

**VIRGINIA BOARD OF LONG-TERM CARE ADMINISTRATORS
CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM
FOR
ASSISTED LIVING FACILITY ADMINISTRATORS**

The Law

The General Assembly of Virginia passed a law requiring regulations to ensure the continued competency of practitioners licensed by the Board of Long-Term Care. It directed the Board to include in its regulations continuing education, testing, and/or any other requirement which would address the following: a) the need to promote ethical practice, b) an appropriate standard of care, c) patient safety, d) application of new medical technology, e) appropriate communication with patients and f) knowledge of the changing health care system.

Rationale for the Regulation

The Virginia Board of Long-Term Care recognizes that the professional responsibility of practitioners requires *continuous learning* throughout their careers, appropriate to the individual practitioner's needs. The Board also recognizes that practitioners are responsible for choosing their own continuing education and for evaluating their own learning achievement. *The regulation of the Board is designed to encourage and foster self-directed practitioner participation in education.*

What is "Continuing Learning"? – Continuing learning includes processes whereby practitioners engage in activities with the conscious intention of bringing about changes in attitudes, skills, or knowledge, for the purpose of identifying or solving ethical, professional, community or other problems which affect the health of the public.

Content of the Regulation

Number of Hours Required:

In order to renew an active license, the practitioner must complete the CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM, which is provided by the Board and must indicate completion of at least **20 hours of continuing learning activities for Assisted Living Facility Administrators.**

In order for continuing education to be approved by the board, it shall be related to the domains of practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution or a governmental agency.

Maintenance and audit of records:

The CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM must be used for recording continuing learning activities. The practitioner is required to retain in his or her records the **completed form with all supporting documentation** for a **period of three years** following the renewal of an active license.

The Board will periodically conduct a **random audit** of a percentage of its active licensees to determine compliance. The practitioners selected for the audit must provide the completed **CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM** and any supporting documentation within 30 days of receiving notification of the audit.

**Instructions for Completing
The CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM**

ACTIVITY

Learning Activity, Resources, Strategies & Experiences – List resources, strategies & experiences that you used to develop or maintain the selected knowledge.

Activities: List the type of activity as described below:

Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.

Date(s) of Activities – List the date(s) that you were engaged in the learning activity.

HOURS

Hours Actually Spent in Learning Activity: List the hours actually spent in the learning activity to nearest ½ hour. Total hours should be at least 20 hours every year.

SUPPORT DOCUMENTATION

Signature – Support Documentation shall include a signature of the authorized representative of the approved sponsor.

CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM

Please photocopy this original form to record your learning activities. Photocopy additional forms of necessary. The completed forms and all documentation must be maintained for a period of three renewal years.

Activity/Course Completed	Date of Completion	Hours Completed

As required by law and regulation, I certify that I have completed the **CONTINUED COMPETENCY ACTIVITY AND ASSESSMENT FORM** and have participated in 20 hours of continuing learning activities as required for renewal of an assisted living facility administrator license in the Commonwealth of Virginia.

Licensee Signature

Date

License No. _____

Form revised 9/22/10