQUIRED) \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

EMAIL ADDRESS (REQUIRED) \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

EMAIL ADDRESS (REQUIRED) \_\_\_\_\_

*~Please photocopy form for additional registrants~*

**ORGANIZATION** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL (FOR REGISTRATION QUESTIONS) \_\_\_\_\_

PARENT COMPANY (IF APPLICABLE) \_\_\_\_\_

*Mass-ALFA does not allow refunds, however substitutions are permitted if provided in writing. Please contact Mass-ALFA for additional information.*

**BILLING INFORMATION (IF DIFFERENT FROM ABOVE)**

ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL (FOR BILLING QUESTIONS) \_\_\_\_\_

**PAYMENT INFORMATION**

PRICE - \$129

FEB. 9 TRAINING IN WORCESTER, MA

FEB. 16 TRAINING IN WESTON, MA

**PAYMENT METHOD (ITEMS IN MAGENTA ARE REQUIRED)**

CHECK ENCLOSED     MASTERCARD     VISA     AMERICAN EXPRESS

PLEASE SEND A BILL (MEMBERS ONLY)     THIS IS A CORPORATE CREDIT CARD     THIS IS A PERSONAL CREDIT CARD

IF A CORPORATE CREDIT CARD, NAME OF COMPANY ON CARD IS \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: MM/YY \_\_\_\_\_ / \_\_\_\_\_    3 OR 4 DIGIT CODE (ON BACK OF CARD) \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_    CARDHOLDER SIGNATURE \_\_\_\_\_

**REGISTRATION AND CANCELLATION POLICY** - There will be no refunds; however substitutions are permitted if provided in writing. Mail/fax completed registration to Mass-ALFA. Payment is required at the time of registration to guarantee a place. Faxed forms must include a credit card number. In the case of medical emergency, death in immediate family, or natural disaster, including a severe storm, a written request must be submitted to Mass-ALFA, within 10 business days of the event, including proof of emergency. If approved, the attendee will be reimbursed 50% of the attendance fee.

**FAX FORM BACK TO 781-622-5979 / FOR MORE INFO VISIT MASSALFA.ORG**