

Transfer Discharge Process Policy and Procedure Training Plan

All Staff

LeadingAge[®]



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Training Plan: Transfer Discharge Process

Training Name: Transfer Discharge Process – Leadership and IDT		
	<input type="checkbox"/> Training <input type="checkbox"/> Simulation <input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Presentation	
Training Objectives	<ol style="list-style-type: none"> 1. Understand the regulation that guide our practices regarding involuntary transfer and discharge of residents. 2. Understand transfer/discharge notice responsibilities of the facility. 3. Understand facility requirements for promoting resident's rights and assisting with a safe and orderly transfer/discharge. 	
Connection to Overall Project Goals	<ul style="list-style-type: none"> • This training is part of the overall project to educate and support nursing, facility operators and staff regarding the revised requirements of participation for nursing homes as it relates to Transfer and Discharge Process 	
Participants: Who should attend?	Social Workers, Nurses and Nurse Leaders, Admissions Staff, Administrator, Business Office Staff (Power Point Presentation with speaker notes)	
	What training should they attend before this one?	<ul style="list-style-type: none"> • No pre-requisite
	What training should they attend after this?	<ul style="list-style-type: none"> • Annually or as needed
Facilitators: (How many trainers should participate and whom?)	<i>One presenter will be needed to facilitate the presentation, discussion and post-test</i>	
Logistics Requirements	What is needed?	
	<ul style="list-style-type: none"> • Room for training • Projector • Screen or other blank light colored surface 	

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Training References

Medicare and Medicaid Programs; Reform of Requirements for Long-Term Care Facilities
10/04/16:

<https://www.federalregister.gov/documents/2016/10/04/2016-23503/medicare-and-medicaid-programs-reform-of-requirements-for-long-term-care-facilities>

CMS Memo Ref: S&C 17-07-NH: Advance Copy – Revisions to State Operations Manual (SOM),
Appendix PP- Revised Regulations and Tags, 11/09/16:

<https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Downloads/Survey-and-Cert-Letter-17-07.pdf>

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