**Cultivating LTC Leaders:** Topics in Regulatory, Legal and Compliance Management

**Series Title:** Cultivating LTC Leaders (12-month series)

**Session Title:** Achieving Objectives Through People: Topics in Human Resources

**Presentation Dates:** August 2021

**Presented By: (see attached bios)**

* Expert Panel Facilitated by Amie Martin, OTR/L, CHC, RAC-CT, MJ and Shelly Maffia, RN, MSA, HFA, QCP, MBA, LNC

**Contact Person:** Shelly Maffia smaffia@proactivemedicalreview.com 812-471-7777 Proactive Medical Review and Consulting, LLC

**Course Description:**

This session reviews critical issues in Human Resources for long term care leaders with emphasis on conducting interviews, hiring, disciplinary action, termination and legal issues, as well as nursing home staffing, defining staff roles/responsibilities and delegation of duties. New and seasoned leaders will develop skills in implementing best practices for effective and compliant Human Resources operations.

**Learning Objectives**

At the conclusion of this session, the learner will:

1. Identify and assess facility effectiveness in hiring practices, disciplinary processes, employee record keeping and team centered operations.
2. Understand key considerations and categories of risk for LTC providers and action plans for mitigating these risks.
3. Learn strategies and best practices of effective leaders in hiring, retaining, assigning responsibilities and developing talent in employees

**Course Content**

40 minutes Overview and assessment considerations for facility human resources operations in key performance areas and evaluation of risks with mitigation strategies

* + - Effective interviews & hiring practices
		- Discipline and termination
		- Legal issues
		- Defining staff roles/responsibilities and delegation of duties
		- Developing talent
		- Staff retention

10 minutes Developing talent, staff retention strategies

10 minutes Closing Comments/ Q&A

**Target Audience:** Nursing Facility Leadership

**Instructional Level:** Intermediate

**Contact Hours:** 1