The Core of Nursing Knowledge
An intensive, small-group course that teaches fundamental LTC management skills

October 28, 29, November 10, 11, 2008
OHCA office, Lewis Center, Ohio

Become an AANEX Certified Nurse Executive C-NE™*

With support from our OHCA Champion Partners
A Champion Partner Since 1999
Plante & Moran, PLLC
A Champion Partner Since 2000
Howard, Wershbale & Co.
A Champion Partner Since 2001
Buckingham, Doolittle & Burroughs, LLP
CompManagement, Inc.
ICP/Institutional Care Pharmacy
Rolf & Goffman Co., LPA
A Champion Partner Since 2002
Benesch, Friedlander, Coplan & Aronoff
Omnicare Pharmacies of Ohio
A Champion Partner Since 2003
LeaderStat
A Champion Partner Since 2005
Pharmacy Management Group (PMG)
A Champion Partner Since 2007
Neace Lukens
A Champion Partner Since 2008
Therapy Partners

Ohio Health Care Association

and our AL affiliate, the Ohio Centers for Assisted Living
offered through the Educational Foundation of OHCA
The Core of Nursing Knowledge

An intensive, small-group course that teaches fundamental LTC management skills

October 28, 29, November 10, 11, 2008
OHCA offices, Lewis Center, Ohio

A 28 hour continuing education course

A don’t miss program for all supervisory nurses

A

An intensive, small-group course that teaches fundamental LTC management skills. A don’t miss program for all supervisory nurses. Let’s face it, today’s nurse managers are expected to know a lot about many different subjects. The Core of Nursing Knowledge will help you rise to the occasion and stand a head taller than the crowd. If you’re a small facility, a member of a large corporation or if you are just looking to get an edge on your competition, join us for this informative four-day program that covers the essentials of regulations, communications, staffing, budgeting and many more.

Nurse managers must be proficient in regulations, gifted in communications, skillful at managing staff and adept at stewarding a budget that is increasingly focused on the bottom line. It’s nothing short of becoming an expert in law, finance and human resources.

This program promises to bring nurse managers closer to the expertise they need to be truly effective. This small-group, highly interactive four (4)-day course promotes greater learning through the use of real life examples and peer-to-peer discussion. Many participants from past core classes continue to dialogue with their peers and their instructors as they become proficient in all aspects of effective nurse management.

And now with the ability to become a Certified Nurse Executive, the OHCA Core of Nursing Knowledge, is the one program you can not afford to miss.

Registration includes:

• 4 days of education
• Continental breakfast and lunch each day
• Refreshment breaks
• Comprehensive 3-ring binder of handouts
• A complimentary copy of the The Long-Term Care Survey manual printed by the American Health Care Association. This new and improved manual is now in binder format. Receive updates from CMS on a quarterly basis with an annual subscription. This updated version contains new CMS guidance. All the requirements for long term care facilities’ participation in Medicare and Medicaid programs are included (a $130 value).
• A complimentary copy of the Briggs’ new MDS 2.0 User’s Manual which contains the official word-for-word CMS document, designed into an easy-to-use reference tool.
Interested in also becoming an AANEX Certified Nurse Executive?

The Certified Nurse Executive (C-NE™) Program has been developed to meet the needs of Nurse Executives in long-term care. Participants must complete seven core courses (the OHCA Core of Nursing programs qualify) and three electives, and pass the course exams with a score of 80% or higher to be awarded the Nurse Executive Certification (C-NE™).

Attendees who complete the entire four day OHCA Core of Nursing Knowledge are able to sit for the Certified Nurse Executive (C-NE™) exam by AANEX for a very reasonable fee. Please check the appropriate boxes on your registration form.

Certification affirms the completion of basic course criteria specific to essential job functions of the Nurse Executive.

Benefits of Certification Include:
- A more productive and highly knowledgeable professional
- A competitive advantage over non-certified individuals in the same field
- The ability to make more informed decisions about resident and staff needs
- A greater ability to implement and sustain standard in long-term care
- Opportunities for enhanced employment

The C-NE™ program was designed to include key elements of leadership, risk management, human resources, survey management, survey enforcement, QI/QMs and quality improvement.

An additional fee is required to become a Certified Nurse Executive, see below.

- **AANEX Members:** $ 70
- **Non-AANEX members:** $150

Membership to AANEX is by individual and dues are $80 per year. For information on joining AANEX, please contact AANEX Membership Department at 1-877-457-7208 or sign up at www.aanex.org.

Core of Nursing Knowledge Registration Fees: (does not include certification)

Membership to OHCA is by facility.

**MEMBERS of OHCA:**
- **Early rate:** $ 645 before 10/14/08
- **Regular rate:** $ 800 10/14/08 and after

**NON-MEMBERS:**
- **Early rate:** $1935 before 10/14/08
- **Regular rate:** $2400 10/14/08 and after
## Course Agenda:

### Day One Curriculum (7 hours)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>Check-in &amp; Continental Breakfast</td>
</tr>
<tr>
<td>9:00 am</td>
<td><strong>Being an Effective DON or Nurse Manager</strong></td>
</tr>
<tr>
<td></td>
<td><em>Diana Waugh, RN</em></td>
</tr>
<tr>
<td></td>
<td>• Nursing Administration &amp; the Law</td>
</tr>
<tr>
<td></td>
<td>• What Makes a Good Director of Nursing?</td>
</tr>
<tr>
<td></td>
<td>• Nursing Administration &amp; Nursing Home Administration</td>
</tr>
<tr>
<td></td>
<td>• Nursing Administration &amp; Nursing Staff</td>
</tr>
<tr>
<td></td>
<td><strong>staffing, expectations, delegation and documentation</strong></td>
</tr>
<tr>
<td></td>
<td>• Physicians &amp; Ancillary Services</td>
</tr>
<tr>
<td></td>
<td>• Nursing Administration &amp; Resident Care</td>
</tr>
<tr>
<td>12:00 noon</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 pm</td>
<td><strong>Keeping Staff and Your Bottom Line Healthy in Worker’s Compensation</strong></td>
</tr>
<tr>
<td></td>
<td><em>Russ Hocutt, CompManagement, Inc.</em></td>
</tr>
<tr>
<td></td>
<td>• Fundamental management practices of working within Ohio’s BWC system</td>
</tr>
<tr>
<td></td>
<td>• Following claims</td>
</tr>
<tr>
<td></td>
<td>• Managers role with injured workers</td>
</tr>
<tr>
<td></td>
<td>• Using transitional work</td>
</tr>
<tr>
<td></td>
<td>• Key tips to preventing most common work-related injuries</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Break</td>
</tr>
<tr>
<td>1:45 pm</td>
<td><strong>Human Resources</strong></td>
</tr>
<tr>
<td></td>
<td><em>Robert Pivonka, esq</em></td>
</tr>
<tr>
<td></td>
<td>• Designing an employment application in recognition of nursing facility laws, such as criminal background checks, and discrimination laws such as the Americans with Disabilities Act</td>
</tr>
<tr>
<td></td>
<td>• Conducting reference checks and verifying that an employee is not excluded from any federal health care programs</td>
</tr>
<tr>
<td></td>
<td>• Best practices for disciplinary action: verbal warning through termination</td>
</tr>
<tr>
<td></td>
<td>• Attendance policies and staffing concerns</td>
</tr>
<tr>
<td></td>
<td>• Checking licensure and certification of staff</td>
</tr>
<tr>
<td></td>
<td>• Implications of the unlicensed care giver</td>
</tr>
<tr>
<td></td>
<td>• Dealing with typical FMLA issues such as pregnancy leave</td>
</tr>
<tr>
<td></td>
<td>• Basic pointers on union organization</td>
</tr>
<tr>
<td>3:45 pm</td>
<td>Break</td>
</tr>
<tr>
<td>4:00 pm</td>
<td><strong>Human Resources: continued</strong></td>
</tr>
<tr>
<td>5:00 pm</td>
<td>Adjourn</td>
</tr>
</tbody>
</table>
Day Two Curriculum (7 hours)

8:00 am Check-in & Continental Breakfast

8:30 am A Comprehensive Knowledge of RUGS . . .
A Must for Effective Nurse Managers
Robin Hillier, CPA, NHA, STNA, RAC-CT
- The RUGS Classification System in detail
- The art of timing assessment reference dates to capture reimbursement
- Documentation strategies proven to work
- Benchmarking your performance to statewide case mix data
- Best opportunities for case mix increases

12:00 noon Lunch

12:30 pm Basics of Medicaid and Medicare Reimbursement
Robin Hillier, CPA, NHA, STNA, RAC-CT
- How case mix scores effect Medicaid rates
- A review of Medicare Assessment schedule
- Medicare rates
- How to get the highest Medicare rate
- Consolidated billing issues

2:30 pm Break

2:45 pm Tools for Effective MDS Management
Robin Hillier, CPA, NHA, STNA, RAC-CT
- Assessment items that trigger quality indicators: what to look for
- Determining low vs. high risk for risk adjusted indicators
- QIs: an advanced refresher
- Using various reports to improve performance
- Common exception review findings and your facility’s rights
- Working with DAVe

4:15 pm Adjourn
Day Three Curriculum (7 hours)

8:30 am Check in & Continental Breakfast

9:00 am **Effective Handling of Abuse & Neglect**
   *Janet Feldkamp, RN, BSN, LNHA, JD*
   - Effective abuse & neglect prevention
   - Detection tools that work
   - Proper investigation and reporting protocols

10:30 am Break

10:45 am **Key Regulatory Management Issues**
   *Janet Feldkamp, RN, BSN, LNHA, JD*
   - DNR rules
   - Importance of living wills and POA from nurse management perspective
   - HIPAA and effects on nursing

**Important Nursing Laws & Rules**
   *Janet Feldkamp, RN, BSN, LNHA, JD*
   - Key aspects of accurate nurse delegation
   - Understanding of nurse disciplinary process

12:15 pm LUNCH

12:45 pm **The Survey Process & Licensure Rules**
   *Christopher Tost, esq*
   - Difference between Federal & licensure rules
   - Disclosure of information: key things to know
   - Types of remedies
   - A facility’s appeal rights
   - Fines and how they are applied
   - Informal dispute resolution
   - Effective plans of correction
   - SOM – certification
   - Ohio Licensure
   - Assisted Living Rules

2:45 pm Break

3:00 pm **The Survey Process & Licensure Rules, continued**

5:00 pm Adjourn
Day Four Curriculum (7 hours)

8:00 am  Check-in & Continental Breakfast

8:30 am  Evidence-Based Risk Management: Creating Safe Systems of Care  
  Ellen Hughes, RN  
  • Identify methods to reduce the frequency of preventable adverse events.  
  • Discuss loss-prevention activities to reduce the number of liability claims, and manage those claims that do emerge.  
  • Finance risk strategies using the most economical methods.

10:30 am  Break

10:45 am  Managing an Effective Nursing Budget  
  Peg Tobin, RN  
  • The importance of PPDs and how to figure them correctly  
  • What affects PPDs and what doesn’t  
  • Banking nursing hours for other uses  
  • Reading a budget correctly  
  • Creative budgeting to gain additional staff  
  • Staffing changes that effect performance and the budget  
  • ODH Survey Staffing tool

12:15 pm  Lunch

12:45 pm  Nursing Budget  continued

1:45 pm  Break

2:00 pm  What it Takes to Be a Leader: Self Assessment & Delegation  
  Dr. Karla Potetz  
  • Defining leadership in the context of LTC nurse managers  
  • How structure influences behavior  
  • Assessing ourselves as leaders  
  • Effective delegation strategies  
  • Useful empowerment methods  
  • Effective models of communication  
  • Handling people styles and diversity  
  • Team building  
  • Running effective meetings  
  • Critical thinking methods  
  • Real-life issues from the class are discussed using proven leadership techniques

4:00 pm  Adjourn
Janet Feldkamp, RN, BSN, LNHA, JD, is a partner in the Columbus office of Benesch, Friedlander, Coplan & Aronoff. Ms. Feldkamp’s practice includes various aspects of health law with an emphasis on long-term care regulatory matters such as survey certification and informal review requests. Ms. Feldkamp has an extensive health care background including employment as an intensive care nurse, a surveyor for long-term care facilities, a Director of Nursing in long term care, an Assistant Administrator of a large skilled nursing facility, and a nurse consultant for a multi-state long-term care management firm. She has assisted numerous long-term care facilities through the regulatory and enforcement maze, including clients with proposed fast track terminations, Medicaid payment bans and proposed civil monetary penalties. Due to her operational background, her on-site consulting includes operational, as well as legal guidance. Ms. Feldkamp received her Bachelor of Science (magna cum laude) in Nursing in 1978 from the University of Missouri-Columbia and her J.D. from St. Louis University (cum laude) in 1990. Benesch, Friedlander, Coplan & Aronoff is an OHCA Champion Partner. Janet is currently the President of the American Association of Nurse Attorneys.

Robin L. Hillier, CPA, STNA, LNHA, RAC-CT is the president and owner of RLH Consulting, which provides reimbursement, operational and accounting consulting to long-term care providers. She is also a co-owner of Miami Shores of Moraine, a 150 bed nursing facility in Dayton, Ohio. She is a certified public accountant, a state tested nurse aide, a licensed nursing home administrator, and Resident Assessment Coordinator-Credentialed through the American Association of Nurse Assessment Coordinators. Ms. Hillier is Immediate Past President of the Ohio Health Care Association’s Board of Directors. She is a past chair of the OHCA Payment for Services Committee and currently chairman of the Convention Task Force and co-chairman of the MDS Nurse Assessment Task Force. Ms. Hillier is Chairman of the Educational Foundation of the Ohio Health Care Association (EFOHCA) and serves on its Education Committee. EFOHCA provides scholarships for long-term care employees who are advancing their education and provides continuing education to long-term care professionals.

As the Director of Association Services for CompManagement, a Sedgwick CMS Company, Russ Hocutt is focused on continuing the many years of outstanding partnership with the Ohio Health Care Association’s Workers’ Compensation Program. Russ and his staff are committed to bringing a consistently high level of service to OHCA and its members. In partnership, both the OHCA and CompManagement will be looking to maximize premium savings opportunities for members who are in the Group Rating Program as well as those that do not qualify for the program. The Ohio Bureau of Workers’ Compensation has a number of programs designed for those non-group rated employers, and it is more important than ever to explore all of those options on behalf of the membership. Russ started in the State Fund workers’ compensation TPA Industry March 1987, primarily focused on rate/premium responsibilities for customers. He became Manager of that department in the fall of 1990 and began work on group rating the first year that it was offered by the BWC. After many years of managing that department, he also assumed the Director of Client Service responsibilities for association and individual contract business. Rounding out his industry experience is his involvement in Sales, participation in many BWC / Employer Stakeholder meetings, and group presentations.

Ellen Hughes, RN is Senior Risk Management Specialist for Risk Management Solutions. Ellen’s significant healthcare experience dates back to 1978 and began with Critical Care Transport (ground and airlift) Management, Direction of surgical and medical intensive care departments and Regional development and education of County Emergency Medical Services in the states of Ohio and New Mexico. Early acute care administration positions for Ellen included the implementation of Quality Assurance, Physician Peer Review and Compliance programs in hospitals with oversight of Medical Staff Affairs and Physician Advocacy, JCAHO surveys and litigation. Risk Management and Claims experience for Ellen began in the state of Texas, where she was the first risk manager for The Texas Medical Liability Trust, the Texas Medical Association-sponsored carrier for Texas physicians. While in Texas, Ellen worked in the legislature and participated as a Governor’s assistant for the implementation of Informed Consent Legislation and Tort Reform. This was the beginning of Ellen’s work in public speaking for hospital and physician advocacy and her first publications for professional liability prevention. Ellen has worked inside a defense law firm as a Health Law Consultant, developing databases for medical experts and loss trending, witness preparation and perfecting aids and exhibits to defense; specializing in the areas of Documentation and Communication. Employment with Kaiser Permanente for Ellen combined Risk Management, Quality Assurance/Improvement and Claims accountabilities for a self-insured program for the corporation(s), hospital and ambulatory entities and some 5000 physicians in California.

Robert Pivonka is Senior Counsel with the law firm of Rolf & Goffman, the Ohio Health Care Association’s legal counsel. The firm has an extensive health care practice, which represents long-term care providers, hospitals, physicians, pharmacies and numerous other providers across Ohio and in other states. Mr. Pivonka concentrates his practice on representing and advising employers in connection with employment litigation and day-to-day operational issues concerning employees. He has litigated matters before numerous state and federal courts, and has

**Faculty:**

**Janet Feldkamp**, RN, BSN, LNHA, JD, is a partner in the Columbus office of Benesch, Friedlander, Coplan & Aronoff. Ms. Feldkamp’s practice includes various aspects of health law with an emphasis on long-term care regulatory matters such as survey certification and informal review requests. Ms. Feldkamp has an extensive health care background including employment as an intensive care nurse, a surveyor for long-term care facilities, a Director of Nursing in long term care, an Assistant Administrator of a large skilled nursing facility, and a nurse consultant for a multi-state long-term care management firm. She has assisted numerous long-term care facilities through the regulatory and enforcement maze, including clients with proposed fast track terminations, Medicaid payment bans and proposed civil monetary penalties. Due to her operational background, her on-site consulting includes operational, as well as legal guidance. Ms. Feldkamp received her Bachelor of Science (magna cum laude) in Nursing in 1978 from the University of Missouri-Columbia and her J.D. from St. Louis University (cum laude) in 1990. Benesch, Friedlander, Coplan & Aronoff is an OHCA Champion Partner. Janet is currently the President of the American Association of Nurse Attorneys.

**Robin L. Hillier**, CPA, STNA, LNHA, RAC-CT is the president and owner of RLH Consulting, which provides reimbursement, operational and accounting consulting to long-term care providers. She is also a co-owner of Miami Shores of Moraine, a 150 bed nursing facility in Dayton, Ohio. She is a certified public accountant, a state tested nurse aide, a licensed nursing home administrator, and Resident Assessment Coordinator-Credentialed through the American Association of Nurse Assessment Coordinators. Ms. Hillier is Immediate Past President of the Ohio Health Care Association’s Board of Directors. She is a past chair of the OHCA Payment for Services Committee and currently chairman of the Convention Task Force and co-chairman of the MDS Nurse Assessment Task Force. Ms. Hillier is Chairman of the Educational Foundation of the Ohio Health Care Association (EFOHCA) and serves on its Education Committee. EFOHCA provides scholarships for long-term care employees who are advancing their education and provides continuing education to long-term care professionals.

As the Director of Association Services for CompManagement, a Sedgwick CMS Company, **Russ Hocutt** is focused on continuing the many years of outstanding partnership with the Ohio Health Care Association’s Workers’ Compensation Program. Russ and his staff are committed to bringing a consistently high level of service to OHCA and its members. In partnership, both the OHCA and CompManagement will be looking to maximize premium savings opportunities for members who are in the Group Rating Program as well as those that do not qualify for the program. The Ohio Bureau of Workers’ Compensation has a number of programs designed for those non-group rated employers, and it is more important than ever to explore all of those options on behalf of the membership. Russ started in the State Fund workers’ compensation TPA industry March 1987, primarily focused on rate/premium responsibilities for customers. He became Manager of that department in the fall of 1990 and began work on group rating the first year that it was offered by the BWC. After many years of managing that department, he also assumed the Director of Client Service responsibilities for association and individual contract business. Rounding out his industry experience is his involvement in Sales, participation in many BWC / Employer Stakeholder meetings, and group presentations.

**Ellen Hughes**, RN is Senior Risk Management Specialist for Risk Management Solutions. Ellen’s significant healthcare experience dates back to 1978 and began with Critical Care Transport (ground and airlift) Management, Direction of surgical and medical intensive care departments and Regional development and education of County Emergency Medical Services in the states of Ohio and New Mexico. Early acute care administration positions for Ellen included the implementation of Quality Assurance, Physician Peer Review and Compliance programs in hospitals with oversight of Medical Staff Affairs and Physician Advocacy, JCAHO surveys and litigation. Risk Management and Claims experience for Ellen began in the state of Texas, where she was the first risk manager for The Texas Medical Liability Trust, the Texas Medical Association-sponsored carrier for Texas physicians. While in Texas, Ellen worked in the legislature and participated as a Governor’s assistant for the implementation of Informed Consent Legislation and Tort Reform. This was the beginning of Ellen’s work in public speaking for hospital and physician advocacy and her first publications for professional liability prevention. Ellen has worked inside a defense law firm as a Health Law Consultant, developing databases for medical experts and loss trending, witness preparation and perfecting aids and exhibits to defense; specializing in the areas of Documentation and Communication. Employment with Kaiser Permanente for Ellen combined Risk Management, Quality Assurance/Improvement and Claims accountabilities for a self-insured program for the corporation(s), hospital and ambulatory entities and some 5000 physicians in California.

**Robert Pivonka** is Senior Counsel with the law firm of Rolf & Goffman, the Ohio Health Care Association’s legal counsel. The firm has an extensive health care practice, which represents long-term care providers, hospitals, physicians, pharmacies and numerous other providers across Ohio and in other states. Mr. Pivonka concentrates his practice on representing and advising employers in connection with employment litigation and day-to-day operational issues concerning employees. He has litigated matters before numerous state and federal courts, and has
represented employers before various administrative agencies including the U.S. Equal Employment Opportunity Commission (EEOC), the Ohio Civil Rights Commission (OCRC), the U.S. Department of Labor (DOL) Wage and Hours Division, the Ohio Department of Job & Family Services (ODJFS), the U.S. Occupational Safety and Health Administration (OSHA) and the National Labor Relations Board (NLRB). Rob also has represented clients in numerous private arbitrations and mediations.

Dr. Karla Kay Potetz is a management consultant and has been conducting seminars since the early 1980s. Her qualifications include 25 years of management and administrative experience in health care, a Masters Degree in Business Administration and a Ph.D. She launched her company, Dr. Karla Kay Potetz and Associates in the 1980s. In addition to conducting seminars and workshops, Dr. Potetz is an adjunct faculty member at Baldwin Wallace College in Berea, Ohio. She teaches in the Undergraduate and Executive MBA programs.

Peg Tobin, RN, is the owner and C.E.O. of Tobin & Associates, Inc. Her organization has been in operation since 1988. Her company operates as a consultant to nursing homes and assisted living facilities. They specialize in placing interim management personnel nationally in facilities during times of transition and crisis. They also assist facilities and organizations in locating qualified candidates interested in permanent executive or management positions. Peg has worked at the corporate level in the Medicare Division and she has been a Regional Director of Education and Training and a Regional Nurse Consultant. Peg’s professional experience also includes multiple successful years as a Director of Nursing, Case Manager and acute care Unit Manager.

Christopher Tost is an attorney at Rolf & Goffman. He has extensive experience in the representation of nursing facilities in the survey and enforcement process, including responding to harm and immediate jeopardy citations, the preparation of plans of correction, and informal dispute resolutions. Christopher has been selected as one of Ohio’s “Rising Stars” in the area of health care law by Super Lawyer Magazine for the past several years.

Diana F. Waugh, RN, is a nursing home consultant with more than 20 years of experience. She has served on faculties in all types of nursing programs, as a Director of Nursing and as a Director of Education. Nationally, Diana conducts seminars on standards of geriatric care focusing on person-centered care through implementation of a social model of care; and on management issues such as effective staff communication and fostering teamwork.

**Continuing Education Credit:**
This program has been approved for 28 hours of continuing education credit for the following:

**Ohio Licensed Administrators:**
This program has been approved for 28 hours (7 each day) of continuing education credit for nurses and nursing home administrators (Ohio BENHA).

**Nurses:**
Nurses please note any continuing education that has been approved by BENHA (or any other accredited body) can be accepted by the Ohio Board of Nursing in the State of Ohio. Nurses may use this continuing education to meet their licensure requirements. Please refer to OBN continuing education rules 4723-14-01 thru 4723-14-19.
ATTENDANCE & REGISTRATION POLICIES:

Continuing Education: Please note that the total credit hours listed for this program assume a full day of attendance. In the event of late arrival and/or early departure, hours will be amended accordingly. Credit is only available for each full session attended. To receive credit for the entire program, participants are expected to sign-in, attend the entire program and sign out at the conclusion of the program. It is the responsibility of the attendee to notify the staff monitoring attendance of any sessions during the program that they did not attend so that credits can be adjusted accordingly.

Registration: Registrations may be sent via our website with credit card or check payment, fax with credit card payment or by mail with check. All registration fees must be paid at time of registering. In order to receive the early rate, payment must accompany the registrations by the assigned date, walk-ins must pay the regular rate. Registrations will not be processed and name badges will not be available to attendees until payment by check or credit card is received in our office. Phone registrations are not accepted.

Cancellations/Refunds: If a registrant cannot attend, an alternate registrant may attend in his/her place. Cancellations received more than 14 business days prior to program will receive a full refund. Cancellations received 7 – 13 business days prior to the program will receive a refund of 75% of the registration fee, cancellations received 4 – 6 business days prior to the program will receive a refund of 50% of registration fee. Cancellations after this time/date will be charged the full registration fee. However, a 50% education voucher could be issued for registration cancellations due to a state survey, or for a facility-related disaster. There are no refunds available for cancellations due to weather if the seminar itself is not cancelled. In the case of illness, death in the family or other reason, the facility may send another individual to take the place of the current registrant; no refund will be issued in these circumstances.

All cancellations must be made in writing and may be emailed to kchapman@ohca.org or FAXed to the OHCA office at 614/436-0939 to Kathy Chapman, Director of Educational Services. Refunds if applicable will be issued via check to the company from the OHCA office after the program dates, regardless of original payment type. - Revised 2/08

Location:

All programs will be held at the OHCA offices, located at 55 Green Meadows Drive South, Lewis Center, OH.
Register by Credit or Check at www.ohca.org

Register online and save! Register 4 or more individuals from the same facility and receive 15% off the total of registration fees. This discount only applies online.

The Core of Nursing Knowledge - Fall • Registration Form • October 28, 29, November 10, 11, 2008
Online Registration: www.ohca.org • Questions? 614 / 436-4154 • Fax: 614 / 436-0939

1. One Person Per Registration (fill out the facility info and duplicate this form for additional registrants)

   Lastname: ___________________________________________ First: _______________________________ Nickname: ____________________________________________________
   Title: ___________________________________________________________________________________
   Email address: ____________________________________________________________
   Facility: ______________________________________________________________________________________________________________________
   Street Address: ________________________________________________________________________________________________________________
   City: ______________________________________________________________________ State: _______________ Zip: ________________________
   Phone #: ________/ _______________________________________________   Fax #:  ________/ ___________________________________________ 

2. Registration Category

   MEMBERS of OHCA
   Fee:
   Early rate $645 before 10/14/08
   Regular rate $800 10/14/08 and after
   AANEX Certified Nurse Executive (C-NE™)
   Exam Fees: AANEX Members: $ 70  •  Non-AANEX Members: $150  •  AANEX Membership Dues: $ 80
   Yes. I am also interested in becoming certified by AANEX as a C-NE™.
   ___ I am an AANEX member (Member #: ______________). I have enclosed an additional $70.
   ___ I am not an AANEX member, but would like to join. I have enclosed $80 for membership dues as well as an additional $70 for the certification exam.
   ___ I am not an AANEX member and do not wish to join. I have enclosed $150 for the certification exam.

   NON-MEMBERS
   Fee:
   Early rate $1935 before 10/14/08
   Regular rate: $2400 10/14/08 and after
   Registration will not be processed unless payment is included.

3. Payment - Make checks payable to Educational Foundation of Ohio Health Care Association (EFOHCA)

   Mail to: EFOHCA, 55 Green Meadows Dr. South, Lewis Center, OH, 43035  or  Fax: 614 / 436-0939
   TOTAL AMOUNT $_____________________
   Method of Payment: ____Credit Card  ____Check
   CREDIT CARD:  MC___ VISA____  AMEX____  Card Number__________________________________________  Expiration Date ______/______
   Card Holder________________________________________ Signature________________________________________
Your Education Source

There is a single source you can always turn to for quality long-term care education. It’s the Educational Foundation of the Ohio Health Care Association, serving you, the special men and women who have chosen careers in long-term care.

As a proud member of OHCA, your employer has made it possible for you to advance your professional knowledge by attending programs sponsored by the Educational Foundation.

Empower yourself . . . and those you serve.

For upcoming educational programs, visit our website at www.ohca.org