



Syllabus

Course Overview

The Online Core is the first part of the Core Curriculum on Medical Direction in Post-Acute and Long-Term Care, 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 (CMD).

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 to effectively fulfill the roles, functions, and tasks of the medical director.

Course Format and Completion

Participants can complete the course at their own pace and on their own schedule. Participants will begin by completing a pre-course assessment. Then, participants will be guided through a series of 30 modules, each module focusing on a different topic. Participation in one 60-minute live Faculty Forum is required to complete the course. Participants will have access to the Faculty Forums for up to six months from their course registration date and are encouraged to attend multiple faculty forums during the six-month access period.

To receive Online Core course credits and certificate, the participant must complete the following required elements:

- Pre-course assessment
- 30 modules
- One live virtual faculty forum
- Overall course evaluation

To assist with course completion, we have provided a recommended 12-week course completion schedule below based on spending an average of 1-2 hours per week. Using this schedule is not required, but a suggested guide to help the learner stay on track to complete the course within the 6-month enrollment period.

Course Schedule

Week	Module	Length
Foundation/Basic Concepts		
Week 1	1 Course Introduction Section 1: The Core Curriculum Section 2: Medical Director Roles, Functions, and Tasks	15 Minutes
Week 1	2 Overview of Post-Acute and Long-Term Care Section 1: Demographics and History of Long-Term Care Modules Section 2: Overview of Post-Acute and Long-Term Care Continuum Section 3: Payors of Post-Acute and Long-Term Care Section 4: Health Care Industry Trends	35 minutes
Week 2	3 Laws and Regulations Section 1: A Brief History: Laws, Regulations, and Federal Government Involvement Section 2: Overview of Federal Regulations: Intent, Breadth, and Structure Section 3: How to Find Relevant Regulations Section 4: Case: Applying Regulations to Everyday Situations	35 minutes

Week	Module	Length
Week 2	4 Surveys Section 1: Survey Types and Preparation Section 2: Onsite Survey Activities Section 3: What Happens When Deficient Practices Are Identified? Section 4: What Happens After a Survey?	30 minutes
Week 2	5 Responding to Deficiencies Section 1: Plan of Correction Section 2: Reviewing and Writing Policies	30 minutes
Week 3	6 Fundamentals of Nursing Facility Financing Section 1: The Structure of the Nursing Facility Industry Section 2: Sources of Nursing Facility Revenue Section 3: PDPM Section 4: Major Categories of Nursing Facility Expense	50 minutes
Week 3	7 Financial Delivery Models and Medical Director Leadership Section 1: The Changing Landscape of Delivery Models and Payments Section 2: Applying Financial Information in the Role of Nursing Facility Medical Director	30 minutes
Week 3	8 Organizational Structure, Culture, and Relationships Section 1: Organizational Structures Section 2: Organizational Culture Section 3: Medical Director Role Within an Organization	15 minutes
Week 4	9 Resident Rights Section 1: Medical Director Roles and Responsibilities Section 2: Resident Rights and F-Tags Section 3: Person-Directed Care Section 4: Abuse and Neglect Section 5: Rights Related to Facility Stays	35 minutes
Week 4	10 Employee Health and Safety Section 1: Why the Medical Director Should Know About Employee Health Section 2: Common Nursing Facility Occupational Illnesses Section 3: Common Nursing Facility Occupational Injuries Section 4: The Medical Director's Role in Supporting Employee Health and Safety	40 minutes
Week 5	11 Medical Director's Agreement and Reporting Responsibilities Section 1: The Medical Director's Agreement Section 2: Medical Director Compensation Section 3: The Medical Director's Report	25 minutes
Week 5	12 Medical Staff Coordination Section 1: Overview of the Medical Director's Role Section 2: Medical Care Coordination Section 3: Tools for Successful Implementation	30 minutes
Processes of Care		
Week 6	13 Oversight of Provider Documentation Section 1: Provider Documentation Section 2: Oversight of Provider Documentation Section 3: Audits	35 minutes
Week 6	14 Federal Regulations on Privacy and Documentation Section 1: Federal Regulations on Privacy Section 2: Example Scenarios for Medical Directors	25 minutes

Week	Module	Length
Week 6	15 The Resident Assessment Instrument: Minimum Data Set and Care Area Assessment Section 1: History and Terminology of Resident Assessment Section 2: The Care Process Section 3: Workflow of Resident Assessment: Who, What, When, Why, and How Section 4: Sections of the Minimum Data Set (MDS)	30 minutes
Week 6	16 Patient-Centered Care Planning Section 1: Care Area Assessment Section 2: Patient-Centered Care Planning	25 minutes
Week 7	17 Health Care Ethics Section 1: Key Principles of Health Care Ethics Section 2: Decision-Making Capacity Section 3: Advance Directives Section 4: Medical Director Roles and Responsibilities	25 minutes
Week 7	18 Working with Families Section 1: Family Dynamics Section 2: The Family Meeting Section 3: Communicating Bad News	25 minutes
Week 8	19 Medical Direction in Hospice Section 1: Hospice History and Fundamentals Section 2: Relationship between a Hospice Agency and Nursing Facility	25 minutes
Week 8	20 Medical Direction in PACE Section 1: Overview of PACE: History, Enrollment Criteria, and Provision of Services Section 2: Role of Medical Directors in PACE Programs	15 minutes
Week 8	21 Medical Direction in Accountable Care Organizations Section 1: Overview of ACOs Section 2: Medical Director Opportunities	25 minutes
Week 8	22 Medical Direction in Assisted Living Section 1: Assisted Living Overview Section 2: Levels of Care Section 3: Medical Direction in Assisted Living	25 minutes
Quality Improvement and Oversight		
Week 9	23 Quality Management Section 1: Quality: What Does it Mean in the Nursing Facility? Section 2: Traditional Quality Assurance vs. QAPI Section 3: QAPI Tools: Understanding Variation Section 4: QAPI Tools: Implementing PDCA Cycles Section 5: Regulatory Requirements and Benchmarks for QAPI Section 6: The Medical Director's Role	40 minutes
Week 9	24 Working Within Nursing Facility Committees and Administrative Structures Section 1: Overview: Role and Value of Committees Section 2: Important Committees within a Nursing Facility Section 3: Efficient and Effective Use of Committee Meetings	30 minutes
Week 10	25 Infection Prevention and Control Section 1: Introduction to Infections in the PALTC setting Section 2: The Regulatory Requirements for Infection Control Section 3: Infection Prevention and Control Program Basics Section 4: Special Aspects of the Infection Prevention and Control Program	45 minutes

Week	Module	Length
Week 10	26 Antibiotic Stewardship and Quality Improvement in IPC Section 1: Antibiotic Stewardship Section 2: Improving Antibiotic Use Section 3: Care Transitions and IPC Section 4: The Role of the Medical Direction	45 minutes
Systems Thinking		
Week 11	27 Risk Management Section 1: Introduction to Risk Management Section 2: Corporate Compliance Section 3: Facility Emergency Preparedness Section 4: Employee Risk Management Section 5: Medical Director Liability	40 minutes
Week 11	28 Transitions of Care Section 1: Why Do Nursing Home Transitions of Care Matter? Section 2: Barriers to Safe Transitions of Care Section 3: Improving Transitions of Care	25 minutes
Week 12	29 Integration of Systems Theory and Problem-Solving Section 1: Systems Section 2: Systems Theory Section 3: Applying Systems Theory to Problem-Solving	40 minutes
Week 12	30 Medical Director as Leader Section 1: Defining the Components of Leadership Section 2: Introduction to Leadership Theories and Styles Section 3: Assessing Your Leadership Style and Strengths Section 4: Improving Your Leadership Abilities	45 minutes

Faculty Forums

Faculty Forums offer an opportunity to discuss course material in real-time with course faculty and peers, and how it applies to situations medical directors face every day. Discussion topics include regulations, infection prevention and control, leadership, transitions of care, and working with families.

Participation in one Faculty Forum is required to complete the Online Core. You will have access to the Faculty Forums for up to six months from your course registration date. Participants are encouraged to attend multiple faculty forums during the six-month access period. Forums are held monthly on Tuesdays from 7:00-8:00 PM ET.

Course Questions and Assistance

For assistance or questions about this course, please contact the Society's Education Department:

- Phone: 410-740-9743
- Email: education@paltc.org

