

6400.7030 ASSISTED LIVING DIRECTOR IN RESIDENCE; FIELD EXPERIENCE.

Subpart 1. **Field experience requirements and content.** An applicant for licensure as an assisted living director must complete a field experience. The field experience must provide practical learning experiences to complement the ALDIR's ongoing core training and work or volunteer experience in assisted living, long-term services and supports, general health care, and management. The field experience must follow the National Administrator in Training Program Manual ("program manual") or a similar training program preapproved by the board. The program manual is incorporated by reference. The program manual is available on the board's website and is subject to change every five years. The field experience must be conducted within an assisted living facility or facilities and require the ALDIR's residency to average 20 hours per week. Upon mutual agreement of the ALDIR and the director, an assisted living facility may serve as the field experience site for a student who is employed by the assisted living facility, provided that the ALDIR is relieved of all previous duties during the time of the field experience.

Subp. 2. **Mentor.**

A. The field experience must be completed under the direction of a mentor. A mentor must be a licensed assisted living director or a licensed health services executive. A mentor must be licensed and practicing for at least two years or be licensed on or before July 1, 2021.

B. A mentor must:

(1) ensure that the ALDIR complies with the domains of practice and NAB administrator in training manual;

(2) ensure that the ALDIR has experience with professional practice analysis; and

(3) not supervise an ALDIR who is a related individual or who resides in the immediate household of the mentor.

Subp. 3. **Duration.** Before beginning the field experience, the ALDIR must complete a self-assessment prescribed by the board that identifies topics where education, experience, and training are needed. The ALDIR must share the results of the self-assessment with the mentor and allow the mentor to provide input into the self-assessment. The mentor must determine the duration of the field experience, with 480 hours recommended but a minimum of 320 hours required and a maximum of 1,000 hours allowed, and the focus of the field experience based on the topics identified in the self-assessment.

Subp. 4. **Contents and topics for field experience.** Regardless of the areas identified in the self-assessment, the field experience must include, but need not be limited to, the following:

A. exposure to all areas of operations within the assisted living facility to provide the ALDIR with knowledge of all functions of the assisted living facility;

B. review of the findings and results of regulatory inspections and responses of the assisted living facility;

C. observation of the integrative and administrative role of the director through attendance with the director or mentor at meetings with staff, families, governing bodies, community groups, resident councils, or other groups;

D. observation of the relationships between the assisted living facility and community and other health care providers and organizations operating in the continuum of health care; and

E. participation in and completion of a quality assurance and performance improvement project.

Subp. 5. **Completion of self-assessment.** At the end of each field experience and as part of the licensure process, the ALDIR and the mentor must provide evidence to the board demonstrating completion of the board-approved self-assessment and remediation of any areas identified in the self-assessment as deficient.

Statutory Authority: *MS s 144A.20; 144A.21; 144A.22; 144A.23; 144A.24; 214.06*

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