

# Preceptor Guidelines

June, 2016

---

Kansas Board of Adult Care Home Administrators (BACHA)

Board of Adult Care Home Administrators  
Kansas Dept. for Aging & Disability Services  
Health Occupations Credentialing  
612 S. Kansas Ave  
Topeka Kansas 66603  
Phone: (785) 296-0061

## ■ Preceptor Guidelines

---

### Goals:

- To encourage participation in becoming a preceptor.
- To assist the administrator-in-training (AIT) preceptor in providing a good training experience for the preceptor as well as the trainee.
- To assist the administrator in making a valuable contribution to the long term care industry by providing well trained, qualified administrators.

### Index:

- Advantages to Being a Preceptor
- Summary of Pertinent Rules and Regulations for Licensure of Kansas Adult Care Home Administrators
- Role of the Preceptor
- Suggestions to Enhance the Success of the Program
- Frequently Asked Questions
  - Available from BACHA webpage:
    - Rules and Regulations for Licensure of Kansas Adult Care Home Administrators
    - Core of Knowledge
    - Sample Schedule
    - Colleges/Coordinators of Practicum

## ■ Advantages to Being a Preceptor

---

- Fosters a sense of pride knowing “I trained this administrator.”
- Gives you a chance to interview and select people who are going to be good administrators.
- Helps you fine tune your skills.
- Provides extra eyes and ears in the facility.
- Provides 15 hours of continuing education credit per trainee: 7.5 hours credit in resident care, 7.5 hours credit in administration.
- Comments from preceptors:

## ■ **Summary of the Pertinent Rules and Regulations of Kansas Adult Care Home Administrators**

---

The regulations are available on the BACHA webpage.

- Each candidate for initial licensure shall successfully complete a practicum approved by an accredited college or university. The practicum consists cumulatively of at least 480 clock-hours and is completed in not more than three practice settings.
- The practicum incorporates the core of knowledge and provides training in a Kansas-licensed adult care home or long-term care unit of a Kansas-licensed hospital, excluding assisted living and residential health care facilities. The college, university or equivalent program designates a preceptor.
- The college or university is responsible for coordinating with the preceptor the type of training and supervision to be provided during the practicum.
- A preceptor must have had three years of full-time experience or a total of 5,000 hours of experience, within the preceding five years, as a licensed adult care home administrator of a nursing facility, a nursing facility for mental health, or an intermediate care facility for the mentally retarded.
- Preceptors are approved by the board. The application must document the experience as an administrator.
- A preceptor must be the full-time administrator of record or a licensed administrator who directly supervises the administrator of record.
- Each preceptor is responsible for the training, knowledge and professional activities in the facility and for the development and refinement of the trainee as a prospective adult care home administrator.
- A preceptor does not supervise more than two trainees at a time.
- A preceptor must hold a current license in Kansas as an adult care home administrator that is not under suspension.
- Any change in the preceptor requires approval by the board.
- Each preceptor can be awarded 15 clock hours of continuing education for each trainee: 7.5 hours credit in resident care, 7.5 hours credit in administration..

## ■ **Role of the Preceptor**

---

- Teach the AIT how to be a qualified, competent administrator.
- Coordinate the training. The preceptor does not have to be with the AIT all the time. Portions of the training may be delegated to qualified department heads.

## ■ **Suggestions to Enhance the Success of the Program**

---

- Evaluate the support you can expect from the college or university. If what you need is not provided, negotiate or don't agree to participate.
- Interview carefully. Listen to the background of the student and the personal goals. If you don't think you can work successfully with the AIT, don't take on the responsibility.
- Discuss roles and responsibilities of each department and note interaction with other departments. Have the AIT spend time in each of the departments.
- Develop a calendar to assure covering all necessary materials within the allotted timeframe. See AIT Orientation document.
- Evaluate formally or informally on a regular basis to get input from the AIT and department heads to enrich the training.
- Stress confidentiality and share pertinent information with the AIT.
- Have scheduled visits with the coordinator of the college or university program.
- If the training is not working, contact the coordinator and discuss options, or ask to be replaced as preceptor.
- Although the AIT program may help the AIT prepare for the exam, the primary purpose of the program is to develop the basic skills to operate the adult care home. The student has access to other materials for specific preparation for the examination. Two suggestions are: the NAB Study Guide and Nursing Home Administration, by James E. Allen available at [www.nabweb.org](http://www.nabweb.org).
- Several curriculum tools are available to the preceptor. The state provides copies of a suggested curriculum to the sponsors. Some sponsors have developed their own curriculum which they will provide to the preceptor. The state curriculum can also be obtained from the BACHA website. NAB has a sample curriculum, sold under the title, "The NAB Administrator-in-Training Domains of Practice Internship Manual, available at [www.nabweb.org](http://www.nabweb.org).

## ■ Frequently Asked Questions

---

### 1. **How do I apply to become a preceptor?**

Contact the sponsoring organization's coordinator of practicum. The list of sponsors can be found at the BACHA website.

### 2. **Are all programs 480 hours?**

The regulations require that the program be "no less than 480 hours." The program could be greater than that if the college builds that into the program.

### 3. **If the preceptor has questions about the program, who does he/she need to talk with?**

The preceptor needs to talk with the coordinator for the sponsoring organization or Health Occupations Credentialing.

### 4. **What happens if the preceptor is no longer the administrator of record during the training?**

The trainee may stay at the facility if the replacement administrator is approved or could be approved as preceptor or the trainee could go to another facility. The change is made through the coordinator of the college.

### 5. **Can the AIT be paid while doing the training?**

Yes, but it is not required.

### 6. **What if the preceptor's company has a training program?**

The AIT must still enroll in a college practicum. If the company program is equivalent to the Kansas program specified in regulations, the preceptor may work with the college program coordinator to assure that all areas set out in the suggested curriculum are covered in both content and hours before using the company curriculum.

If you have other questions, contact the coordinator of the program or Health Occupations Credentialing.