



The Tennessee Sunshine Law Passed by the General Assembly in 1974 requires that meetings of state, city and county government bodies be open to the public and that any such governmental body give adequate public notice of such meeting. Open meeting notices can also be accessed at <https://www.tn.gov/hsda/health-care-facilities/hcf-board/hcf-board/meeting-schedule.html>.

**HEALTH FACILITIES COMMISSION
MEMORANDUM**

Date: May 9, 2023

From: Wanda E. Hines, Board Administrator

Name of Board or Committee: Health Facilities Commission
Board for Licensing Health Care Facilities
Performance Improvement Issue Standing Committee Meeting

Date of Meeting: May 31, 2023

Time: 9:00 AM., C.D.T.

Place: 665 Mainstream Drive, Poplar Conference Room, 1st Floor,
Nashville, TN 37243

Major Item(s) on Agenda: See attachment.

Link to Live Video Stream:
<https://tdh.streamingvideo.tn.gov/Mediasite/Play/67607791653b4a97ae021dfffee8a50f1d>

This memo shall be forwarded from individual programs to the Public Information Office on the 15th day of the preceding month. The Public Information Office will prepare the monthly list of meetings within the Department and have ready for distribution to state media by the 28th day of the preceding month.



LOGAN GRANT
EXECUTIVE DIRECTOR

CAROLINE TIPPENS
DIRECTOR, LICENSURE & REGULATION

***THE MISSION OF THE HEALTH FACILITIES COMMISSION IS TO
PROMOTE ACCESS TO QUALITY, COST-EFFECTIVE HEALTHCARE IN TENNESSEE***

AGENDA

**HEALTH FACILITIES COMMISSION
BOARD FOR LICENSING HEALTH CARE FACILITIES
PERFORMANCE IMPROVEMENT ISSUE STANDING COMMITTEE MEETING**

May 31, 2023

9:00 a.m., C.D.T.

**PLEASE REMEMBER TO SILENCE YOUR ELECTRONIC DEVICES
WHEN THE BOARD IS IN SESSION**

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1. Call the Meeting to Order and Establish a Quorum.
 2. Discussion(s):
 - A. Activity Director Self-Study Course Requirements for Long-Term Care Facilities.
 3. Adjourn.

HEALTH FACILITIES COMMISSION
BOARD FOR LICENSING HEALTH CARE FACILITIES
PERFORMANCE IMPROVEMENT ISSUE STANDING
COMMITTEE MEETING MINUTES

May 31, 2023

PERFORMANCE IMPROVEMENT ISSUE STANDING COMMITTEE MEMBERS PRESENT

Louis Caputo, Chair
Dr. Patricia Ketterman
Gina Throneberry
Dr. Christopher Wilson

PERFORMANCE IMPROVEMENT ISSUE STANDING COMMITTEE MEMBERS ABSENT

James Dunn

COMMISSION STAFF PRESENT

Caroline Tippens, Director, Licensure and Regulation
Ann R. Reed, Deputy Director, Licensure and Regulation
Nathaniel R. Flinchbaugh, Deputy General Counsel
Jeremy J. Gourley, Senior Associate General Counsel
Vishan J. Ramcharan, Associate General Counsel
Wanda E. Hines, Executive Administrative Assistant 2 and Board Administrator
Courtney Lilly, Disciplinary Coordinator

CALL TO ORDER

The meeting was called to order at 9:06 a.m. by Mr. Caputo with the following members present: Caputo, Throneberry, Wilson, and Ketterman. A roll call vote was taken. A quorum was established with four members being present.

DISCUSSION(S)

- A. **Discussion of Activity Director Self-Study Course Requirements for Long-Term Care Facilities.** The focus was regarding the Activity Director training program and how this program should be regulated and approved by the State. Discussion of the proposed courses that demonstrates what should be included such as instructor's qualifications, minimum training hours requirements, course content, an outline of learning objectives, and other key areas of focus. How this course should be implemented, i.e., in-person only or to allow interactive live courses online.

Discussion on the passage rates, such as 75% or higher to pass if competency exam after end of course. If no exam is required after course completion, then a capstone project should be given to determine pass from fail rate. Discussion included the course completion certificate and how the certificate should look, i.e., the participant's name should be clearly placed on such certificate. How the training programs will be handled regarding an instructors' departure from the teaching program and how the program manager should notify the board of the instructor's departure. How often the program should submit materials for re-review to determine the courses still meets training requirements by the Board's standards and whether the Board should evaluate the course or whether Board administrative staff should review these materials for re-evaluation. Discussion of areas of focus for activity directors should learn in training, i.e., dementia training, handling different age groups in a nursing home setting, special populations, infectious disease, ethics, resident safety, documentation, and non-verbal residents. **Dr. Ketterman made a motion to approve the policy. Dr. Wilson seconded. The motion passed unanimously.**

OTHER BUSINESS

No additional business.

ADJOURNMENT

There being no further business, the meeting adjourned at 10:31 a.m.

HFC Board for Licensing Health Care Facilities Minutes provide a brief summary of commission actions. A detailed record of each meeting (recording and transcript) is available upon request by contacting the HFC office.