Online Core Curriculum

Welcome to AMDA - The Society for Post-Acute and Long-Term Care Medicine's Online Core Curriculum on Medical Direction. **The Online Core is the first element of the Core Curriculum on Medical Direction in Post-Acute and Long-Term Care (PALTC), the only program of its kind that provides the knowledge and training to serve as an effective medical director, while satisfying the educational requirement to apply to become a Certified Medical Director**. The Online Core covers the 22 primary areas that form a comprehensive body of knowledge in PALTC in an on-demand format. Participants can access the online modules 24/7 through the Society's Learning Management System, APEX.

The second element of the Core Curriculum is participation in one live Faculty Forum. Faculty Forums will be offered 12 times throughout the year, with rotating conversation topics. **Participation in one Faculty Forum is required if using the Core Curriculum to meet the education requirement for CMD certification**. More information on the Faculty Forums is included in the syllabus below.

The third element of the Core Curriculum is the Core Synthesis, a weekend program that is offered several times per year in virtual and in-person formats. Please note that completion of the Online Core and Faculty Forum are **prerequisites** for attending the Core Synthesis weekend. For more information of the Core Synthesis, including course dates and registration, please go to: https://apex.paltc.org/page/core-curriculum-on-medical-direction.

Course Access Instructions

You can access the entire Online Core Curriculum through APEX, AMDA's Learning Management System, under "My Courses." The link to APEX is: https://apex.paltc.org/. You should log in using your existing AMDA credentials, the same ones used to register for the course. For any technical, login, or password issues, please email the AMDA Education team at education@paltc.org.

You will have access to the course for six months from the date of your initial registration.

Course Modules

There will be a pre-course assessment to complete prior to accessing the modules. There are 22 modules for completion in the Online Core, each module focusing on a different topic. Each module must be completed in sequential order and includes three required elements:

- Completion of the video lecture
- A quiz to test knowledge of the module's contents (you must score 80% to pass the quiz)
- A brief evaluation for you to provide feedback on the module

Each module also includes a link to download a PDF of the presentation. There will be an overall course evaluation after module 22, which must be completed in order to receive your course credit and certificate.

To assist with your course completion, we have provided a recommended 12-week module completion schedule below based on spending an average of 2-3 hours per week on the course. Using this schedule is not required, but a suggested guide to help you stay on track to complete the course within the 6-month enrollment period.

The module topics, learning objectives, time estimate, and proposed timeline are outlined below in the syllabus.

Faculty Forums

There will be monthly live, online "Faculty Forums" available for participants to attend. Faculty Forums apply the course material to potential situations you may experience as a Medical Director and give participants a chance to ask questions and interact with the faculty. **Participation in at least one Faculty Forum is required to meet the education requirement for CMD certification.**

Faculty Forums are eligible for up to 1.0 live CME/CMD credit. Although you may participate in as many Faculty Forums as you would like within the 12-month period, you can only earn up to 1.0 credit.

Course Learning Objectives

Course Goal
The goal of this comprehensive course is to create a framework for the leadership role of the Medical Director and to provide opportunities to hone skills and interact with peers.
Overall Course Learning Objectives
• Develop practical skills needed to fulfill the role and responsibilities of the medical director. • Identify the unique aspects of the PALTC environment that impact the medical director's job. • Describe the organizational responsibilities and dynamics of the medical director and the interdisciplinary team. • Develop communication skills to deal with responsibilities for the interdisciplinary team, residents, and their families. • Explain the resident care responsibilities of the Medical Director, including emergency care, quality management, family systems, and ethical considerations. • Enhance leadership skills and team building towards a stronger role for the Medical Director with the interdisciplinary team. • Develop human resource skills to deal with difficult situations and improve personal effectiveness in this area. • Improve the Medical Director's ability to learn and practice in the evolving environment of health care delivery. • Apply newly acquired knowledge to daily facility and practice activities.

Module	Learning Objectives	Time Estimate	Suggested Completion Timeline
01 Course Introduction	• Delineate the content, format and rationale of the Core Curriculum. • Define roles, functions and tasks as they apply to medical direction.	25 minutes	Week 1
02 Overview of Long-Term Care	• Discuss the history and evolution of systems of long-term care. • Describe the concept of the continuum of care and identify key organizations that provide that care • Identify the levels of care provided and the differences between delivery sites. • Match the needs of long-term patients with the appropriate level of care. • Describe the influence of other factors in the long-term care environment. • Explain the effect of emerging trends and patterns on the roles and responsibilities of long-term care professionals • Use your CMD skills to diagnose and treat your nursing facility.	45 minutes	Week 1
03 Regulatory Environment	• Identify the areas of risk and search out federal and state regulations relevant to that risk when presented with a situation in long-term care. • Name the hierarchy of laws and regulations. • Apply a regulation to a situation, taking into account its intent and interpretation. • Use interpretive guidance to review facility policy and procedure and analyze whether the procedures are in compliance. • Delineate the ways in which the Medical Director may assist the facility in complying with local, state, and federal regulations.	145 minutes	Week 2
04a Health Information Management	• Analyze key processes in provider documentation • Discuss elements of a medical record and how they are used. • Analyze a system to identify if critical information is accessible and accurate based on primary source. • Design a data indicator important to quality extracted from the medical record. • Describe processes to extract data from the medical record.	100 minutes	Week 3-4
04b Health Information Management: HIPAA	• Describe legal and regulatory requirements, including HIPAA, that impact clinical documentation. • Differentiate regulations around privacy versus security. • Analyze a privacy concern in light of regulatory requirements and propose a solution.	60 minutes	Week 3-4
04c Health Information Management	• Explore data collection and analysis as components of problem solving. • Develop a preliminary awareness of systems theory and its use in problem solving. • Apply regulations promulgated under the HIPAA Privacy Rule to the use and disclosure of Protected Health Information.	50 minutes	Week 3-4

05 Employee Health and Safety	• Manage the potential ethical and legal conflicts resulting from establishing a physician-patient relationship with an employee while having a fiduciary relationship with the facility. • List important occupational illnesses and injuries seen in the LTC setting. • Describe components and processes of an effective employee health program. • Define the medical director's responsibilities in developing a successful facility employee health program. • Assess the adequacy of the employee health and safety program at the participant's facility.	75 minutes	Week 5
06 Infection Control	• Expand your role in the Infection Prevention and Control Program (IPCP) at your facility to assure compliance with current regulations. • Work with teams and the leadership triad within the PALTC facility to develop, promote, and implement facility-wide systems.	120 minutes	Week 6
07 Resident Rights	• Review basic categories of resident rights. • Identify factors that may jeopardize the ability of residents to exercise their rights. • Analyze resident scenarios that can violate resident rights. • Discuss the prevention of and response to, resident abuse and neglect. • Compare and contrast the role and tasks of the medical director to that of attending physicians in ensuring respect for resident rights.	45 minutes	Week 6
08a Financial Issues: System **08b Billing and Coding**	• Explain the differences between the sources of long-term care funding. • Communicate effectively with the administrator concerning the expense and revenue aspects of the facility budget. • Define the nature of the Medical Director's functions and tasks relative to financial issues in long-term care facilities. • Identify issues related to documentation, coding, and physician reimbursement in long-term care.	85 minutes 75 minutes	Week 7
09 Governance	• Describe relationships between Medical Directors and governing body, administrators and staff. • Illustrate basic organizational arrangements.	20 minutes	Week 7
10 Committees	• Define the role and functions of effective committees and committee members. • Review committees that are likely to exist in the PALTC setting • Define specific functions and tasks that the Medical Director can execute to enhance committee processes and outcomes.	45 minutes	Week 7
11a Resident Assessment and Management RAI/MDS	• Describe how RAI uses MDS data to guide care planning. • Describe how the MDS is utilized as a reimbursement tool. • Demonstrate how the MDS is utilized by CMS for monitoring quality. • Recognize potential uses of MDS data for outcomes evaluations, research, and quality management.	35 minutes	Week 8

11b Resident Assessment and Management: RAI and Care Planning	• Describe how RAI uses MDS data to guide care planning.	20 minutes	Week 8
11c Resident Assessment and Management: MDS and Reimbursement	• Describe how the MDS is utilized as a reimbursement tool.	25 minutes	Week 8
11d Resident Assessment and Management: Quality	• Demonstrate how the MDS is utilized by CMS for monitoring quality.	35 minutes	Week 8
12 Influencing Employee Behavior	• Describe situations in which employees may not know why or what they should be doing. • Explain why no positive consequences for the right thing could negatively influence employees' behaviors. • Apply concept of Fournier's differential diagnosis to help correct negative behaviors. • Discuss management in post-acute and long-term care.	50 minutes	Week 8
13 Health Care Delivery Systems	• Apply the basic concepts of systems theory to the medical care delivery processes in PALTC. • Describe the training, typical roles and functions of IDT members. • Optimize the contributions of the different members of the IDT care team.	30 minutes	Week 9
14 Transitions of Care	• List key issues in individual transfers between sites of care. • Discuss interventions and tools being developed to address key issues. • Discuss the processes of care specific to the skilled facility interface in transitions of care.	60 minutes	Week 9
15 Quality Management	• Describe the basic tenets of a quality improvement program in nursing homes. • Explain the differences between quality assurance and quality improvement. • Demonstrate various QAPI tools. • Apply PDSA principles for quality improvement process. • Recognize national initiatives for quality improvement in the nursing home i.e. 5-star nursing home ratings.	65 minutes	Week 9
16 Medical Director's Contract and Reporting Responsibilities	• Define the content and purpose of the Medical Director's report. • Describe the elements and content of the Medical Director's contract. • Ensure that all of the essential elements are in the participant's contract. • Discuss elements of risk management including liability insurance and anti-kickback provisions.	40 minutes	Week 10
17 Healthcare Ethics	• Review basic principles and concepts relevant to healthcare ethics. • Identify and apply five (5) key ethical principles to case studies. • Delineate Medical Director role and responsibilities that impact facility-wide ethical/clinical decision-making.	25 minutes	Week 10

	• Define the Medical Director role on ethics committee. • Discuss ethical considerations of research in vulnerable subjects/patients.		
18 Integration of Problem Solving and Systems Theory	• Describe the process of problem solving. • Apply systems theory and medical direction tools and skills to problem solving in PALTC settings.	55 minutes	Week 10
19 Risk Management	• Identify key elements for an effective facility risk management program. • Clarify the role of the Medical Director in prevention and response to high risk events. • Define the key elements of a comprehensive corporate compliance program. • Review the basic principles of Disaster Preparedness.	120 minutes	Week 11
20 Working with Families	• Define basic concepts of family systems, including boundary, structure and culture. • Relate chronic disease to patient, and family relationships and interactions. • Identify common patterns of family behavior that arise in the PALTC setting. • Discuss effective strategies to enhance physician communication with families. • Employ appropriate strategies to deal with complex family situations.	40 minutes	Week 12
21 Hospice/ACO/ PACE	• Explain hospice eligibility. • Describe hospice's role in care planning for nursing home residents enrolled in hospice. • Delineate the different roles between the nursing home and hospice Medical Director for patients enrolled in hospice. • Explain optimum elements in a hospice-nursing home contract. • Explain how PACE fits into the continuum of long-term care. • Define the basic role of the PACE Medical Director. • Review the governance of ACOs. • Describe how ACOs can have a major financial impact upon nursing homes. • Discuss the Medical Director's role in assisting nursing homes to market their product to hospital systems and/or to independent provider organizations.	50 minutes	Week 12
22 Medical Staff Oversight	• Explain the rationale of why Medical Directors have oversight responsibilities. • Discuss the two basic Medical Director responsibilities for oversight in PALTC facilities. • Describe models of medical staff organization and oversight, including non-physician staff members. • Delineate issues and develop strategies to address medical staff issues concerning roles, functions and tasks, including non-physician staff. • Define responsibility in credentialing and privileging.	40 minutes	Week 12

Online Core Credit Information

Physician CME

AMDA – The Society for Post-Acute and Long-Term Care Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

AMDA – The Society for Post-Acute and Long-Term Care Medicine designates this other activity (live webinar and eLearning) for a maximum of 29.0 *AMA PRA Category 1 Credits*^{TM}. Physicians should only claim credit commensurate with the extent of their participation in the activity.

CMD Credit

This self-study activity has been pre-approved by the American Board of Post-Acute and Long-Term Care Medicine (ABPLM) for a total of 29.0 management hours toward certification as a Certified Medical Director (CMD) in post-acute and long-term care medicine. The CMD program is administered by the ABPLM. Each physician should claim only those hours of credit actually spent on the activity.

ABPLM CMD Program

The Core Curriculum on Medical Direction in Long-Term Care, or its equivalent on long-term care management, is required for all Certified Medical Director (CMD) candidates. This course is the foundation for certification as an APBLM CMD. Taking the course does not make you a CMD. There are other requirements to complete. For more information, follow this link or contact the American Board of Post-Acute and Long-Term Care Medicine (ABPLM) at 410-992-3117.

ABIM Maintenance of Certification (MOC)

Successful completion of this CME activity, which includes participation in the evaluation component, enables the participant to earn up to 29.0 Medical Knowledge MOC points, and patient safety MOC credit in the American Board of Internal Medicine's (ABIM) Maintenance of Certification (MOC) program. It is the CME activity provider's responsibility to submit participant completion information to ACCME for the purpose of granting ABIM MOC credit.

Participants will earn MOC points equivalent to the amount of CME credits claimed for the activity. It is the CME activity provider's responsibility to submit participant completion information to ACCME for the purpose of granting ABIM MOC credit.

ABFM Family Medicine Certification (formerly MC-FP)

This activity may be eligible to help meet ABFM Family Medicine Certification (formerly MC-FP) Requirements. Participants may self-report *AMA PRA Category 1 Credit(s)*^{TM} to meet Certification requirements via the Physician Portfolio on the ABFM website. All CME credits are subject to final approval by the ABFM.

Technical Issues and Course Assistance

For assistance or questions about this course, please contact the **AMDA Education Department**:

Phone: 410-740-9743

Email: education@paltc.org