

TITLE 7 HEALTH
CHAPTER 9 NURSING HOMES AND INTERMEDIATE CARE FACILITIES
PART 2 REQUIREMENTS FOR LONG TERM CARE FACILITIES

7.9.2.1 ISSUING AGENCY: New Mexico Department of Health, Public Health Division, Health Facility Licensing and Certification Bureau.
[10-31-96; 7.9.2.1 NMAC - Rn, 7 NMAC 9.2.1, 8-31-00]

7.9.2.2 SCOPE:

A. Services for residents shall be provided on a continuing twenty-four (24) hour basis and shall maintain or improve physical, mental and psychosocial well-being under plan of care developed by a physician or other licensed health professional and shall be reviewed and revised based on assessment.

B. All facilities licensed as nursing homes pursuant to Section 24-1-5 (A) NMSA 1978, are subject to all provisions of these regulations.
[7-1-60, 5-2-89; 7.9.2.2 NMAC - Rn, 7 NMAC 9.2.2, 8-31-00]

7.9.2.3 STATUTORY AUTHORITY: The regulations set forth herein are promulgated by the Secretary of the New Mexico Department of Health, pursuant to the general authority granted under Section 9-7-6 (E) of the Department of Health Act, NMSA 1978, as amended; and the authority granted under Sections 24-1-2 (D), 24-1-3 (I) and 24-1-5 of the Public Health Act, NMSA 1978, as amended.
[7-1-60, 5-2-89; 7.9.2.3 NMAC - Rn, 7 NMAC 9.2.3, 8-31-00]

7.9.2.4 DURATION: Permanent
[10-31-96; 7.9.2.4 NMAC - Rn, 7 NMAC 9.2.4, 8-31-00]

7.9.2.5 EFFECTIVE DATE: October 31, 1996, unless a different date is cited at the end of a Section or Paragraph.
[10-31-96; 7.9.2.5 NMAC - Rn, 7 NMAC 9.2.5, 8-31-00]

7.9.2.6 OBJECTIVE:

- A.** Establish minimum standards for long term care facilities in the State of New Mexico.
B. Monitor long term care facilities with these regulations through surveys to identify any areas which could be dangerous or harmful to the residents or staff.
C. Encourage the maintenance of long term care facilities that will provide quality services which maintain or improve the health and quality of life to the residents.
[7-1-60, 7-1-64, 5-2-89; 7.9.2.6 NMAC - Rn, 7 NMAC 9.2.6, 8-31-00]

7.9.2.7 DEFINITIONS: For purposes of these regulations the following shall apply:

A. “**ABUSE**” means any act or failure to act performed intentionally, knowingly, or recklessly that causes or is likely to cause harm to a resident, including but not limited to:

- (1) Physical contact that harms or is likely to harm a resident of a care facility.
- (2) Inappropriate use of physical restraint, isolation, or medication that harms or is likely to harm a resident.
- (3) Inappropriate use of a physical or chemical restraint, medication or isolation as punishment or in conflict with a physicians order.
- (4) Medically inappropriate conduct that causes or is likely to cause physical harm to a resident.
- (5) Medically inappropriate conduct that causes or is likely to cause great psychological harm to a resident.
- (6) An unlawful act, a threat or menacing conduct directed toward a resident that results and might reasonably be expected to result in fear or emotional or mental distress to a resident.

B. “**AMBULATORY**” means able to walk without assistance.

C. “**APPLICANT**” means the individual who, or organization which, applies for a license. If the applicant is an organization, then the individual signing the application on behalf of the organization, must have authority from the organization. The applicant must be the owner.

D. “**DEPARTMENT**” means the New Mexico Department of Health.

E. “DEVELOPMENTAL DISABILITY” means mental retardation or a related condition, such as cerebral palsy, epilepsy or autism, but excluding mental illness and infirmities of aging, which is:

- (1) Manifested before the individual reaches age twenty-two (22).
- (2) Likely to continue indefinitely; and
- (3) Results in substantial functional limitations in three (3) or more of the following areas of major life activity:

life activity:

- (a) Self-care;
- (b) Understanding and use of language;
- (c) Learning;
- (d) Mobility;
- (e) Self-direction;
- (f) Capacity for independent living; and
- (g) Economic self-sufficiency.

F. “DIETITIAN” means a person who is eligible for registration as a dietitian by the commission on dietetic registration of the American Dietetic Association under its requirements in effect on January 17, 1982.

G. “DIRECT SUPERVISION” means supervision of an assistant by a supervisor who is present in the same building as the assistant while the assistant is performing the supervised function.

H. “EXPLOITATION” of a patient/client/resident consists of the act or process, performed intentionally, knowingly, or recklessly, of using a patient/client's property, including any form of property, for another persons, profit, advantage or benefit. Exploitation includes but is not limited to:

(1) Manipulating the patient/client resident by whatever mechanism to give money or property to any facility staff and/or management member.

(2) Misappropriation or misuse of monies belonging to a resident or the unauthorized sale, or transfer or use of a patient/client/residents property.

(3) Loans of any kind from a patient/client/resident to family, operator or families of staff or operator.

(4) Accepting monetary or other gifts from a patient /client/resident or their family with a value in excess of \$25 and not to exceed a total value of \$300 in one year. All gifts received by facility operators, their families or staff of the facility must be documented and acknowledged by person giving the gift and the recipient. Exception: Testamentary gifts, such as wills, are not, per se, considered financial exploitation.

I. “FACILITY” means a nursing home subject to the requirements of these regulations.

J. “FULL-TIME” means at least an average of 37.5 hours each week devoted to facility business.

K. “INTERMEDIATE CARE FACILITY” means a nursing home, which is licensed by the Department as an intermediate care facility to provide intermediate nursing care.

L. “INTERMEDIATE NURSING CARE” means a basic care consisting of physical, emotional, social and other rehabilitative services under periodic medical supervision. This nursing care requires the skill of a licensed nurse for observation and recording of reactions and symptoms, and for supervision of nursing care. Most of the residents have long-term illnesses or disabilities which may have reached a relatively stable plateau. Other residents whose conditions are stabilized may need medical and nursing services to maintain stability. Essential supportive consultant services are provided in accordance with these regulations.

M. “LICENSED PRACTICAL NURSE” means a person licensed as a licensed practical nurse under the Nursing Practice Act Section 61-3-1 through 61-3-30 NMSA 1978.

N. “LICENSEE” means the person(s) who, or organization which, has an ownership, leasehold, or similar interest in the long term care facility and in whose name a license has been issued and who is legally responsible for compliance with these regulations.

O. “MOBILE NON-AMBULATORY” means unable to walk without assistance, but able to move from place to place with the use of a device such as a walker, crutches, a wheelchair or a wheeled platform.

P. “NON-AMBULATORY” means unable to walk without assistance.

Q. “NON-MOBILE” means unable to move from place to place.

R. “NURSE” means registered nurse or licensed practical nurse.

S. “NURSE PRACTITIONER (CERTIFIED)” means a registered professional nurse who meets the requirements for licensure as established under the Nursing Practice Act, Sections 61-3-1 through 61-3-30 NMSA 1978.

T. “PERSONAL CARE” means personal assistance, supervision and a suitable activities program. In addition:

- (1) The services provided are chiefly characterized by the fact that they can be provided by personnel

other than those trained in medical or allied fields. The services are directed toward personal assistance, supervision, and protection.

(2) The medical service emphasizes a preventive approach of periodic medical supervision by the resident's physician as part of a formal medical program that will provide required consultation services and also cover emergencies; and

(3) The dietary needs of residents are met by the provision of adequate general diet or by therapeutic, medically prescribed diets.

U. "PHARMACIST" means a person registered as a pharmacist under the Pharmacy Act, Section 61-11-9 NMSA 1978.

V. "PHYSICAL THERAPIST" means a person licensed to practice physical therapy under the Physical Therapy Act, Sections 61-12-1 to 61-12-21 NMSA 1978.

W. "PHYSICIAN" means a person licensed to practice medicine or osteopathy as defined by the New Mexico Board of Medical Examiners, Section 61-6-10 NMSA 1978 and Osteopathic Medicine and Surgery, Sections 61-10-1 through 61-10-21 NMSA 1978.

X. "PHYSICIAN'S EXTENDER" means a person who is a physician's assistant or a nurse practitioner acting under the general supervision and direction of a physician.

Y. "PHYSICIAN'S ASSISTANT" means a person certified under the New Mexico Board of Medical Examiners Section 61-6-6 NMSA 1978, to perform as a physician's assistant.

Z. "PRACTITIONER" means a physician, dentist or podiatrist or other person permitted by New Mexico law to distribute, dispense and administer a controlled substance in the course of professional practice.

AA. "REGISTERED NURSE" means a person who holds a certificate of registration as a registered nurse under the Nursing Practice Act, Section 61-3-1 to 61-3-30 NMSA 1978.

BB. "RESIDENT" means a person cared for or treated in any facility on a 24-hour basis irrespective of how the person has been admitted to the facility.

CC. "SKILLED NURSING FACILITY" means a nursing home which is licensed by the Department to provide skilled nursing services.

DD. "SKILLED NURSING CARE" means those services furnished pursuant to a physician's orders which:

(1) Require the skills of professional personnel such as registered or licensed practical nurses; and

(2) Are provided either directly by or under the supervision of these personnel.

(3) In determining whether a service is skilled nursing care, the following criteria shall be used:

(a) The service would constitute a skilled service where the inherent complexity of a service prescribed for a resident is such that it can be safely and effectively performed only by or under the supervision of professional personnel;

(b) The restoration potential of a resident is not the deciding factor in determining whether a service is to be considered skilled or unskilled. Even where full recovery or medical improvement is not possible, skilled care may be needed to prevent, to the extent possible, deterioration of the condition or to sustain current capacities; and

(c) A service that is generally unskilled would be considered skilled where, because of special medical complications, its performance or supervision or the observation of the resident necessitates the use of skilled nursing personnel.

EE. "SPECIALIZED CONSULTATION" means the provision of professional or technical advice, such as systems analysis, crisis resolution or in-service training, to assist the facility in maximizing service outcomes.

FF. "SUPERVISION" means at least intermittent face-to-face contact between supervisor and assistant, with the supervisor instructing and overseeing the assistant, but does not require the continuous presence of the supervisor in the same building as the assistant.

GG. "TOUR OF DUTY" means a portion of the day during which a shift of resident care personnel are on duty.

HH. "UNIT DOSE DRUG DELIVERY SYSTEM" means a system for the distribution of medications in which single doses of medications are individually packaged and sealed for distribution to residents.

II. "VARIANCE" means an act on the part of the Licensing Authority to refrain from pressing or enforcing compliance with a portion or portions of these regulations for an unspecified period of time where the granting of a variance will not create a danger to the health, safety, or welfare of residents or staff of a long term care facility, and is at the sole discretion of the Licensing Authority.

JJ. “WAIVE/WAIVERS” means to refrain from pressing or enforcing compliance with a portion or portions of these regulations for a limited period of time provided the health, safety, or welfare of residents and staff are not in danger. Waivers are issued at the sole discretion of the Licensing Authority.
[7-1-60, 5-2-89, 10-31-96, 6-15-98; 7.9.2.7 NMAC - Rn, 7 NMAC 9.2.7, 8-31-00]

7.9.2.8 LICENSURE:

A. APPLICATION/REQUIREMENTS FOR LICENSURE:

- (1) All initial applications shall be made on forms provided by the Licensing Authority.
 - (a) All information requested on the application must be provided.
 - (b) The application must be dated and signed by the person who shall be the licensee.
 - (c) The application must be notarized.
- (2) In every application, the applicant shall provide the following information:
 - (a) The identities of all persons or business entities having the authority, directly or indirectly, to direct or cause the direction of the management or policies of the facility;
 - (b) The identities of all persons or business entities having five percent (5%) ownership interest whatsoever in the facility, whether direct or indirect, and whether the interest is in the profits, land or building, including owners of any business entity which owns any part of the land or building, and
 - (c) The identities of all creditors holding a security interest in the premises, whether land or building; and
 - (d) In the case of a change of ownership, disclosure of any relationship or connection between the old licensee and the new licensee, and between any owner or operator of the new licensee, whether direct or indirect.
- (3) The applicant shall provide to the Department, information including, but not limited to, information regarding felony convictions, civil actions involving fraud, embezzlement or misappropriation of property, any state or federal adverse action resulting in suspension or revocation of license or permit.
- (4) The new licensee shall submit evidence to establish that he or she has sufficient resources to permit operation of the facility for a period of six (6) months.
- (5) No license may be issued unless and until the applicant has supplied all information requested by the Department.
- (6) Fees: All applications for initial licensure must be accompanied by the required fee.
 - (a) Current fee schedules may be requested from the Licensing Authority.
 - (b) Fees must be in the form of a certified check, money order, personal or business check made payable to the State of New Mexico.
 - (c) Fees are non-refundable.

B. ACTION BY THE DEPARTMENT:

- (1) After receiving complete application, the Department shall investigate the applicant to determine the applicant's ability to comply with these regulations.
- (2) Within sixty (60) days after receiving a complete application for a license, the Department shall either approve the application and issue a license or deny the application. If the application for a license is denied, the Department shall give the applicant reasons, in writing, for the denial.
- (3) The Licensing Authority shall not issue a new license if the applicant has had a health facility license revoked or denied renewal, or has surrendered a license under threat of revocation or denial of renewal, or has lost certification as a Medicaid provider as a result of violations of applicable Medicaid requirements. The Licensing Authority may refuse to issue a new license if the applicant has been cited repeatedly for violations of applicable regulations found to be Class A or Class B deficiencies as defined in *Health Facility Sanctions and Civil Monetary Penalties*, 7NMAC 1.8, or has been noncompliant with plans of correction .
[7-1-60, 7-1-64, 5-2-89, 10-31-96, 7.9.2.8 NMAC - Rn & A, 7 NMAC 9.2.8, 8-31-00]

7.9.2.9 TYPES OF LICENSE:

A. ANNUAL LICENSE: An annual license is issued for a one (1) year period to a long term care facility which has met all requirements of these regulations.

B. TEMPORARY LICENSE: The Licensing Authority may, at its sole discretion, issue a temporary license prior to the initial survey, or when the Licensing Authority finds partial compliance with these regulations.

- (1) A temporary license shall cover a period of time, not to exceed one-hundred twenty (120) days,

during which the facility must correct all specified deficiencies.

(2) In accordance with Section 24-1-5 (D) NMSA 1978, no more than two (2) consecutive temporary licenses shall be issued.

C. AMENDED LICENSE: A license must apply to the Licensing Authority for an amended license when there is a change of Administrator/Director, when there is a change of name for the facility, when a change in capacity is sought, a change in bed classification is sought, or an addition or deletion of any special or operation unit(s) as listed in these regulations is sought.

(1) Application must be on a form provided by the Licensing Authority.

(2) Application must be accompanied by the required fee for amended license.

(3) Application must be submitted within ten (10) working days of the change.

[7-1-60, 5-2-89, 10-31-96; 7.9.2.9 NMAC - Rn, 7 NMAC 9.2.9, 8-31-00]

7.9.2.10 SCOPE OF LICENSE:

A. The license is issued only for the premises and the persons named in the license application and may not be transferred or assigned by the licensee.

B. The license shall state any applicable restrictions, including maximum bed capacity and the level of care that may be provided, and any other limitations that the department considers appropriate and necessary taking all facts and circumstances into account.

C. A licensee shall fully comply with all requirements and restrictions of the license.

[7-1-60, 5-2-89; 7.9.2.10 NMAC - Rn, 7 NMAC 9.2.10, 8-31-00]

7.9.2.11 SEPARATE LICENSES: Separate licenses shall be required for facilities which are maintained on separate premises even though they are under the same management. Separate licenses shall not be required for separate buildings on the same ground or adjacent ground.

[5-2-89; 7.9.2.11 NMAC - Rn, 7 NMAC 9.2.11, 8-31-00]

7.9.2.12 LICENSE RENEWAL:

A. Licensee must submit a renewal application on forms provided by the Licensing Authority, along with the required fee at least thirty (30) days prior to expiration of the current license.

B. Upon receipt of renewal application and required fee prior to expiration of current license, the Licensing Authority will issue a new license effective the day following the date of expiration of the current license if the facility is in substantial compliance with these regulations.

C. If a licensee fails to submit a renewal application with the required fee and the current license expires, the long term care facility shall cease operation until it obtains a new license through the initial licensure procedures. Section 24-1-5 (A) NMSA 1978, as amended, provides that no health facility shall be operated without a license.

[7-1-60, 5-2-89, 10-31-96; 7.9.2.12 NMAC - Rn, 7 NMAC 9.2.12, 8-31-00]

7.9.2.13 POSTING: The license or a certified copy thereof shall be conspicuously posted in a location or accessible to public view within the facility.

[7-1-60, 5-2-89; 7.9.2.13 NMAC - Rn, 7 NMAC 9.2.13, 8-31-00]

7.9.2.14 REPORT OF CHANGES:

A. The licensee shall notify the department in writing of any changes in the information provided, within ten (10) days of such changes. This notification shall include information and documentation regarding such changes.

B. When a change of administrator occurs, the Department shall be notified within ten (10) days in writing by the licensee. Such writing shall include the name and license number of the new administrator.

C. Each licensee shall notify the Department within ten (10) days in writing of any change of the mailing address of the licensee. Such writing shall include the new mailing address of the licensee.

D. When a change in the principal officer of a corporate license (chairman, president, general manager) occurs the Department shall be notified within thirty (30) days in writing by the licensee. Such writing shall include the name and business address of such officer.

E. Any decrease, or increase in licensed bed capacity of the facility shall require notification by letter to the Department and shall result in the issuance of a corrected license.

[7-1-60, 5-2-89; 7.9.2.14 NMAC - Rn, 7 NMAC 9.2.14, 8-31-00]

7.9.2.15 NON-TRANSFERABLE RESTRICTION ON LICENSE: A license shall not be transferred by assignment or otherwise to other persons or locations. The license shall be void and must be returned to the Licensing Authority when any one of the following situations occur:

- A. Ownership of the facility changes.
- B. The facility changes location.
- C. Licensee of the facility changes.
- D. The facility discontinues operation.
- E. A facility wishing to continue operation as a licensed long term care facility under circumstances

15.1 through 15.4 above must submit an application for initial licensure in accordance with Section 7.9.2.8 of these regulations, at least thirty (30) days prior to the anticipated change.

[10-31-96; 7.9.2.15 NMAC - Rn, 7 NMAC 9.2.15, 8-31-00]

7.9.2.16 AUTOMATIC EXPIRATION OF LICENSE: A license will automatically expire at midnight on the day indicated on the license as the expiration date, unless sooner renewed, suspended, or revoked, or:

- A. On the day a facility discontinues operation.
- B. On the day a facility is sold, leased, or otherwise changes ownership and/or licensee.
- C. On the day a facility changes location.

[10-31-96; 7.9.2.16 NMAC - Rn, 7 NMAC 9.2.16, 8-31-00]

7.9.2.17 SUSPENSION OF LICENSE WITHOUT PRIOR HEARING: In accordance with Section 24-1-5 (H) NMSA 1978, if immediate action is required to protect human health and safety, the Licensing Authority may suspend a license pending a hearing, provided such hearing is held within five (5) working days of the suspension, unless waived by the licensee.

[10-31-96; 7.9.2.17 NMAC - Rn, 7 NMAC 9.2.17, 8-31-00]

7.9.2.18 GROUNDS FOR REVOCATION OR SUSPENSION OF LICENSE, DENIAL OF INITIAL OR RENEWAL APPLICATION FOR LICENSE, OR IMPOSITION OF INTERMEDIATE SANCTIONS OR CIVIL MONETARY PENALTIES: A license may be revoked or suspended, an initial or renewal application for license may be denied, or intermediate sanctions or civil monetary penalties may be imposed after notice and opportunity for a hearing, for any of the following reasons:

- A. Failure to comply with any provision of these regulations.
- B. Failure to allow survey by authorized representatives of the Licensing Authority.
- C. Any person active in the operation of a facility licensed pursuant to these regulations shall not be under the influence of alcohol or narcotics or convicted of a felony.

D. Misrepresentation or falsification of any information or application forms or other documents provided to the Licensing Authority.

E. Discovery of repeat violations of these regulations during surveys.

F. Failure to provide the required care and services as outlined by these regulations for the patients receiving care at the long term care facility.

G. Abuse, neglect or exploitation of any patient/client/resident by facility operator, staff, or relatives or operator/staff.

[10-31-96, 6-15-98; 7.9.2.18 NMAC - Rn, 7 NMAC 9.2.18, 8-31-00]

7.9.2.19 HEARING PROCEDURES:

A. Hearing procedures for an administrative appeal of an adverse action taken by the Licensing Authority against the long term care facility as outlined in Section 7.9.2.17 and 7.9.2.18 above will be held in accordance with Adjudicatory hearings, New Mexico Department of Health, 7 NMAC 1.2 (2-1-96).

B. A copy of the Adjudicatory Hearing procedures will be furnished to the long term care facility or agency at the time an adverse action is taken against its license by the Licensing Authority. A copy may be requested at any time by contacting the Licensing Authority.

[10-31-96; 7.9.2.19 NMAC - Rn, 7 NMAC 9.2.19, 8-31-00]

7.9.2.20 PROGRAM FLEXIBILITY:

A. All facilities shall maintain compliance with the licensee requirements. If the use of alternate concepts, methods, procedures, techniques, equipment, personnel qualifications or the conducting of pilot projects conflicts with requirements, then prior written approval from the Department shall be obtained in order to ensure provisions for safe and adequate care. Such approval shall provide for the terms and conditions under which the exception is granted. A written request and substantiating evidence supporting the request shall be submitted by the applicant or licensee to the department.

B. Any approval of the Department granted under this section, or a certified copy thereof shall be posted immediately adjacent to the facility's license.

[5-2-89; 7.9.2.20 NMAC - Rn, 7 NMAC 9.2.20, 8-31-00]

7.9.2.21 WAIVERS AND VARIANCES:

A. DEFINITIONS: As used in this section:

- (1) Waiver: means the grant of an exemption from a requirement of these regulations.
- (2) Variance: means the granting of an alternate requirement in place of a requirement of these

regulations.

B. REQUIREMENTS FOR WAIVERS AND VARIANCES: A waiver or variance may be granted if the Department finds that the waiver or variance will not adversely affect the health, safety, or welfare of any resident and that:

(1) Strict enforcement of a requirement would result in unreasonable hardship on the facility or on a resident.

(2) An alternative to a rule, including new concepts, methods, procedures, techniques, equipment, personnel qualifications, or the conducting of pilot projects, is in the interest of better care or management.

C. APPLICATIONS:

(1) All applications for waiver or variance from the requirements of these regulations shall be made in writing to the Department, specifying the following:

- (a) The rule from which the waiver or variance is requested;
- (b) The time period for which the waiver or variance is requested;
- (c) If the request is for a variance, the specific alternative action which the facility proposes;
- (d) The reasons for the request; and
- (e) Justification that the goal or purpose of the rule or regulations would be satisfied.

(2) Requests for a waiver or variance may be made at any time.

(3) The Department may require additional information from the facility prior to acting on the request.

D. GRANTS AND DENIALS:

(1) The Department at its discretion shall grant or deny each request for waiver or variance in writing. A notice of denials shall contain the reasons for denial.

(2) The terms of a requested variance may be modified upon agreement between the Department and a facility.

(3) The Department may impose such conditions on the granting of a waiver or variance which it deems necessary.

(4) The Department may limit the duration of any waiver or variance.

(5) The Department's action on a request for a waiver is not subject to administrative appeal.

E. REVOCATION: The Department may revoke a waiver or variance if:

(1) It is determined that the waiver or variance is adversely affecting the health, safety or welfare of the resident's; or

(2) The facility has failed to comply with the variance as granted; or

(3) The licensee notifies the Department in writing that it wishes to relinquish the waiver or variance and be subject to the rule previously waived or varied;

(4) Required by a change in law.

[5-2-89; 7.9.2.21 NMAC - Rn, 7 NMAC 9.2.21, 8-31-00]

7.9.2.22 RIGHTS OF RESIDENTS: Every resident shall have the right to:

A. COMMUNICATIONS: Have private and unrestricted communications with the resident's family, physician, attorney and any other person, unless medically contraindicated as documented by the resident's physician in the resident's medical record, except that communications with public officials or with the resident's

attorney shall not be restricted in any event. The right to private and unrestricted communications shall include, but is not limited to, the right to:

(1) Receive, send, and mail sealed, unopened correspondence. No resident's incoming or outgoing correspondence may be opened, delayed, held, or censored, except that a resident or guardian may direct in writing that specified incoming correspondence be opened, delayed, or held.

(2) Use a telephone for private communications during reasonable hours.

(3) Have private visiting pursuant to a reasonable written visitation policy.

B. ACCESS: Immediate access by representatives of Human Services Department, Health and Environment Department, Ombudsman, personal physician and, subject to resident's consent, immediate family or other relatives or visitors following notification of staff person in charge and presentation of valid identification. Reasonable access by providers of health, social, legal or other services must be assured.

C. GRIEVANCES: Present grievances on one's own behalf or through others to the facility's staff or administrator, to public officials or to any other person without justifiable fear of reprisal, and join with other residents or individuals within or outside of the facility to work for improvements in resident care.

D. FINANCES: Manage one's own financial affairs, including any personal allowances under federal or state programs. No resident funds may be held or spent except in accordance with the following requirements:

(1) A facility may not hold or spend a resident's funds unless the resident or another person legally responsible for the resident's funds authorize this action in writing. The facility shall obtain separate authorization for holding a resident's funds and for spending a resident's funds. The authorization for spending a resident's funds may include a spending limit. Expenditures that exceed the designated spending limit require a separate authorization for each individual occurrence.

(2) Any resident funds held or controlled by the facility, and any earnings from them, shall be credited to the resident and may not be comingled with other funds or property except that of other residents.

(3) The facility shall furnish a resident, the resident's guardian, or a representative designated by the resident with at least a quarterly statement of all funds held by the facility for the resident and all expenditures made from the resident's account, and a similar statement at the time of the resident's permanent discharge.

(4) The facility shall maintain a record of all expenditures, disbursements and deposits made on behalf of the resident.

E. ADMISSION INFORMATION: Be fully informed in writing prior to or at the time of admission, of all services and the charges for these services, and be informed in writing, during the resident's stay, of any changes in services available or in charges for services, as follows:

(1) No person may be admitted to a facility without that person or that person's guardian or designated representative signing an acknowledgement of having received a statement of information before or on the day of admission which contains at least the following information or, in the case of a person to be admitted for short-term care, the information required under these regulation.

(a) An accurate description of the basic services provided by the facility, the rate charged for those services, and the method of payment for them;

(b) Information about all additional services regularly offered but not included in the basic services. The facility shall provide information on where a statement of the fees charged for each of these services can be obtained. These additional services include pharmacy, x-ray, beautician and all other additional services regularly offered to residents or arranged for residents by the facility;

(c) The method for notifying residents of a change in rates or fees;

(d) Terms for refunding advance payments in case of transfer, death or voluntary or involuntary discharge.

(e) Terms of holding and charging for a bed during a resident's temporary absence.

(f) Conditions for involuntary discharge or transfer, including transfers within the facility;

(g) Information about the availability of storage space for personal effects; and

(h) A summary of residents' rights recognized and protected by this section and all facility policies and regulations governing resident conduct and responsibilities. No statement of admission information may be in conflict with any part of these regulations.

F. TREATMENT: Be treated with courtesy, respect, and full recognition of one's dignity and individuality by all employees of the facility and by all licensed, certified, and registered providers under contract with the facility.

G. PRIVACY: Have physical and emotional privacy in treatment, living arrangements, and in caring

for personal needs, including, but not limited to:

(1) Privacy for visits by spouse. If both spouses are residents of the same facility, they shall be permitted to share a room unless medically contra-indicated as documented by the resident's physician in the resident's medical record.

(2) Privacy concerning health care. Case discussion, consultation, examination, and treatment are confidential and shall be conducted discreetly. Persons not directly involved in the resident's care shall require the resident's permission to authorize their presence.

(3) Confidentiality of health and personnel records, and the right to approve or refuse their release to any individual outside the facility, except in the case of the resident's transfer to another facility or as required by law or third-party payment contracts.

H. WORK: Not be required to perform work for the facility, but may work for the facility if:

(1) The work is included by the physician for therapeutic purposes in the resident's plan of care; and

(2) The work is ordered by the resident's physician and does not threaten the health, safety, or welfare of the resident or others.

(3) The resident volunteers for work and such activities is not contra-indicated by physician.

I. OUTSIDE ACTIVITIES: Meet with and participate in activities of social, religious, and community groups at the resident's discretion, unless medically contra-indicated as documented by the resident's physician in the resident's medical record.

J. PERSONAL POSSESSIONS: Retain and use personal clothing and effects and to retain, as space permits, other personal possessions in a reasonably, secure manner.

K. TRANSFER, DISCHARGE AND BEDHOLD: Involuntary transfer shall be conducted only for resident's welfare, health and safety of others, or failure to pay. Reasons other than failure to pay must be documented by a physician in resident's record. Prior to transfer the facility must notify resident and/or next of kin or responsible party of right to appeal and name and address of ombudsman.

L. ABUSE AND RESTRAINTS: Be free from mental and physical abuse, and be free from chemical and physical restraints except as authorized in writing by a physician for a specified and limited period of time and documented in the resident's medical record. Physical restraints may be used in an emergency when necessary to protect the resident from injury to himself or herself or others or to property. However, authorization for continuing use of the physical restraints shall be secured from a physician within 12 hours. Any use of physical restraints shall be noted in the resident's medical records. "Physical restraint" includes, but is not limited to, any article, device, or garment which interferes with the free movement of the resident and which the resident is unable to remove easily.

M. CARE: Receive adequate and appropriate care within the capacity of the facility.

N. CHOICE OF PROVIDER: Use the licensed, certified or registered provider of health care and pharmacist of the resident's choice. The pharmacist of choice must be able to supply drugs and/or Biologicals in such a manner as is consistent with the facility's medication delivery system.

O. CARE PLANNING: Be fully informed of one's treatment and care and participate in the planning of that treatment and care, unless contra-indicated by physician order.

P. RELIGIOUS ACTIVITY: Participate in religious activities and services, of resident's choice and meet privately with clergy.

Q. NON-DISCRIMINATORY TREATMENT: Be free from discrimination based on the source from which the facility's charges for the resident's care are paid, as follows:

(1) No facility may assign a resident to a particular wing or other distinct area of the facility, whether for sleeping, dining or any other purpose, on the basis of the source or amount of payment. A facility only part of which is certified for Medicare/Medicaid reimbursement under Title XVIII/XIX of the Social Security Act is not prohibited from assigning a resident to the certified part of the facility because of the source of payment for the resident's care is Medicare/Medicaid.

(2) Facilities shall offer and provide an identical package of basic services meeting the requirements of these regulations to all individuals regardless of the sources of a resident's payment or amount of payment. Facilities may offer enhancements of basic services, provided that these enhanced services are made available at an identical cost to all residents regardless of the source of a resident's payment. A facility which elects to offer enhancements to basic services to its residents must provide all residents with a detailed explanation of enhanced services and the additional charges for these services.

(3) If a facility offers at extra charge additional services which are not covered by the facility's provider agreement under which it provides Medicaid and Medicare services, it shall provide them to any resident

willing and able to pay for them, regardless of the source from which the resident pays the facility's charges.

(4) No facility may require, offer or provide an identification tag for a resident that publicly identifies the source from which the facility's charges for that resident's care are paid.

R. INCOMPETENCE: If a resident is found incompetent by a court under New Mexico's Probate Code, (Sections 45-5-101 through 45-5-432 NMSA 1978), and not restored to legal capacity, the rights and responsibilities established under this section which the resident is not competent to exercise shall devolve upon the resident's guardian and/or conservator.

S. CORRECTIONS CLIENTS: Rights established under this section do not, except as determined by the department, apply to residents in a facility who are in the legal custody of the department for correctional purposes.

T. NOTIFICATION:

(1) **Serving Notice:** Copies of the resident rights provided under this section and the facility's policies and regulations governing resident conduct and responsibilities shall be made available to each prospective resident and his or her guardian, if any, and to each member of the facility's staff. Facility staff shall verbally explain to each new resident and to that person's guardian, if any, prior to or at the time of the person's admission to the facility, these rights and the facility's policies and regulations governing resident conduct and responsibilities.

(2) **Amendments:** All amendments to the rights provided under this section and all amendments to the facility regulations and policies governing resident conduct and responsibilities require notification of each resident and guardian, if any, at the time the amendment is put into effect. The facility shall provide the resident, guardian, if any, and each member of the facility's staff with a copy of all amendments.

(3) **Posting:** Copies of the resident's rights provided under these regulations and the facility's policies and regulations governing resident conduct and responsibilities shall be posted in a prominent place in the facility.

U. ENCOURAGEMENT AND ASSISTANCE: Each facility shall encourage and assist residents to exercise their rights as residents and citizens and shall provide appropriate training for staff awareness so that staff are encouraged to respect the rights of residents established under this section.

[5-2-89; 7.9.2.22 NMAC - Rn, 7 NMAC 9.2.22, 8-31-00]

7.9.2.23 COMPLAINTS:

A. FILING COMPLAINTS: Any person may file a complaint with a licensee or the Department regarding the operation of a facility. Complaints may be made orally or in writing.

B. REVIEWING COMPLAINTS: Each facility shall establish a system of reviewing complaints and allegations of violations of resident's rights established under this section. The facility shall designate a specific individual who, for the purpose of effectuating this section, shall report to the administrator.

C. REPORTING COMPLAINTS: Allegations that residents' rights have been violated by persons licensed, certified or registered by any professional licensing board or designated authority shall be promptly reported by the facility to the appropriate licensing or examining board or authority and to the person against whom the allegation has been made. Any employee of the facility and any person licensed, certified, or registered by any professional licensing board or authority, may also report such allegations to the board.

[5-2-89; 7.9.2.23 NMAC - Rn, 7 NMAC 9.2.23, 8-31-00]

7.9.2.24 COMMUNITY ORGANIZATION ACCESS:

A. In this section, "access" means the right to:

- (1) Enter any facility;
- (2) Seek a resident's agreement to communicate privately and without restriction with the resident.
- (3) Communicate privately and without restriction with any resident who does not object to

communication.

B. Any employee, agent, or designated representative of a community legal services program or community service organization shall be permitted access to any facility whenever visitors are permitted by the written visitation policy referred to in these regulations, but not before 8:00 a.m., nor after 5:00 p.m. The facility visitation policy shall include provisions for scheduling visits after 5:00 p.m.

C. CONDITIONS:

(1) The employee, agent, or designated representative shall, upon request of the facility's administrator or administrator's designee, present valid and current identification signed by the principal officer of the agency, program or organization represented.

- (2) Access shall be granted for visits which are consistent with an express purpose of an organization

the purpose of which is to:

- (a) Visit, talk with, or offer personal, social, and legal services to any resident, or obtain information from the resident about the facility and its operations.
- (b) Inform residents of their rights and entitlements and their corresponding obligations under federal and state law, by means of educational materials and discussions in groups or with individual residents.
- (c) Assist any residents in asserting legal rights regarding claims for public assistance, medical assistance and social security benefits, and in all other matters in which a resident may be aggrieved.
- (d) Engage in any other method of advising and representing residents so as to assure them full enjoyment of their rights.

[5-2-89; 7.9.2.24 NMAC - Rn, 7 NMAC 9.2.24, 8-31-00]

7.9.2.25 HOUSING RESIDENTS IN LOCKED UNITS: Definitions as used in this section:

A. LOCKED UNIT: means a ward, wing or room which is designated as a protected environment and is secured in a manner that prevents a resident from leaving the unit at will. A physical restraint applied to the body is not a locked unit. A facility locked for purposes of security is not a locked unit, provided that residents may exit at will. An alarmed unit does not constitute a locked unit.

B. CONSENT: means a written, signed request given without duress by a resident capable of understanding the nature of the locked unit, the circumstances of one's condition, and the meaning of the consent to be given.

(1) A resident or responsible party may give consent to reside in a locked unit.

(2) The consent shall be effective only for ninety (90) days from the date of the consent, unless revoked. Consent may be renewed for ninety (90) day periods pursuant to this subsection.

(3) The consent may be revoked by the resident if competent or by legal guardian at any time. The resident shall be transferred to an unlocked unit promptly following revocation.

C. EMERGENCIES: In an emergency, a resident may be confined in a locked unit if necessary to protect the resident or others from injury or to protect property, providing the facility immediately attempts to notify the physician for instructions. A physician's orders for the confinement must be obtained within twelve (12) hours. No resident may be confined for more than an additional seventy-two (72) hours under order of the physician.

[5-2-89; 7.9.2.25 NMAC - Rn, 7 NMAC 9.2.25, 8-31-00]

7.9.2.26 ADMINISTRATOR/STATUTORY REFERENCE: A nursing home shall be supervised by an administrator licensed under the Nursing Home Administrators Act, Sections 61-13-16 through 61-13-16 NMSA 1978. Supervision shall include, but not be limited to, taking all reasonable steps to provide qualified personnel to assure the health, safety, and right's of the residents.

A. FULL-TIME ADMINISTRATOR: Every nursing home shall be supervised full-time by an administrator licensed under the Nursing Home Administrators Act, except multiple facilities. If more than one nursing home or other licensed health care facility is located on the same or contiguous property, one full-time administrator may serve all the facilities.

B. ABSENCE OF ADMINISTRATOR: A person present in and competent to supervise the facility shall be designated to be in charge whenever there is not an administrator in the facility, and shall be identified to all staff.

C. CHANGE OF ADMINISTRATOR:

(1) Replacement of administrator: If it is necessary immediately to terminate an administrator, or if the licensee loses an administrator for other reasons, a replacement shall be employed or designated as soon as possible within one-hundred twenty (120) days of vacancy.

(2) Temporary replacement: During any vacancy in the position of administrator, the licensee shall employ or designate a person competent to fulfill the functions of an administrator immediately.

(3) Notice of change of administrator: When the licensee loses an administrator, the licensee shall notify the department within two (2) Department working days of such loss and provide written notification to the Department of the name and qualifications of the person in charge of the facility during the vacancy; and the name and qualifications of the replacement administrator, when known.

[7-1-60, 5-2-89; 7.9.2.26 NMAC - Rn, 7 NMAC 9.2.26, 8-31-00]

7.9.2.27 EMPLOYEES: In this section, "employee" means anyone directly employed by the facility on other than a consulting or contractual basis.

A. QUALIFICATIONS AND RESTRICTIONS: No person under eighteen (18) years of age shall be employed to provide direct care to residents.

B. PHYSICAL HEALTH CERTIFICATIONS: New Employees: Every employee shall be certified in writing by a physician as having been screened for tuberculosis Infection and provide a statement of medical evidence that he/she is currently free from communicable disease prior to beginning work.

C. DISEASE SURVEILLANCE AND CONTROL: Facilities shall develop and implement written policies for control of communicable diseases which ensure that employees and volunteers with systems or signs of communicable disease or infected skin lesions are not permitted to work unless authorized to do so by a physician or physician extender.

D. VOLUNTEERS: Facilities may use volunteers provided that the volunteers receive the orientation, training, and supervision necessary to assure resident health, safety and welfare.

E. ABUSE OF RESIDENTS:

(1) Orientation for all employees: Except in an emergency, before performing any duties, each new employee, including temporary help, shall receive appropriate orientation to the facility and its policies, including, but not limited to, policies relating to fire prevention, accident prevention, and emergency procedures. All employees shall be oriented to resident's rights and to their position and duties by the time they have worked thirty (30) days.

(2) Training: Except for nurses, all employees who provide direct care to residents shall be trained through a program approved by the Department.

(3) Assignments: Employees shall be assigned only to resident care duties consistent with their training.

(4) Reporting: All employees will be instructed in the reporting requirements of the Adult Protective Services Act of abuse, neglect or exploitation of any resident.

F. CONTINUING EDUCATION:

(1) Nursing in-service: The facility shall require employees who provide direct care to residents to attend educational programs desired to develop and improve the skill and knowledge of the employees with respect to the needs of the facility's residents, including rehabilitative therapy, oral health care, wheelchair safety and transportation and special programming for developmentally disabled residents if the facility admits developmentally disabled person. These programs shall be conducted quarterly to enable staff to acquire the skills and techniques necessary to implement the individual program plans for each resident under their care.

(2) Dietary in-service: Educational programs shall be held quarterly for dietary staff, and shall include instruction in the proper handling of food, personal hygiene and grooming, and nutrition and modified diet patterns served by the facility.

(3) All other staff in-service: The facility shall provide in-service designed to improve the skills and knowledge of all other employees.

[7-1-60, 5-2-89; 7.9.2.27 NMAC - Rn & A, 7 NMAC 9.2.27, 8-31-00]

7.9.2.28 RECORDS - GENERAL: The administrator or administrator's designee shall provide the Department with any information required to document compliance with these regulations and shall provide reasonable means for examining records and gathering the information.

[7-1-60, 7-1-64; 7.9.2.28 NMAC - Rn, 7 NMAC 9.2.28, 8-31-00]

7.9.2.29 PERSONNEL RECORDS: A separate record of each employee shall be maintained, be kept current, and contain sufficient information to support assignment to the employee's current position and duties.

[7-1-60, 5-2-89; 7.9.2.29 NMAC - Rn, 7 NMAC 9.2.29, 8-31-00]

7.9.2.30 MEDICAL RECORDS - STAFF:

A. TIMELINESS: Duties relating to medical records shall be completed in a timely manner.

B. Each facility shall designate an employee of the facility as the person responsible for the medical record service, who:

(1) Is a graduate of a school of medical record science that is accredited jointly by the council on medical education of the American Medical Association; or

(2) Receives regular consultation but not less than four hours quarterly as appropriate from a person who meets the requirements of Section 30.2.1. Such consultation shall not be substituted for the routine duties of staff maintaining records. The records consultant shall evaluate the records and records service, identify problem areas, and submit written recommendations for change to the administrator.

(3) Sufficient time will be allocated to the person who is designated responsible for medical record service to insure that accurate records are maintained.
[7-1-60, 5-2-89; 7.9.2.30 NMAC - Rn, 7 NMAC 9.2.30, 8-31-00]

7.9.2.31 MEDICAL RECORDS - GENERAL:

A. AVAILABILITY OF RECORDS: Medical records of current residents shall be stored in the facility and shall be easily accessible, at all times, to persons authorized by the resident to obtain the release of the medical records.

B. ORGANIZATION: The facility shall maintain a systematically organized records system appropriate to the nature and size of the facility for the collection and release of resident information.

C. UNIT RECORD: A unit record shall be maintained for each resident and day care client.

D. INDEXES: A master resident index shall be maintained.

E. MAINTENANCE: The facility shall safeguard medical records against loss, destruction, or unauthorized use, and shall provide adequate space and equipment to efficiently review, index, file and promptly retrieve the medical records.

F. RETENTION AND DESTRUCTION:

(1) The medical record shall be completed and stored within sixty (60) days following a resident's discharge or death.

(2) An original medical record and legible copy or copies of court orders or other documents, if any, authorizing another person to speak or act on behalf of this resident shall be retained for a period of at least ten (10) years following a resident's discharge or death. All other records required by these regulations shall be retained for the period for which the facility is under review.

(3) Medical records no longer required to be retained under this section may be destroyed, provided:

(a) The confidentiality of the information is maintained; and

(b) The facility permanently retains at least identification of the resident, final diagnosis, physician, and dates of admission and discharge.

(4) A facility shall arrange for the storage and safekeeping of records for the periods and under the conditions required by this paragraph in the event the facility closes.

(5) If the ownership of a facility changes, the medical records and indexes shall remain with the facility.

G. RECORDS DOCUMENTATION:

(1) All entries in medical records shall be legible, permanently recorded, dated, and authenticated with the name and title of the person making the entry.

(2) Symbols and abbreviations may be used in medical records if approved by a written facility policy which defines the symbols and abbreviations and which controls their use.

[7-1-60, 5-2-89; 7.9.2.31 NMAC - Rn, 7 NMAC 9.2.31, 8-31-00]

7.9.2.32 MEDICAL RECORDS - CONTENT: Except for persons admitted for short-term care, each resident's medical record shall contain:

A. IDENTIFICATION AND SUMMARY SHEET:

B. PHYSICIAN'S DOCUMENTATION:

(1) An admission medical evaluation by a physician, including:

(a) A summary of prior treatment;

(b) Current medical findings;

(c) Diagnosis at the time of admission to the facility;

(d) The resident's rehabilitation potential;

(e) The results of the required physical examination;

(f) Level of care;

(2) All physician's orders including:

(a) Admission to the facility;

(b) Medications and treatments;

(c) Diets;

(d) Rehabilitative services;

(e) Limitations on activities;

(f) Restraint orders;

- (g) Discharge or transfer orders.
 - (3) Physician progress notes following each visit.
 - (4) Annual physical examination.
 - (5) Alternate visit schedule, and justification for such alternate visits, not to exceed ninety (90) days.
- C. NURSING SERVICE DOCUMENTATION:**
- (1) An assessment of the resident's nursing needs.
 - (2) Initial nursing care plan and any revisions.
 - (3) Nursing notes are required as follows:
 - (a) For residents requiring skilled care, a narrative nursing note shall be required as often as needed to document the resident's condition, but at least weekly; and
 - (b) For residents not requiring skilled care, a narrative nursing note shall be required as often as needed to document the resident's condition, but at least monthly;
 - (4) In addition to the nursing care plan, nursing documentation describing:
 - (a) The general physical and mental condition of the resident, including any unusual symptoms or actions;
 - (b) All incidents or accidents including time, place, injuries or potential complications from injury or accident, details of incident or accident, action taken, and follow-up care;
 - (c) The administration of all medications, the need for PRN medications and the resident's response, refusal to take medication, omission of medications, errors in the administration of medications, and drug reactions;
 - (d) Food intake, when the monitoring of intake is necessary;
 - (e) Fluid Intake when monitoring of intake is necessary;
 - (f) Any unusual occurrences of appetite or refusal or reluctance to accept diets;
 - (g) Summary of restorative nursing measures which are provided;
 - (h) Summary of the use of physical and chemical restraints;
 - (i) Other non-routine nursing care given;
 - (j) The condition of a resident upon discharge; and
 - (k) The time of death, the physician called, and the person to whom the body was released.
- D. SOCIAL SERVICES RECORDS:**
- (1) A social history of the resident; and
 - (2) Notes regarding pertinent social data and action taken.
- E. ACTIVITIES RECORDS:** Documentation of activities programming, a history and assessment, a summary of attendance, and quarterly progress notes.
- F. REHABILITATIVE SERVICES:**
- (1) An evaluation of the rehabilitative needs of the resident.
 - (2) Plan of treatment.
 - (3) Progress notes detailing treatment given, evaluation, and progress.
- G. DIETARY ASSESSMENT:** Record of the dietary assessment.
- H. DENTAL SERVICES:** Summary of all dental services resident has received.
- I. DIAGNOSTIC SERVICES:** Records of all diagnostic tests performed during the resident's stay in the facility.
- J. PLAN OF CARE:** Plan of care which includes integrated program activities, therapies and treatments designed to help each resident achieve specific goals as developed by an interdisciplinary team.
- K. AUTHORIZATION OR CONSENT:** A photocopy of any court order, power of attorney or living will authorizing another person to speak or act on behalf of the resident and any resident consent forms.
- L. DISCHARGE OR TRANSFER INFORMATION:** Documents, prepared upon a resident's discharge or transfer from the facility, summarizing, when appropriate:
- (1) Current medical finding and condition;
 - (2) Final diagnosis;
 - (3) Rehabilitation potential;
 - (4) A summary of the course of treatment;
 - (5) Nursing and dietary information;
 - (6) Ambulation status;
 - (7) Administrative and social information; and
 - (8) Needed continued care and instructions.

[7-1-60, 5-2-89; 7.9.2.32 NMAC - Rn, 7 NMAC 9.2.32, 8-31-00]

7.9.2.33 OTHER RECORDS: The facility shall retain:

- A. DIETARY RECORDS:** All menus and therapeutic diets for one year.
- B. STAFFING RECORDS:** Records of staff work schedules and time worked for one year.
- C. SAFETY TESTS:** Records of tests of fire detection, alarm, and extinguishment equipment.
- D. RESIDENT CENSUS:** At least a daily census of all residents, indicating number of residents requiring each level of care.
- E. PROFESSIONAL CONSULTATIONS:** Documentation of professional consultations by:
 - (1) A dietician.
 - (2) A registered nurse.
 - (3) Others, as may be used by the facility.
- F. IN-SERVICE AND ORIENTATION PROGRAMS:** Subject matter, instructors and attendance records of all in-service and orientation programs.
- G. TRANSFER AGREEMENTS:** Transfer agreements.
- H. FUNDS AND PROPERTY STATEMENT:** The statement prepared upon a resident's discharge or transfer from the facility that accounts for all funds and receipted property held by the facility for the resident.
- I. COURT ORDERS AND CONSENT FORMS:** Copies of court orders or other documents, if any, authorizing another person to speak or act on behalf of the resident.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.33 NMAC - Rn, 7 NMAC 9.2.33, 8-31-00]

7.9.2.34 LICENSE LIMITATIONS:

- A. BED CAPACITY:** No facility may house more residents than the maximum bed capacity for which it is licensed. Persons participating in a day care program are not residents for purposes of these regulations.
- B. CARE LEVELS:** No person who requires care greater than that which the facility is licensed to provide may be admitted to or retained in the facility, unless under waiver according to State guidelines.
- C. OTHER CONDITIONS:** The facility shall comply with all other conditions of the license.

[5-2-89; 7.9.2.34 NMAC - Rn, 7 NMAC 9.2.34, 8-31-00]

7.9.2.35 OTHER LIMITATIONS ON ADMISSION:

- A. PERSONS REQUIRING UNAVAILABLE SERVICES:** Persons who require services which the facility does not provide or make available shall not be admitted or retained.
- B. COMMUNICABLE DISEASES:**
 - (1) Restriction: No person suspected of having a disease in a communicable state shall be admitted or retained unless the facility has the means to manage the condition.
 - (2) Isolation techniques: Persons suspected of having a disease in a communicable state shall be managed according to Isolation Techniques for use in Hospitals, published by the U.S. Department of Health and Human Services, Public Health Services, Center for Disease Control, or with comparable methods as developed by facility policies.
 - (3) Reportable diseases: Suspected diseases reportable by law shall be reported to the local public health agency and the Division of Health, Bureau of Community Health and Prevention within time frames specified by these agencies.
- C. DESTRUCTIVE RESIDENTS:** Residents who are known to be destructive of property, self-destructive, disturbing or abusive to other residents, or suicide, shall not be admitted or retained, unless the facility has and uses sufficient resources to appropriately manage and care for them.
- D. DEVELOPMENTAL DISABILITIES:** No person who has a primary diagnosis of developmental disability may be admitted to a facility unless the facility is certified as in intermediate care facility for the mentally retarded, except that a person who has a developmental disability and who requires skilled nursing care services may be admitted to a skilled nursing facility if approved for such level of care by the State Developmental Disability Authority.
- E. MENTAL ILLNESS:** No person with a primary diagnosis of mental illness may be admitted to Long Term Care Facilities except that a person who has a diagnosis of mental illness and who requires skilled nursing care services may be admitted to a Long Term Care Facility if approved for such level of care by the State Mental Illness Authority.
- F. ADMISSION SEVEN (7) DAYS A WEEK:** With prior approval, facilities shall take reasonable

steps to admit residents seven days a week.
[7-1-60, 5-2-89; 7.9.2.35 NMAC - Rn, 7 NMAC 9.2.35, 8-31-00]

7.9.2.36 PROGRAM STATEMENT FOR DEVELOPMENTALLY DISABLED RESIDENTS:

A. APPROVAL: Each facility serving residents who have a developmental disability and require active treatment shall submit a written program statement to the department for approval.

B. CONTENTS: The program statement shall detail the following:

- (1) Services to be provided.
- (2) Admission policies for developmentally disabled persons.
- (3) Program goals for developmentally disabled residents.
- (4) Description of program elements, including relationships, contracted services and arrangements with other health and social services agencies and programs.

(5) A designation of staff assigned to the care of developmentally disabled residents. Staff scheduling shall demonstrate consistency of staff involvement. Staff members shall have demonstrated skill in the management of these residents; and

(6) A description of care evaluation procedures for developmentally disabled residents. These procedures shall require that case evaluation results be incorporated into the individual resident's care plan and that individual plans of care be reviewed and revised as indicated by resident need.

[5-2-89; 7.9.2.36 NMAC - Rn, 7 NMAC 9.2.36, 8-31-00]

7.9.2.37 PROCEDURES FOR ADMISSION OF RESIDENTS:

A. "APPLICABILITY": The procedures in this section apply to all persons admitted to facilities except persons admitted for short-term care.

B. "PHYSICIANS ORDERS": No person may be admitted as a resident except upon:

- (1) Order of a physician.
- (2) Receipt of information from a physician, before or on the day of admission, about the person's current medical condition and diagnosis, and receipt of a physician's initial plan of care and orders from a physician for immediate care of the resident; and
- (3) Receipt of certification in writing from a physician that the person is free of active tuberculosis and clinically apparent communicable disease the person may be found to have.

C. "MEDICAL EXAMINATION AND EVALUATION":

(1) Examination: Each resident shall have a physical examination by a physician or physician extender within forty-eight (48) hours following admission unless an examination was performed within fifteen (15) days before admission.

(2) Evaluation: Within forty-eight (48) hours after admission the physician or physician extender shall complete the resident's medical history and physical examination record. If copies of previous evaluations are used, the physician must authenticate such findings within forty-eight (48) hours of admission.

D. "RESIDENT ASSESSMENT": A comprehensive accurate assessment of each resident's functional capacity and impairment, as basis for care delivery, shall be conducted by designated qualified staff. A preliminary assessment shall be completed within forty-eight (48) hours of admission, a comprehensive assessment within thirty (30) days of admission, after significant change and repeated at least annually.

[7-1-60, 5-2-89; 7.9.2.37 NMAC - Rn, 7 NMAC 9.2.37, 8-31-00]

7.9.2.38 REMOVALS FROM THE FACILITY: The provisions of this section shall apply to all resident removals.

A. CONDITIONS: No resident may be temporarily or permanently removed from this facility except:

- (1) Voluntary removal: Upon the request or with the informed consent of the resident or guardian.
- (2) Involuntary removal:

(a) For nonpayment of charges, following seven (7) days notice and opportunity to pay any deficiency.

(b) If the resident requires care other than that which the facility is licensed to provide.

(c) For medical reasons as ordered by a physician.

(d) In case of a medical emergency or disaster.

(e) For the resident's welfare or the welfare of other residents.

(f) If the resident does not need nursing home care, and alternate placement is identified and arrangements for transfer have been completed.

(g) If the short-term care period for which the resident was admitted has expired; and

(h) As otherwise permitted by law.

(3) Alternate placement: Except for removal under the preceding section, no resident may be involuntarily removed unless an alternate placement is arranged for the resident.

B. PERMANENT REMOVALS:

(1) Notice: The facility shall provide a resident, the resident's physician and guardian, relative, or other responsible person, at least thirty (30) days notice of removal under Subsection A of 7.9.2.38 NMAC, except Subparagraph (a) of Paragraph (2) of Subsection A of 7.9.2.38 NMAC, unless the continued presence of the resident endangers the health, safety, or welfare of the resident or other residents.

(2) Removal procedures:

(a) The resident, shall be given a notice containing the time and place of a planning conference; a statement informing the resident that any persons of the resident's choice may attend the conference; and the - procedure for submitting a complaint to the Department.

(b) Unless the resident is receiving respite care or unless precluded by circumstances posing a danger to the health, safety, or welfare of a resident, prior to involuntary removal under Section 7.9.2.38A NMAC a planning conference shall be held at least three (3) days before removal with the resident, guardian, if any, any appropriate county agency, and others designated by the resident, including the resident's physician, to review the need for relocation, assess the effect of relocation on the resident, discuss alternative placements, and develop a relocation plan which includes at least those activities listed below.

(c) Removal activities shall include: counseling regarding the impending removal; arrangements for the resident to visit the potential alternative placement and/or meeting with that facility's admissions staff, unless medically contra-indicated or waived by the resident; assistance to the resident in planning the moving of belongings and funds to the new facility or quarters; and provisions for needed medications and treatments during relocation.

(d) Discharge records. Upon removal of a resident, all relevant documents shall be prepared and provided to the facility admitting the resident.

[5-2-89; 7.9.2.38 NMAC - Rn, 7 NMAC 9.2.38, 8-31-00]

7.9.2.39 TRANSFER AGREEMENTS:

A. REQUIREMENT: Each facility shall have in effect a transfer agreement with one or more hospitals under which in-patient hospital care or other hospital services are available promptly to the facility's resident's when needed. Facilities under same management having identified distinct parts are exempt from transfer agreements.

B. TRANSFER OF RESIDENTS: A hospital and a facility shall be considered to have a transfer agreement in effect if there is a written agreement between them or, when the two (2) Institutions are under common control, if there is a written statement by the person or body which controls them, which gives reasonable assurance that:

(1) Transfer of residents will take place between the hospital and the facility ensuring timely admission, whenever such transfer is medically appropriate as determined by the attending physician; and

(2) There shall be interchange of medical and other information necessary for the care and treatment of individuals transferred between the institutions or for determining, whether such individuals can be adequately cared for somewhere other than in either of the institutions.

C. EXEMPTION: A facility which does not have a resident transfer agreement in effect, but which is found by the Department to have attempted in good faith to enter into such an agreement with a hospital sufficiently close to the facility to make feasible the transfer between the two facilities and the information referred to in Subsection (B) of 7.9.2.39 NMAC above, shall be considered to have such an agreement in effect if and for so long as the department finds that to do so is in the public interest and essential to ensuring nursing facility services in the community.

[5-2-89; 7.9.2.39 NMAC - Rn, 7 NMAC 9.2.39, 8-31-00]

7.9.2.40 BEDHOLD:

A. BEDHOLD: A resident who is on leave or temporarily discharged has expressed an intention to return to the facility under the terms of the admission policy for bedhold, shall not be denied readmission, if level of

care remains the same.

B. LIMITATION: The facility shall hold a resident's bed until the resident returns, until the resident waives his right to have the bed held or until the maximum time allowable as defined by facility policies expires. The facility is responsible for notifying resident and/or family of their bedhold policy.
[5-2-89; 7.9.2.40 NMAC - Rn, 7 NMAC 9.2.40, 8-31-00]

7.9.2.41 TRANSFER WITHIN THE FACILITY: Prior to any transfer of a resident between rooms or beds within a facility, the resident or guardian, if any, and any other person designated by the resident shall be given a reasonable notice and explanation of the reasons for transfer. Transfer of a resident between rooms or beds within a facility may be made only for medical reasons or for the resident's welfare or the welfare of other residents, or voluntarily with the residents' approval.
[5-2-89; 7.9.2.41 NMAC - Rn, 7 NMAC 9.2.41, 8-31-00]

7.9.2.42 INDIVIDUAL CARE: Each resident shall receive care based upon individual needs.

A. HYGIENE:

- (1) Each resident shall be kept comfortably clean and well groomed.
- (2) Beds shall be made daily, with a complete change of linen to be provided as often as necessary, but at least once a week.
- (3) Residents shall have clean clothing as needed to present a neat appearance and to be free of odors. Residents who are not bedfast shall be dressed each day, in their own clothing, as appropriate to their activities, preferences, and comforts.

B. DECUBITI PREVENTION: Nursing personnel shall employ appropriate nursing management techniques to promote the maintenance of skin integrity and to prevent development of decubiti filed in the resident's clinical record, except as provided in this section.

- (1) Verbal orders: Verbal orders from physicians or dentists may be accepted by a nurse or pharmacist, or, in the case of verbal orders for rehabilitative therapy, by a therapist. Verbal orders shall be immediately written, signed and dated by the nurse, pharmacist or therapist on a requirement may be waived if:
 - (a) Facility has made unsuccessful good faith effort; and
 - (b) The Health and Environment Department determines residents will not be endangered; or
 - (c) Staffing is sufficient to meet residents' needs.
- (2) Nursing personnel shall provide care, including proper hydration, designated to maintain current functioning and to improve the resident's ability to carry out activities of daily living, including assistance with maintaining good body alignment and proper positioning to prevent deformities.
- (3) Each resident shall be encouraged to be up and out of bed as possible, unless otherwise ordered by a physician.
- (4) Any significant changes in the condition of any resident shall be reported to the nurse in charge or on call, who shall take appropriate action.

C. REHABILITATIVE MEASURES: Residents shall be assisted in carrying out rehabilitative measures initiated by a rehabilitative therapist ordered by a physician, including assistance with adjusting to any disabilities and using any prosthetic devices.

D. TUBERCULOSIS RETESTING: Resident's shall be retested for tuberculosis infection based on the prevalence of tuberculosis in the community and the likelihood of exposure to tuberculosis in the facility.

E. NOURISHMENT:

- (1) Diets: Residents shall be served diets as prescribed by a physician.
- (2) Adaptive devices: Adaptive self-help devices shall be available to residents assessed as capable of using such devices and these residents shall be trained in their use to contribute to independence in eating.
- (3) Assistance: Residents who require assistance with food or fluid intake shall be helped as necessary.
- (4) Food and fluid intake and diet acceptance: A resident's food and fluid intake and acceptance of diet shall be monitored and documented, and significant deviations from normal eating patterns shall be reported to the nurse and either the resident's physician or dietician as appropriate.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.42 NMAC - Rn, 7 NMAC 9.2.42, 8-31-00]

7.9.2.43 NOTIFICATION OF CHANGES IN CONDITION OR STATUS OF RESIDENT:

A. CHANGES IN CONDITION: A resident's physician, guardian, if any, and any other responsible

person designated in writing by the resident or guardian to be notified shall be notified promptly of any significant accident, injury, or adverse change in the resident's condition.

B. CHANGES IN STATUS: A resident's guardian and other person designated in writing by the resident or guardian shall be notified promptly of any significant nonmedical change in the resident's status, including financial situation, any plan to discharge the resident, or any plan to transfer the resident within the facility or to another facility.

[5-2-89; 7.9.2.43 NMAC - Rn, 7 NMAC 9.2.43, 8-31-00]

7.9.2.44 TREATMENT AND ORDERS:

A. ORDERS:

(1) Restriction. Medications, treatments and rehabilitative therapies shall be administered as ordered by a physician or dentist subject to the resident's rights to refuse them. No medication, treatment or changes in medication or treatment may be administered to a resident without a physician's or dentists written order which shall be filed in the resident's clinical record, except as provided in this section.

(2) Verbal orders: Verbal orders from physicians or dentists may be accepted by a nurse or pharmacist, or, in the case of verbal orders for rehabilitative therapy, by a therapist. Verbal orders shall be immediately written, signed and dated by the nurse, pharmacist or therapist on a not specifically limited as to time or number of doses when ordered shall be automatically stopped in accordance with the stop order policy required by Subsection A of 7.9.2.57 NMAC of these regulations.

(3) Notice to physicians or dentists: Each resident's attending physician or dentist shall be notified of stop order policies and contacted promptly for renewal of orders which are subject to automatic termination.

B. STOP ORDERS: Medications shall be in accordance with the stop order policy required by Subsection E of 7.9.2.57 NMAC of these regulations.

(1) Notice to physicians or dentists: Each resident's attending physician or dentist shall be notified of stop order policies and contacted promptly for renewal of orders which are subject to automatic termination.

C. RELEASE OF MEDICATIONS TO RESIDENTS: Medications shall be released to residents who are on leave or have been discharged only on order of the physician.

D. ADMINISTRATION OF MEDICATIONS:

(1) Personnel who may administer medications: In a nursing home, medications may be administered only by a nurse or other licensed medical professional whose, licensed scope of practice permits administration of medication.

(2) Responsibility for administration: Policies and procedures designed to provide safe and accurate administration of medications shall be developed by the facility and shall be followed by personnel assigned to prepare and administer medication except when a single unit dose package distribution system is used. Person administering medication will immediately record in the resident's clinical records.

(3) Omitted doses: If, for any reason, a medication is not administered as ordered the omission shall be noted in the resident's medication record with explanation of the omission.

(4) Self-administration: Self-administration of medications by residents shall be permitted on order of the resident's physician.

(5) Errors and reactions: Medication errors and suspected or apparent drug reactions shall be reported to the nurse in charge or on call as soon as discovered and any entry made in the resident's clinical record. The nurse shall take appropriate action, including notifying the physician.

(6) Day care: The handling and administration of medications for day care clients shall comply with the requirements of this subsection.

[7-1-60, 5-2-89; 7.9.2.44 NMAC - Rn, 7 NMAC 9.2.44, 8-31-00]

7.9.2.45 PHYSICAL AND CHEMICAL RESTRAINTS:

A. DEFINITIONS: As used in this subsection, the following definitions apply:

(1) Physical restraint: means any article, device, or garment which is used primarily to modify, resident behavior by interfering with the free movement of the resident, and which the resident is unable to remove easily, or confinement in a locked room. Mechanical supports shall not be considered physical restraints.

(2) Mechanical support: means any article, device, or garment which is used only to achieve the proper position or balance of the resident, which may include but is not limited to a geriatric chair, posey belt, or jacket, waist belt, pillows, or wedges. Necessity for mechanical support use must be documented in the residents record and such use must be outlined in the resident's care plan.

(3) Chemical restraint: means a medication used primarily to modify behavior by interfering with the resident's freedom of movement or mental alertness.

B. ORDERS REQUIRED: Physical or chemical restraints shall be applied or administered only on the written order of a physician which shall indicate the resident's name, the type of restraint(s), the reason for restraint, the type of restraint authorized, and the period during which the restraint(s) is (are) to be applied.

C. EMERGENCIES: A physical restraint may be applied temporarily without an order if necessary to protect the resident or another person from injury or to prevent physical harm to the resident or another person resulting from the destruction of property, provided that the physician is notified immediately and authorization for continued use is obtained from the physician within twelve (12) hours.

D. RESTRICTION: If the mobility of a resident is required to be restrained and can be appropriately restrained either by a physical or chemical restraint or by a locked unit, the provisions of this section shall apply.

E. TYPE OF RESTRAINTS: Physical restraints shall be of a type which can be removed promptly in an emergency, and shall be the least restrictive type appropriate to the resident.

F. PERIODIC CARE: Nursing personnel shall check a physically restrained resident as necessary, but at least every 30 minutes to see that the resident's personal needs are met and to change the resident's position if necessary. The restrained resident shall have restraints released and shall have opportunity for toileting, hydration, and exercise at least every two hours. Cheeks and releases will be documented.

G. RECORDS: Any use of restraints shall be noted, dated, and documented in the resident's clinical record on each tour of duty during which the restraints are in use.

[5-2-89; 7.9.2.45 NMAC - Rn, 7 NMAC 9.2.45, 8-31-00]

7.9.2.46 USE OF OXYGEN:

A. ORDERS OF OXYGEN: Except in an emergency, oxygen shall be administered only on order of a physician.

B. PERSON ADMINISTERING: Oxygen shall be administered to residents only by a capable person trained in its administration and use.

C. SIGNS: "No Smoking" signs shall be posted at the entrance of the room in which oxygen is in use.

D. FLAMMABLE GOODS: Prior to administering oxygen, all matches and other smoking material shall be removed from the room.

[7-1-60, 5-2-89; 7.9.2.46 NMAC - Rn, 7 NMAC 9.2.46, 8-31-00]

7.9.2.47 RESIDENT CARE PLANNING:

A. DEVELOPMENTAL AND CONTENT OF CARE PLANS: Except In the case of a person admitted for short-term care, within two (2) weeks following admission a written care plan shall be developed, based on the resident's history and assessments from all appropriate disciplines and the physician's evaluations and orders, which shall include:

(1) Measurable goals with specific time limits for attainment.

(2) The specific approaches for delivery needed care, and indication of which professional disciplines are responsible for delivering the care.

B. EVALUATIONS AND UPDATES: The care of each resident shall be reviewed by each of the services involved in the resident's care and the care plan evaluated and updated no less than quarterly or more often as needed.

C. IMPLEMENTATION: The care plans shall be substantially followed.

[7-1-60, 5-2-89; 7.9.2.47 NMAC - Rn, 7 NMAC 9.2.47, 8-31-00]

7.9.2.48 MEDICAL DIRECTION IN SKILLED CARE FACILITIES:

A. MEDICAL DIRECTOR: Every skilled care facility shall retain, pursuant to a written agreement, a physician to serve as medical director on a part-time or full-time basis as is appropriate for the needs of the residents and the facility. If the facility has an organized medical staff, the medical director shall be designated by the medical staff with approval of the licensee.

B. COORDINATION OF MEDICAL CARE: Medical direction and coordination of medical care in the facility shall be provided by the medical director. The medical director shall be responsible for development of written rules and regulations which shall be approved by the licensee and include delineation of the responsibilities

of attending physicians. If there is an organized medical staff, by-laws also shall be developed by the medical director and approved by the licensee. Coordination of medical care shall include liaison with attending physician to provide that physicians' orders are written promptly upon admission of a resident, that periodic evaluations of the adequacy and appropriateness of health professional and supportive staff and services are conducted, and that the medical needs of the residents are met.

C. RESPONSIBILITIES TO THE FACILITY: The medical director shall monitor the health status of the facility's employees. Incidents and accidents that occur on the premises shall be reviewed by the medical director to identify hazards to health and safety.

[7-1-60, 5-2-89; 7.9.2.48 NMAC - Rn, 7 NMAC 9.2.48, 8-31-00]

7.9.2.49 PHYSICIAN SERVICES IN ALL FACILITIES: The facility shall assure that the following services are provided:

A. ATTENDING PHYSICIANS: Each resident shall be under the supervision of a physician of the resident's or guardian's choice who evaluates and monitors the resident's immediate and long-term needs and prescribes measures necessary for the health, safety and welfare of the resident. Each attending physician shall make arrangements for the medical care of the physician's residents in the physician's absence.

B. PHYSICIAN'S VISIT:

(1) Each resident who requires skilled nursing care shall be seen by a physician at least every thirty (30) days and an intermediate care resident at least every sixty (60) days unless the physician specifies and justifies in writing an alternate schedule of visits.

(2) The physician shall review the plan of care required at the time of each visit.

(3) The physician shall review the resident's medications and other orders at least at the time of each visit.

(4) The physician shall review the resident's medications and orders at least at the time of each visit.

C. AVAILABILITY OF PHYSICIANS FOR EMERGENCY PATIENT CARE: The facility shall have written procedures, available at each nurse's station, for procuring a physician to furnish necessary medical care in emergencies and for providing care pending arrival of a physician. The names and telephone numbers of the physicians or medical service personnel available for emergency care shall be posted at each nursing station.

[7-1-60, 5-2-89; 7.9.2.49 NMAC - Rn, 7 NMAC 9.2.49, 8-31-00]

7.9.2.50 NURSING SERVICES:

A. DEFINITIONS:

(1) Nursing personnel: means nurses, nurse aides, nursing assistants, and orderlies.

(2) Ward clerk: means an employee who performs clerical duties of the nursing personnel.

B. DIRECTOR OF NURSING SERVICES IN SKILLED CARE AND INTERMEDIATE CARE FACILITIES:

(1) Staffing requirement: Every skilled care facility and every intermediate care facility shall employ a full-time director of nursing services who may also serve as a charge nurse. The director of nursing services shall work only on the day shift except as in an emergency or required for the proper supervision of nursing personnel.

(2) Qualifications: The director of nursing services shall:

(a) Be a registered or licensed practical nurse; and

(b) Be trained or experienced in areas such as nursing service administration, restorative nursing, psychiatric nursing, or geriatric nursing.

(3) Duties: The director of nursing services shall be responsible for:

(a) Supervising the functions, activities and training of the nursing personnel;

(b) Developing and maintaining standard nursing practice, nursing policy and procedure manuals, and written job descriptions for each level of nursing personnel;

(c) Coordinating nursing services with other resident services;

(d) Designating the charge nurses provided for by this section;

(e) Ensuring that the duties of nursing personnel shall be clearly defined and assigned to staff members consistent with the level of education, preparation, experience, and licensing of each.

C. CHARGE NURSES IN SKILLED CARE FACILITIES AND INTERMEDIATE CARE FACILITIES:

(1) Staffing requirement:

- (a) A skilled nursing facility shall have at least one charge nurse on duty at all times.
 - (b) An intermediate care facility shall have a charge nurse during every tour of duty.
 - (2) Qualifications: Unless otherwise required under this paragraph, the charge nurses shall be registered nurses or licensed practical nurses, and shall have had training, or be acquiring training, or have had experience in areas such as nursing service administration, restorative nursing, psychiatric nursing, or geriatric nursing.
 - (3) Duties:
 - (a) The charge nurse, if a registered nurse, shall supervise the nursing care of all assigned residents, and delegate the duty to provide for the direct care of specific residents, including administration of medications by nursing personnel based upon individual resident needs, the facility's physical arrangement, and the staff capability;
 - (b) The charge nurse, if a licensed practical nurse, shall manage and direct the nursing and other activities of other licensed practical nurse and less skilled assistants and shall arrange for the provision of direct care to specific residents, including administration of medications, by nursing personnel based upon individual resident needs, the facility's physical arrangement, and the staff capability.
- [7-1-60, 5-2-89; 7.9.2.50 NMAC - Rn, 7 NMAC 9.2.50, 8-31-00]

7.9.2.51 NURSING STAFF: In addition to the requirements of Section 7.9.2.50 NMAC, the following conditions shall be met:

- A. ASSIGNMENTS:** There shall be sufficient nursing service personnel assigned to care for the specific needs of each resident on each tour of duty. Those personnel shall be briefed on the condition and appropriate care of each resident prior to beginning hands-on care of residents.
- B. RELIEF PERSONNEL:** Facilities shall obtain qualified relief personnel.
- C. RECORDS, WEEKLY SCHEDULES:** Weekly time schedules shall be planned at least one week in advance, shall be posted and dated, shall indicate the names and classifications of nursing personnel and relief personnel assigned on each nursing unit for each tour of duty, and shall be updated as changes occur.
- D. STAFF MEETINGS:** Meetings shall be held at least quarterly for the nursing personnel to brief them on new developments, raise issues relevant to the service, and for such other purposes as are pertinent.
- E. TWENTY-FOUR (24) HOUR COVERAGE:** All facilities shall have at least one nursing staff person on duty at all times.
- F. STAFFING PATTERNS:** The assignment of the nursing personnel required by this subsection to each tour of duty shall be sufficient to meet each resident's needs and implement each resident's comprehensive care plan.

(1) Nursing department personnel means, the director of nursing, the assistant director of nursing, nursing department directors, licensed nursing personnel, certified nursing assistants, nursing assistants who have completed 16 hours or more of orientation and demonstrated competency and restorative nursing assistants.

(2) The director of nursing, the assistant director of nursing, and nursing department directors may be counted towards the minimum staffing requirements only for the time spent on the shift providing direct resident care services.

(a) A skilled nursing facility or facility that offers intermediate and skilled nursing shall maintain a nursing department minimum staffing level of two and a half (2.5) hours per patient day calculated on a seven (7) day average.

(b) An intermediate care facility shall maintain a nursing department minimum staffing level of two and three-tenths (2.3) hours per patient day calculated on a seven (7) day average.

(c) Within one hour of shift change, facilities shall post the number of nursing personnel on duty in a conspicuous and consistent location for public review. Shifts are informally defined as the day shift, evening shift, and night shift. Employees working variations of these shifts shall be included within the shift count where a majority of the hours fall. **EXAMPLE:** For a facility with 100 patients, 2.3 hours per patient day averages one nursing department employee on duty for approximately every 10 to 11 patients. For a facility with 100 patients, 2.5 hours per patient day averages one nursing department employee for every 9 to 10 patients. These are daily averages that will vary from shift to shift so that actual staffing might approximate:

	2.3 Hours Per Patient Day	2.5 Hours Per Patient Day
Day Shift	1 staff for 8 patients	1 staff for 7 patients
Evening Shift	1 staff for 10 patients	1 staff for 10 patients
Night Shift	1 staff for 13 patients	1 staff for 12 patients

7.9.2.52 DIETARY SERVICE: The facility shall provide a dietary service or contract for a dietary service which meets the requirements of this section.

A. STAFF:

(1) Full or part-time supervisor: The dietary service shall be supervised by a full-time supervisor, except that an intermediate care facility with fewer than fifty (50) residents may employ a person to work as supervisor part-time.

(2) Qualifications: The dietary service supervisor shall be either:

(a) A dietitian; or

(b) Shall receive necessary consultation from a dietitian and shall have completed a course of study of not less than ninety (90) hours credit in food service supervision at a vocational, technical, or adult education school or equivalent, or presently be enrolled in such a course of study; or hold an associate degree as a dietetic technician.

(3) Staff: There shall be dietary service personnel on duty at least twelve (12) hours daily who may include the supervisor.

B. HYGIENE OF STAFF: Dietary staff and other personnel who participate in dietary service shall be in good health and practice hygienic food handling techniques.

C. MENUS:

(1) Menus shall be planned and written at least two (2) weeks in advance of their use, and shall be adjusted for seasonal availability of foods.

(2) Menus shall be planned, to the extent medically possible, in accordance with the "Recommended Daily Dietary Allowances", of the Food and Nutrition Board of the National Research Council, National Academy of Sciences.

(3) Food sufficient to meet the needs of each resident shall be planned, prepared and served for each meal. When changes in the menu are necessary, substitutions shall provide equal nutritive value. Record of menus as served, including substitutions shall be retained for one (1) year.

(4) The facility shall make reasonable adjustments to accommodate each resident's preferences, habits, customs, appetite, and physical condition.

(5) A file of tested recipes shall be maintained.

(6) A variety of protein food, fruits, vegetables, dairy products, breads, and cereals shall be provided.

D. THERAPEUTIC DIETS:

(1) Therapeutic diets shall be served only on order of the physician, and shall be consistent with such orders.

(2) Therapeutic menus shall be planned with supervision and/or consultation from a qualified dietitian.

(3) Vitamin and mineral supplements shall be given only on order of the physician.

E. MEAL SERVICE: All diets shall be prescribed by the attending physician.

(1) Schedule: At least three (3) meals or their equivalent shall be offered to each resident daily, not more than six (6) hours apart, with not more than a fourteen (14) hour span between a substantial evening meal and the following breakfast.

(2) Identification to trays: Trays, if used, shall be identified with the resident's name and type diet.

(3) Table service: Table service shall be provided for all residents who can and want to eat at a table.

(4) Re-service: Food served to a resident in an unopened manufacturer's package may not be re-served unless the package remains unopened and maintained at the proper temperature.

(5) Temperature: Food shall be served and maintained at proper temperatures, according to standards established by Environmental Improvement Division.

(6) Snacks: If not prohibited by the resident's diet or condition, nourishments shall be offered routinely to all residents between the evening meal and bedtime.

(7) Drinking water: When a resident is confined to bed, a covered pitcher of drinking water and a glass shall be provided on a beside stand. The water shall be changed frequently during the day, and pitchers and glasses shall be sanitized daily. Single-service disposable pitchers and glasses may be used. Common drinking utensils shall not be used.

(8) Food transportation: Food transported into public areas other than the dining room shall be protected from environmental contamination.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.52 NMAC - Rn, 7 NMAC 9.2.52, 8-31-00]

7.9.2.53 FOOD SUPPLIES AND PREPARATION:

- A. SUPPLIES:** Food shall be purchased or procured from approved sources or sources meeting federal, state, and local standards or laws.
- B. PREPARATION:** Food shall be cleaned and prepared by methods that conserve nutritive value, flavor and appearance. Food shall be cut, chopped, or ground as needed for individual residents.
- C. MILK:** Only pasteurized fluid milk which is certified Grade A shall be used for beverages. Powdered milk may be used for cooking if it meets Grade A standards or is heated to a temperature of 165 degrees Fahrenheit during cooking

[7-1-60, 7-1-64, 5-2-89; 7.9.2.53 NMAC - Rn, 7 NMAC 9.2.53, 8-31-00]

7.9.2.54 SANITATION:

A. EQUIPMENT AND UTENSILS:

- (1) All equipment, appliances and utensils used in preparation or serving of food shall be maintained in a functional, sanitary, and safe condition. Replacement equipment shall meet criteria established in "Listing of Food Service Equipment" by the national sanitation foundation.
- (2) The floors, walls, and ceilings of all rooms in which food or drink is stored or prepared or in which utensils are washed shall be kept clean, smooth, and in good repair.
- (3) All furnishings, table linens, drapes, and furniture shall be maintained in a clean and sanitary condition.
- (4) Single-service, individually packaged, utensils shall be stored in the original, unopened wrapper until used, may not be made of toxic material and may not be re-used or re-distributed if the original wrapper has been opened.

B. STORAGE AND HANDLING OF FOOD:

- (1) Food shall be stored, prepared, distributed, and served under sanitary conditions which prevent contamination.
- (2) All readily perishable food and drink, except when being prepared or served, shall be kept in a refrigerator which shall have a temperature maintained at or below forty (40) degrees Fahrenheit.

C. ANIMALS: Animals shall not be allowed where food is prepared, served or stored, or where utensils are washed or stored except in eating areas when food is not being served.

D. DISHWASHING: Whether washed by hand or mechanical means, all dishes, plates, cups, glasses, pots, pans, and utensils shall be cleaned in accordance with accepted procedures which shall include separate steps for prewashing, washing, rinsing, and sanitizing by means of hot water or chemicals or a combination approved by the department.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.54 NMAC - Rn, 7 NMAC 9.2.54, 8-31-00]

7.9.2.55 REHABILITATIVE SERVICES: Each facility shall either provide or arrange for, under written agreement, specialized rehabilitative services as needed by residents to improve and maintain functioning.

A. CONFORMITY WITH ORDERS AND PLAN: Rehabilitative services shall be administered under a written plan of care that is developed in consultation with the attending physician and the therapist(s). The plan of care will be based on physician orders and assessment by the therapist(s).

B. REPORT TO PHYSICIAN: Within two (2) weeks of the initiation of rehabilitative treatment, a report of the resident's progress shall be made to the physician.

C. REVIEW OF PLAN: Rehabilitative services shall be reevaluated at least quarterly by the physician and therapists, and the plan of care updated as necessary.

[5-2-89; 7.9.2.54 NMAC - Rn, 7 NMAC 9.2.55, 8-31-00]

7.9.2.56 SPECIALIZED SERVICES-QUALIFICATIONS:

A. PHYSICAL THERAPY: Physical therapy shall be given or supervised only by a licensed physical therapist.

B. SPEECH AND HEARING THERAPY:

(1) Speech and hearing therapy shall be given or supervised only by a therapist who is licensed under the New Mexico Speech-Language and Pathology and Audiology Act, (Sections 61-14B-1 through 61-14B-16 NMSA 1978).

(2) Meets the educational standards, and is in the process of acquiring the supervised experience required for the certification of Speech-Language Pathologists.

C. OCCUPATIONAL THERAPY: Occupational therapy shall be given or supervised only by a therapist who meets the standard for registration as an occupational therapist of the American Occupational Therapy Association.

D. EQUIPMENT: Equipment necessary for the provision of therapies required by the residents shall be available and used as needed.

[5-2-89; 7.9.2.56 NMAC - Rn, 7 NMAC 9.2.56, 8-31-00]

7.9.2.57 PHARMACEUTICAL SERVICES:

A. DEFINITIONS: As used in this section:

(1) Medication: has the same meaning as the term “drug”.

(2) Prescription medication: has the same meaning as the term “prescription drug”.

B. SERVICES: Each facility shall provide for obtaining medications for the residents from licensed pharmacies.

C. SUPERVISION:

(1) Medication Consultant: Each facility shall retain a registered pharmacist who shall visit the facility at least monthly to review the drug regimen of each resident and medication practices.

(2) The pharmacist shall submit a written report of findings at least monthly to the facility's administrator.

D. EMERGENCY MEDICATION KIT:

(1) A facility may have one or more emergency medication kits available to each charge nurse. All emergency kits shall be under the control of a pharmacist.

(2) The emergency kit shall be sealed and stored in a locked area. The facility shall have a policy and procedures for access by staff to the emergency kit in case of need.

E. REQUIREMENTS FOR ALL MEDICATION SYSTEMS:

(1) Obtaining new medications: When medications are needed which are not stocked, a licensed nurse shall telephone an order to the pharmacist who shall fill the order.

(2) Storing and labeling medications: All medications shall be handled in accordance with the following provisions:

(a) The storage and labeling of medications shall be based on currently acceptable professional practices.

(b) The consulting pharmacist shall be responsible to develop policies and procedures governing all aspects of storage and labeling of medications.

(c) The consulting pharmacist shall be responsible for assuring the facility meets all requirements for storage and labeling as required by New Mexico Board of Pharmacy.

(3) Destruction of medications:

(a) Time limit: Unless otherwise ordered by a physician, a resident's medication not returned to the pharmacy for credit shall be removed to a locked storage area when discontinued by a physician's order. Such discontinued medications will be destroyed within thirty (30) days of the physician's discontinuance of use.

(b) Procedure: Records shall be kept of all medication returned for credit and/or disposal.

(c) Remaining controlled substances: Any controlled substances remaining after the discontinuance of physician's orders or the discharge or death of the resident shall be inventoried on the appropriate U.S. drug enforcement agency form and one copy shall be kept on file in the facility.

(4) Control of medication:

(a) Receipt of medications: The administrator or a physician, nurse, or pharmacist, may be an agent of the resident for the receipt of medications.

(b) Signatures: When the medication is received by the facility, the person completing the control record shall sign the record indicating the amount received.

(c) Discontinuance of medications: The consulting pharmacist shall assist the facility to develop policies for the automatic discontinuance of medications.

(5) Proof-of-use record:

(a) For schedule II drugs, a proof-of-use record shall be maintained which lists, on separate proof-of-use sheets for each type and strength of schedule II drug, the date and time administered, resident's name, physician's name, dose, signature of the person administering dose, and balance.

(b) Proof-of-use records shall be audited daily by the registered nurse or licensed practical nurse.

(6) Resident control and use of medications:

(a) Residents may have medications in their possession or stored at their bedside on the order of a physician.

(b) Medications which, if ingested or brought into contact with the nasal or eye mucosa, would produce toxic or irritant effects shall be stored and used only in accordance with the health, safety, and welfare of all residents.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.57 NMAC - Rn, 7 NMAC 9.2.57, 8-31-00]

7.9.2.58 DIAGNOSTIC SERVICES:

A. REQUIREMENT OF SERVICES: The facility shall provide for promptly obtaining required laboratory, x-ray, and other diagnostic services.

B. FACILITY-PROVIDED SERVICES: Any laboratory and x-ray services provided by the facility shall meet the applicable requirements for hospitals.

C. OUTSIDE SERVICES: If the facility does not provide these services, arrangements shall be made for obtaining the services from a physician's office, hospital, nursing facility, portable x-ray supplier, or independent laboratory.

D. PHYSICIAN'S ORDER: No services under the subsection may be provided without an order of a physician.

E. NOTICE OF FINDINGS: The attending physician shall be notified promptly of the findings of all tests provided under this subsection.

F. TRANSPORTATION: The facility shall assist the resident, if necessary, in arranging for transportation to and from the provider of service.

(1) Any employee or agent of a regulated facility or agency who is responsible for assisting a resident in boarding or alighting from a motor vehicle must complete a state-approved training program in passenger transportation assistance before assisting any resident. The passenger transportation assistance program shall be comprised of but not limited to the following elements: resident assessment, emergency procedures, supervised practice in the safe operation of equipment, familiarity with state regulations governing the transportation of persons with disabilities, and a method for determining and documenting successful completion of the course. The course requirements above are examples and may be modified as needed.

(2) Any employee or agent of a regulated facility or agency who drives a motor vehicle provided by the facility or agency for use in the transportation of clients must complete:

(a) A state approved training program in passenger assistance and

(b) A state approved training program in the operation of a motor vehicle to transport clients of a regulated facility or agency. The motor vehicle transportation assistance program shall be comprised of but not limited to the following elements: resident assessment, emergency procedures, supervised practice in the safe operation of motor vehicles, familiarity with state regulations governing the transportation of persons with disabilities, maintenance and safety record keeping, training on hazardous driving conditions and a method for determining and documenting successful completion of the course. The course requirements above are examples and may be modified as needed.

(c) A valid New Mexico drivers license for the type of vehicle being operated consistent with State of New Mexico requirements.

(3) Each regulated facility and agency shall establish and enforce written policies (including training) and procedures for employees who provide assistance to clients with boarding or alighting from motor vehicles.

(4) Each regulated facility and agency shall establish and enforce written policies (including training) and procedures for employees who operate motor vehicles to transport clients.

[5-2-89; 7.9.2.58 NMAC - Rn & A, 7 NMAC 9.2.58, 8-31-00]

7.9.2.59 BLOOD AND BLOOD PRODUCTS: Any blood-handling and storage facilities shall be safe, adequate, and properly supervised. If the facility provides for maintaining and transferring blood and blood products, it shall meet the appropriate requirements for licensed hospitals. If the facility only provides transfusion services, it shall meet the requirements of applicable regulations.

[5-2-89; 7.9.2.59 NMAC - Rn, 7 NMAC 9.2.59, 8-31-00]

7.9.2.60 DENTAL SERVICES:

A. ADVISORY DENTIST: The facility shall retain an advisory dentist to participate in the staff development program for nursing and other appropriate personnel to recommend oral hygiene policies and practices for the care of residents.

B. ATTENDING DENTISTS:

(1) Arrangements for dental care: The facility shall make arrangements for dental care for residents who do not have a private dentist.

(2) Transportation: The facility shall assist the resident, if necessary, in arranging for transportation to and from the dentist's office.

C. DENTAL EXAMINATION OF RESIDENTS: Dental health care shall be provided or arranged for the resident as needed.

D. EMERGENCY DENTAL CARE: The facility shall arrange for emergency dental care when a resident's attending dentist is unavailable.

[7-1-60, 5-2-89; 7.9.2.60 NMAC - Rn, 7 NMAC 9.2.60, 8-31-00]

7.9.2.61 SOCIAL SERVICES:

A. PROVISION OF SERVICES: Each facility shall provide for social services in conformance with this section.

B. STAFF:

(1) Social worker: Each facility shall employ or retain a person full-time or part-time to coordinate the social services, to review the social needs of residents, and to make referrals.

(2) Qualifications: The person shall:

(a) Have a bachelor's degree in social work, sociology, or psychology; and have one year of social work experience in a health care setting; or

(b) Have a master's degree in social work from a graduate school of social work accredited by the Council on Social Work Education; or

(c) If the designated person is not a qualified social worker, the facility shall receive at least monthly consultation from a social worker who meets the required standards.

C. ADMISSION:

(1) Interviews: Before or at a time of admission, each resident and guardian, if any, and any other person designated by the resident or guardian, shall be interviewed by the social service designee to assist the patient in adjusting to the social and emotional aspects of illness, treatment, and stay in the facility.

(2) Admission history: A social history of each resident shall be prepared.

D. CARE PLANNING:

(1) Within two (2) weeks after admission, an evaluation of social needs and potential for discharge shall be completed for each resident.

(2) A social component of the plan of care, including preparation for discharge, if appropriate, shall be developed and included in the plan of care; required by these regulations.

(3) Social services care and plan shall be evaluated every ninety (90) days.

E. SERVICES: Social services staff shall provide the following:

(1) Referrals: If necessary, referrals for legal services, or to appropriate agencies in cases of legal, financial, psychiatric, rehabilitative or social problems which the facility cannot serve.

(2) Adjustment assistance: Assistance with adjustment to the facility, and continuing assistance to and communication with the resident, guardian, family, or other responsible persons.

(3) Discharge planning: Assistance to other facility staff and the resident in discharge planning at the time of admission and prior to removal under this chapter.

(4) Training: Participation in in-service training for direct care staff on the emotional and social problems and needs of the aged and ill and on methods for fulfilling these needs.

[5-2-89; 7.9.2.61 NMAC - Rn, 7 NMAC 9.2.61, 8-31-00]

7.9.2.62 ACTIVITIES:

A. PROGRAM:

(1) Every facility shall provide an activities program which meets the requirements of this section. The program may consist of any combination of activities provided by the facility and those provided by other community resources.

(2) The activities program shall be planned for group and individual activities, and shall be designed to meet the needs and interests of each resident and to be consistent with each resident's plan of care.

B. STAFF:

(1) Definition: "Qualified activities coordinator" means, in a skilled nursing facility, a person who:

- (a) Has a bachelor's degree in recreation therapy and is eligible for registration as a therapeutic recreation specialist with the National Therapeutic Recreation Society; or
- (b) Is an occupational therapist or occupational therapy assistant who meets the requirements for certification by the American Occupational Therapy Association; or
- (c) Has two (2) years of experience in a social or recreational program within the last five years, one year of which was full-time in a patient activities program in a health care setting; or
- (d) Has completed a state approved program.
- (e) In an intermediate care facility, a staff member who is qualified by experience or training in directing group activity.

(2) Supervision: The activity program shall be supervised by:

- (a) A qualified activities coordinator; or
- (b) An employee who receives at least monthly consultation from a qualified activities coordinator.

[5-2-89; 7.9.2.62 NMAC - Rn, 7 NMAC 9.2.62, 8-31-00]

7.9.2.63 EQUIPMENT AND SUPPLIES:

A. BEDS:

(1) Each resident shall be provided a bed which is at least thirty-six (36) inches wide, is equipped with a headboard of sturdy construction and is in good repair. Roll-away beds, day beds, cots, or double or folding beds shall not be used.

(2) Each bed shall be in good repair and provided with a clean, firm mattress of appropriate size for the bed.

(3) Side rails shall be installed for both sides of the bed when required by the resident's condition.

B. BEDDING:

(1) Each resident shall be provided at least one (1) clean, comfortable pillow. Additional pillows shall be provided if requested by the resident or required by the resident's condition.

(2) Each bed shall have a mattress pad unless contraindicated by special use equipment.

(3) If mattress is not moisture-proof, a moisture-proof mattress cover shall be provided. A moisture-proof pillow cover shall be provided to keep each mattress and pillow clean and dry.

- (a) A supply of sheets and pillow cases sufficient to keep beds clean, dry and odor-free shall be stocked. At least two (2) sheets and two (2) pillow cases shall be furnished to each resident each week.

- (b) Beds occupied by bedfast or incontinent residents shall be provided drawsheets or appropriate pads.

(4) A sufficient number of blankets shall be provided to keep each resident warm. Blankets shall be changed and laundered as often as necessary to maintain cleanliness and freedom from odors.

(5) Each bed shall have a clean, washable bedspread.

C. OTHER FURNISHINGS:

(1) Each resident who is confined to bed shall be provided with a bedside storage unit containing at least one (1) drawer for personal items and a drawer or compartment for necessary nursing equipment. All other residents shall be provided with a storage unit in the resident's room, containing at least one drawer for personal items and a drawer or compartment for necessary nursing equipment.

(2) At least one (1) arm chair shall be available for each room for each bed. A folding chair shall not be used.

(3) A properly shaded reading light in working condition shall be installed over or at each bed.

(4) Adequate compartment or drawer space shall be provided in each room for each resident to store personal clothing and effects and to store, as space permits, other personal possessions in a reasonably secure manner.

(5) A sturdy and stable table that can be placed over the bed or armchair shall be provided to every resident who does not eat in the dining room.

D. TOWELS, WASHCLOTHS, AND SOAP:

(1) Clean towels and washcloths shall be provided to each resident as needed. Towels shall not be

used by more than one resident between launderings.

- (2) An individual towel rack shall be installed at each resident's bedside or at the lavatory.
- (3) Single service towels and soap shall be provided at each lavatory for use by staff.

E. WINDOW COVERINGS: Every window in patient care area shall be supplied with flame retardant shades, draw drapes or other covering material or devices which, when properly used and maintained, shall afford privacy and light control for the resident.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.63 NMAC - Rn, 7 NMAC 9.2.63, 8-31-00]

7.9.2.64 RESIDENT CARE EQUIPMENT:

A. PERSONAL NEED ITEMS: When a resident because of his or her conditions needs a mouthwash cup, a wash basin, a soap dish, a bedpan, an emesis basin, or a standard urinal and cover, that item shall be provided to the resident. This equipment may not be interchanged between residents until it is effectively washed and sanitized.

B. THERMOMETERS: If reusable oral and rectal thermometers are used, they shall be cleaned and disinfected between use.

C. FIRST AID SUPPLIES: Each nursing unit shall be supplied with first aid supplies, including bandages, sterile gauze dressings, bandage scissors, tape, and a sling tourniquet.

D. OTHER EQUIPMENT: Other equipment, such as wheelchairs with brakes, footstools, commodes, foot cradles, footboards, under-the-mattress bedboards, walkers, trapeze frames, transfer boards, parallel bars, reciprocal pulleys, suction machines, patient lifts and Stryker or Froster frames, shall be used as needed for the care of the residents.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.64 NMAC - Rn, 7 NMAC 9.2.64, 8-31-00]

7.9.2.65 MAINTENANCE: All facility furnishings and equipment shall be maintained in a usable, safe and sanitary condition.

[7-1-60, 5-2-89; 7.9.2.65 NMAC - Rn, 7 NMAC 9.2.65, 8-31-00]

7.9.2.66 STERILIZATION OF SUPPLIES AND EQUIPMENT: Each facility shall provide sterilized supplies and equipment by one or more of the following methods:

A. Use of an autoclave.

B. Use of disposable, individually wrapped, sterile supplies such as dressings, syringes, needles, catheters, and gloves.

C. Sterilization services under a written agreement with another facility; or

D. Other sterilization procedures when approved in writing by the Department.

[7-1-60, 5-2-89; 7.9.2.66 NMAC - Rn, 7 NMAC 9.2.66, 8-31-00]

7.9.2.67 SANITIZATION OF UTENSILS: Utensils such as individual bedpans, urinals and wash basins which are in use shall be sanitized in accordance with acceptable sanitization procedures on a routine schedule. These procedures shall be done in an appropriate area.

[7-1-60, 5-2-89; 7.9.2.67 NMAC - Rn, 7 NMAC 9.2.67, 8-31-00]

7.9.2.68 DISINFECTION OF RESIDENT GROOMING UTENSILS: Hair care tools such as combs, brushes, metal instruments, and shaving equipment which are used for more than one resident shall be disinfected before each use.

[7-1-60, 5-2-89; 7.9.2.68 NMAC - Rn, 7 NMAC 9.2.68, 8-31-00]

7.9.2.69 OXYGEN:

A. No oil or grease shall be used on oxygen equipment.

B. When placed at the resident's bedside, oxygen tanks shall be securely fastened to a tip-proof carrier or base.

C. Oxygen regulators shall not be stored with solution left in the attached humidifier bottle.

D. When in use at the resident's bedside, cannulas, hoses, and humidifier bottles shall be changed at least every thirty (30) days.

E. Disposable inhalation equipment shall be pre-sterilized and kept in contamination-proof containers until used, and shall be replaced at least every thirty (30) days when in use.

F. With other inhalation equipment such as intermittent positive pressure breathing equipment, the entire resident breathing circuit, including nebulizers and humidifiers, shall be changed at least every seven (7) days. [5-2-89; 7.9.2.69 NMAC - Rn, 7 NMAC 9.2.69, 8-31-00]

7.9.2.70 HOUSEKEEPING SERVICES:

A. REQUIREMENT: Facilities shall develop and implement written policies that ensure a safe and sanitary environment for personnel and residents at all times.

B. CLEANING:

(1) General: The facility shall be kept clean and free from offensive odors, accumulations of dirt, rubbish, dust, and safety hazards.

(2) Floors: Floors and carpeting shall be kept clean. Polishes on floors shall provide a non-slip finish. Carpeting or any other material covering the floors that is worn, damaged, contaminated or badly soiled shall be replaced, repaired or cleaned.

(3) Other surfaces: Ceiling and walls shall be kept clean and in good repair at all times. The interior and exterior of the buildings shall be painted or stained as needed to protect the surfaces. Loose, cracked, or peeling wallpaper or paint shall be replaced or repaired.

(4) Furnishings: All furniture and other furnishings shall be kept clean and in good repair at all times.

(5) Combustibles in storage areas: Attics, cellars and other storage areas shall be kept safe and free from dangerous accumulations of combustible materials. Combustibles such as cleaning rags and compounds shall be kept in closed metal containers.

(6) Grounds: The grounds shall be kept free from refuse, litter, and wastewater. Areas around buildings, sidewalks, gardens, and patios shall be kept clear of dense undergrowth.

C. POISONS: All poisonous compounds shall be clearly labeled as poisonous and, when not in use, shall be stored in a locked area separate from food, kitchenware, and medications.

D. GARBAGE:

(1) Storage containers: All garbage and rubbish shall be stored in leak-proof, non-absorbent containers with close-fitting covers, and in areas separate from those used for the preparation and storage of food. Containers shall be cleaned regularly. Paperboard containers shall not be used.

(2) Disposal: Garbage and rubbish shall be disposed of promptly in a safe and sanitary manner.

E. LINEN AND TOWELS: Linens shall be handled, stored, processed, and transported in such a manner as to prevent the spread of infection. Soiled linen shall not be sorted, rinsed, or stored in bathrooms, residents' rooms, kitchens, food storage areas, nursing units, common hallways.

F. PEST CONTROL:

(1) Requirement: The facility shall be maintained reasonably free from insects and rodents, with harborage and entrances of insects and rodents eliminated.

(2) Provision of service: Pest control shall be provided when required for the control of insects and rodents.

(3) Screening of windows and doors: All windows and doors used for ventilation purposes shall be provided with wire screening of not less than number sixteen (16) mesh or its equivalent, and shall be properly installed and maintained to prevent entry of insects. Hinged screen days when in use.

(4) With other inhalation equipment such as intermittent positive pressure breathing equipment, the entire resident breathing circuit, including nebulizers and humidifiers, shall be changed at least every seven (7) days. [7-1-60, 7-1-64, 5-2-89; 7.9.2.70 NMAC - Rn, 7 NMAC 9.2.70, 8-31-00]

7.9.2.71 PHYSICAL ENVIRONMENT:

A. GENERAL: The buildings of the nursing facility shall be constructed and maintained so that they are functional for diagnosis and treatment and for the delivery services appropriate to the needs of the community and with due for protecting the health and safety of the patients. The provisions of this section apply to all new, remodeled and existing construction unless otherwise noted. Existing waivers at the time these regulations are enacted would continue to be accepted unless it is determined that the facility is unable to protect the health and safety of the resident.

B. DEFINITIONS: The definitions in the applicable life safety code required under these regulations apply to this subchapter. In addition, in this subchapter:

(1) Existing construction: means a building which is in place or is being constructed with plans approved by the department prior to the effective date of this chapter.

(2) Life safety code: means the National Fire Protection Association's standard 101.

(3) 1981 Code: means facilities with construction plans first approved by the Department on or after November 26, 1982, shall be free from dangerous accumulations of combustible materials. Combustibles such as cleaning rags and compounds shall be kept in closed metal containers.

(4) Fire safety evaluation system: means a proposed or existing facility not meeting all requirements of the applicable life safety code shall be considered in compliance if it achieves a passing score on the Fire Safety Evaluation System (FSES), developed by the United State Department of Commerce, National Bureau of Standards, to establish safety equivalencies under the Life Safety Code.

(5) New construction: means construction for the first time of any building or addition to an existing building, the plans for which are approved after the effective date of this chapter.

(6) Remodeling: means to make over or rebuild any portion of a building or structure and thereby modify its structural strength, fire hazard character, exists, heating and ventilating system, electrical system or internal circulation, as previously approved by the Department. Where exterior walls are in place but interior walls are not in place at the time of the effective date of this chapter, construction of interior walls shall be considered remodeling. "Remodeling" does not include repairs necessary for the maintenance of a building structure.

C. APPROVALS: The facility shall keep documentation of approvals on file in the facility following all inspections by state and local authorities.

D. FIRE PROTECTION:

(1) Basic responsibility: The facility shall provide fire protection adequate to ensure the safety of patients, staff and others on the premises. Necessary safeguards such as extinguishers, sprinkling and detection devices, fire and smoke barriers, and ventilation control barriers shall be installed to ensure rapid and effective fire and smoke control.

(2) New construction: Any new construction or remodeling shall meet the applicable provisions of the 1981 edition of the Life Safety Code.

(3) Existing facilities: Any existing facility shall be considered to have met the requirements of this subsection if, prior to the promulgation of this chapter, the facility complied with and continues to comply with the applicable provisions of the 1967, 1973, or 1981 edition of the Life Safety Code, with or without waivers.

(4) Equivalent Compliance: An existing facility that does not meet all requirements of the applicable Life Safety Code may be considered in compliance with it if it achieves a passing score on the Fire Safety Evaluation System (FSES) developed by the U.S. Department of Commerce National Bureau of Standard, to establish safety equivalencies under the Life Safety Code.

(5) Note: See Appendix C of the 1981 Life Safety Code.

E. GENERAL CONSTRUCTION: All capital investment plans subject to these regulations, shall be submitted to the Department for review and approval.

(1) One copy of preliminary or schematic plans shall be submitted to the Department for review and approval.

(2) One copy of final plans and specifications which are used for bidding purposes shall be submitted to the Department for review and approval before construction is started. Plans must be prepared and stamped by an architect registered in the State of New Mexico.

(3) If on-site construction above the foundation is not started within twelve (12) months of the date of approval of the final plans and specifications, the approval under these regulations shall be void and the plans and specifications shall be resubmitted for reconsideration of approval.

(4) Any changes in the approved final plans affecting the application of the requirements of this subchapter shall be shown on the approved final plans and shall be submitted to the Department for approval before construction is undertaken. The Department shall notify the facility in writing of any conflict with this subchapter found in its review of modified plans and specifications.

(5) General: Projects involving alterations of and additions to existing buildings shall be programmed and phased so that on-site construction will minimize disruptions of existing functions. Access, exit ways, and fire protection shall be so maintained that the safety of the occupants will not jeopardized during construction.

(6) Minimum requirements: All requirements listed in New Construction, relating to new construction projects, are applicable to renovation projects involving additions or alterations, except that when existing conditions make changes impractical to accomplish, minor deviations from functional requirements may be permitted if the intent of the requirements is met and if the care and safety of patients will not be jeopardized.

(7) Non-conforming conditions: When doing renovation work, if it is found to be unfeasible to correct all of the nonconforming conditions in the existing facility in accordance with these standards, acceptable

compliance status may be recognized by the Licensing Agency if the operation of the facility, necessary access by the handicapped, and safety of the patients, are not jeopardized by the remaining non-conforming conditions.

(8) Note #1: Plan approval by Construction Industries Division, labor and human relations under these regulations is also required for any new construction or remodeling.

(9) Note #2: Copies of the 1967, 1973, and 1981 Life Safety Codes and related codes can be obtained from the National Fire Protection Association, Battery March Park, Quincy, PA 02269.

F. CONSTRUCTIONS AND INSPECTIONS:

(1) General: Construction, of other than minor alterations, shall not be commenced until plan-review deficiencies have been satisfactorily resolved.

(a) The completed construction shall be in compliance with the approved drawings and specifications, including all addenda or modifications approved for the project.

(b) A final inspection of the facility will be scheduled for the purpose of verifying compliance with the approved drawings and specifications including all addenda or modifications approved for the project.

(2) In addition to compliance with these standards, all other applicable building codes, ordinances, and regulations under city, county, or other state agency jurisdiction shall be observed. Compliance with local codes shall be prerequisite for licensing. In areas not subject to local building codes, the state building codes, as adopted, shall apply insofar as such codes are not in conflict with these standards.

(a) New Construction is governed by the current editions of the following Codes Standards:

(b) Uniform Building Code (UBC), Uniform Plumbing Code (UPC), Uniform Mechanical Code (UMC), National Electrical Code (NEC), National Fire Protection Association Standards (NFPA), American National Standard Institute (ANSI), American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE), Department of Health and Human Services (DHHS) Guidelines for Construction and Equipment of Hospital and Medical Facilities.

G. RESIDENT SAFETY AND DISASTER PLAN:

(1) Disaster Plan:

(a) Each facility shall have a written procedure which shall be followed in case of fire or other disasters, and which shall specify persons to be notified, locations of alarm signals and fire extinguishers, evacuation routes, procedures for evacuating helpless residents, frequency of fire drills and assignment of specific tasks and responsibilities to the personnel of each shift and each discipline.

(b) The plan developed by the facility shall be submitted to qualified fire and safety experts, including the local fire authority, for review and approval. The facility shall maintain documentation of approval by the reviewing authority.

(c) All employees shall be oriented to this plan and trained to perform assigned tasks.

(d) The plan shall be available at each nursing station.

(e) The plans shall include a diagram of the immediate floor area showing the exits, fire alarm stations, evacuation routes and location of fire extinguishers. The diagram shall be posted in conspicuous locations in the corridor throughout the facility.

(2) Drills: Fire drills shall be held at irregular intervals at least four (4) times a year on each shift and the plan shall be reviewed and modified as necessary. Records of drills and dates of drills shall be maintained.

(3) Fire inspections: The administrator of the facility shall arrange for fire protection as follows:

(a) At least annual inspection of the facility shall be made by the local fire inspection authorities. Signed certificates of such inspections shall be kept on file in the facility.

(b) Certification by the local fire authority as to the fire safety of the facility and to the adequacy of a written fire plan for orderly evacuation of residents shall be obtained and kept on file in the facility.

(c) Where the facility is located in a city, village, or township that does not have an official established fire department, the licensee shall obtain and maintain a continuing contract for fire protection service with the nearest municipality providing such service. A certification of the existence of such contract shall be kept on file in the facility.

(4) Fire equipment: All fire protection equipment shall be maintained in readily usable condition and inspected annually. In addition to any other equipment, a fire extinguisher suitable for grease fires shall be provided in or adjacent to the kitchen. Each extinguisher shall be provided with a tag for the date of inspection.

(5) Fire Report: All incidents of fire in a facility shall be reported to the department within seventy-two (72) hours.

(6) Smoking: Smoking by residents shall be permitted only in designated areas supervised in accordance with the conditions, needs, and safety of residents.

(7) Prevention of ignition: Heating devices and piping shall be designed or enclosed to prevent the ignition of clothing or furniture.

(8) Floor coverings: Scatter rugs and highly polished, slippery floors are prohibited, except for non-slip entrance mats. All floor coverings and edging shall be securely fastened to the floor or so constructed that they are free of hazards such as curled and broken edges.

(9) Roads and sidewalks: The ambulatory and vehicular access to the facility shall be kept passable and open at all times of the year. Sidewalks, drives, fire escapes, and entrances shall be kept free of ice, snow, and other obstructions.

H. SAFETY AND SYSTEMS:

(1) Maintenance: The building shall be maintained in good repair and kept free of hazards such as those created by any damaged or defective building equipment.

(2) Corridors:

(a) Handrails. Corridors used by residents shall be equipped with handrails firmly secured on each side of the corridor.

(b) Size. All corridors in resident use areas shall be at least eight (8) feet wide.

(3) Doors:

(a) Size. Doors to residents' rooms shall not be less than three (3) feet eight (8) inches wide and six (6) feet eight (8) inches in height, and shall be at least one and three-quarter inches solid core wood or equivalent construction.

(b) Latches. Each designated fire exit door shall have such latches or hardware that the door can be opened from the inside by pushing against a single bar or plate or by turning a single knob or handle.

(c) Locks on exit doors from the building and from nursing areas and wards may not be hooked or locked to prevent exit from the inside, shall be installed on the door of the resident's room, unless the lock is operable from inside the room with a simple one-hand, one-motion operation without the use of a key unless the resident is confined; a master-key is available to emergency personnel such as the fire department.

(4) Toilet room doors: Resident toilet room doors shall be not less than three (3) feet zero (0) inches by six (6) feet eight (8) inches, and shall not swing into the toilet room unless they are provided with two way hardware.

(5) Thresholds: Raised thresholds which cannot be traversed easily by a bed on wheels, a wheelchair, a drug cart, or other equipment on wheels shall not be used.

I. EMERGENCY POWER: Emergency electrical service with an independent power source which covers lighting as nursing stations, telephone switchboards, exit and corridor lights, boiler room, and fire alarm systems, shall be provided. The service may be battery operated if effective for at least four (4) hours.

J. FIRE PROTECTION:

(1) Carpeting: Carpeting shall not be installed in rooms used primarily for the following purposes: food preparation and storage, dish and utensil washing, soiled utility workroom, janitor closet, laundry processing, hydro-therapy, toilet and bathing, resident isolation, and resident examination.

(2) Carpet fireproofing: Carpeting, including underlying padding, if any, shall have a flamespread rating of seventy-five (75) or less when tested in accordance with standard 255 of the National Fire Protection Association (NFPA), or a critical radiant flux of more than 0.45 watts per square centimeter when tested in accordance with NFPA standard 253, 1978 edition. Certified proof by the manufacturer of the aforementioned test for the specific product shall be available in the facility. Certification by the installer that the material installed is the product referred to in the test shall be obtained by the facility. Carpeting shall not be applied to walls in any case except where the flamespread rating can be shown to twenty-five (25) or less.

(3) Acoustical tile: Acoustical tile shall be non-combustible.

(4) Wastebaskets: Wastebaskets shall be of non-combustible materials.

(5) Vertical exit stairways: At least one interior exit stairway shall be provided to that an enclosed protected path of at least one-hour fire resistive construction is available for occupants to proceed with safety to the exterior of the facility.

(6) Housing blind, non-ambulatory, or handicapped residents: In an existing facility of two (2) or more stories which is not of at least two-hour fire resistive construction, blind, non-ambulatory, or physically handicapped residents shall not be housed above the street level floor unless the facility is either of one-hour protected non-combustible construction (as defined in national fire protection standard 200), fully sprinklered one-hour protected ordinary construction, or fully sprinklered one-hour protected wood frame construction.

(7) Storage of oxygen: Oxygen tanks, when not in use, shall be stored in a ventilated closet

designated for that purpose only or stored outside the building of the home in an enclosed secured area. Oxygen storage areas must comply with NFPA 99.

K. SPRINKLERS FOR FIRE PROTECTION: Facilities shall have automatic sprinkler protection throughout buildings. In the event of an addition to, or remodeling of a facility, the entire facility shall have automatic sprinkler protection throughout unless there is a two (2) hour fire rated partition wall between the old and new construction, in which case only the new or remodeled area shall be sprinklered.

L. MECHANICAL SYSTEMS:

(1) Water supply:

(a) A portable water supply shall be available at all times. If a public water supply is available, it shall be used. If a public water supply is not available, the well or wells shall comply with applicable regulations.

(b) An adequate supply of hot water shall be available at all times. The temperature of hot water at plumbing fixtures used by residents may not exceed 110 degrees Fahrenheit (43 degrees C.) and shall be automatically regulated by control valves or by another approved device.

(2) Sewage disposal: All sewage shall be discharged into a municipal sewage system if available. Otherwise, the sewage shall be collected, treated, and disposed of by means of an independent sewage system approved under applicable state law and local authority.

(3) Plumbing: The plumbing for potable water and drainage for the disposal of excreta, infectious discharge, and wastes shall comply with applicable state plumbing standards.

(4) Heating and air conditioning:

(a) The heating and air conditioning systems shall be capable of maintaining adequate temperatures and providing freedom from drafts.

(b) A minimum temperature of at least 70 degrees Fahrenheit (21 degrees C.) in all bedrooms and in all other areas used by residents, unless resident preference is documented for deviations.

(5) Incineration:

(a) Facilities for the incineration of soiled dressings and similar wastes, as well as garbage and refuse, shall be provided when other methods of disposal are not available.

(b) An incinerator shall not be flue fed nor shall any upper floor charging chute be connected with the combustion chamber.

(6) Telephone: There shall be at least one operational non-pay telephone on the premises and as many additional telephones as are deemed necessary in an emergency.

(7) General lighting:

(a) Adequate lighting shall be provided in all areas of the facility. Lighting shall be of a type that does not produce discomfort due to high brightness, glare or reflecting surface. No candles, oil lanterns, or other open flame method of illumination may be used.

(b) Facilities shall have lighting during the evening and night hours that is commensurate with staff needs.

(8) Ventilation:

(a) The facility shall be well-ventilated through the use of windows, mechanical ventilation, or a combination of both. Rooms and areas which do not have outside windows and which are used by residents or personnel shall be provided with functioning mechanical ventilation to change the air on a basis commensurate with the type of occupancy.

(b) All inside bathrooms and toilet rooms shall have mechanical ventilation to the outside.

(c) Mechanical ventilation shall be provided to the resident area corridors, solaria, dining, living and recreation areas, and nursing stations. These areas shall be under positive pressure;

(d) All rooms in which food is stored, prepared or served, or in which utensils are washed shall be well-ventilated. Refrigerated storage rooms need not be ventilated.

(e) Kitchens, bathrooms, utility rooms, janitor closets, and soiled linen rooms shall be ventilated.

(9) Elevators: At least one elevator shall be provided in the facility if resident beds or activities are located on more than one floor. The platform size of the elevator shall be large enough to hold a resident bed as and attendant.

(10) Electrical:

(a) In all facilities, non-conductive wall plates shall be provided where the system is not properly grounded.

(b) In new construction begun after the effective date of these regulations, at least two (2)

duplex-type outlets shall be provided for each bed.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.71 NMAC - Rn, 7 NMAC 9.2.71, 8-31-00]

7.9.2.72 RESIDENTS' ROOMS:

A. ASSIGNMENT OF RESIDENTS: Residents co-habiting a double occupancy room or a ward shall be of the same sex unless residents are married, related, or are consenting adults.

B. LOCATION: No bedroom housing or resident shall:

(1) Open directly to a kitchen or laundry.

(2) Be located so that a person must pass through a resident's bedroom, toilet room, or bathroom to gain access to any other part of the facility.

(3) Be located so that a person must pass through a kitchen or laundry to gain access to the resident's room or other part of the facility.

C. ACCESS TO CORRIDOR AND OUTSIDE: Each bedroom shall have direct access to a corridor and outside exposure with the floor at or above grade level.

D. SIZE:

(1) The minimum floor area per bed shall be one hundred (100) square feet in single rooms and eighty (80) square feet per bed in multiple bedrooms, exclusive of vestibule, closets, built-in vanity and wardrobe, toilet rooms and built-in lockers. The department may waive this requirement in individual cases where the facility has demonstrated in writing that such variations are in accordance with the particular needs of the residents and will not adversely affect their health and safety.

(2) Resident rooms shall be large enough to permit the sides and feet of all beds to be not less than two (2) feet from the nearest walls.

(3) Ceilings shall be at least eight (8) feet in height.

E. WINDOWS: The bottom sill of windows in bedrooms shall be no more than three (3) feet from the floor.

F. BED CAPACITY: No rooms shall house more than four (4) beds.

G. BED ARRANGEMENTS: The beds shall be arranged so that the beds shall be at least three (3) feet apart and clear aisle space of at least three (3) feet from the entrance to the room to each bed shall be provided.

H. CLOSET SPACE: A closet or locker shall be provided for each resident in each bedroom. Closets or lockers shall afford a space of not less than fifteen (15) inches wide by eighteen (18) inches deep by five (5) feet in height for each resident bed.

I. CUBICLE CURTAINS: Each bed in a multiple-bed room shall have a flame retardant or flameproof cubicle curtain or an equivalent divider that will assure resident privacy.

J. ROOM IDENTIFICATION: Each bedroom shall be identified with a unique number placed on or near the door.

K. DESIGN AND PROXIMITY TO BATHS: Residents' bedrooms shall be designed and equipped for adequate nursing care and the comfort and privacy of residents. Each bedroom shall have or shall be conveniently located near adequate toilet and bathing facilities.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.72 NMAC - Rn, 7 NMAC 9.2.72, 8-31-00]

7.9.2.73 TOILET AND BATHING FACILITIES:

A. GENERAL: All lavatories required by this subsection shall have hot and cold running water. Toilets shall be water flushed and equipped with open front seats without lids.

(1) Toilet facilities shall be provided in conjunction with each resident's rooms, with not more than two (2) residents' rooms, and not more than four (4) beds per toilet room.

(2) One toilet and one lavatory for not more than four (4) residents shall be provided and separate facilities shall be provided for each sex.

(3) One tub or shower for every twenty (20) residents shall be provided. The bath or shower shall be located on the same floor as the residents served. Facilities for showering with a wheeled shower chair shall be provided.

(4) Every tub, shower, or toilet shall be separated in such a manner that it can be used independently and afford privacy.

(5) On floors where wheelchair residents are cared for, there shall be a toilet room large enough to accommodate a wheelchair and attendant.

B. EMPLOYEE AND FAMILY FACILITIES: Toilets, baths, and lavatories for use by employees

or family members shall be separate from those used by residents.

C. GRAB BARS: Firmly secured grab bar shall be installed in every toilet and bathing compartment used by residents.

D. WHEELCHAIR FACILITIES:

(1) On floors housing residents who use wheelchairs, there shall be at least one toilet room large enough to accommodate wheelchairs.

(2) In all facilities licensed for skilled care, a bathtub or shower room large enough to accommodate a wheelchair and attendant shall be provided.

E. The requirement of separate facilities for male and female residents is not applicable to facilities used by married couples sharing a room, or those referenced in Section 9.2.72.A if the facilities are not used by other residents.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.73 NMAC - Rn, 7 NMAC 9.2.73, 8-31-00]

7.9.2.74 NURSING FACILITIES:

A. ALL FACILITIES: Each facility shall have:

(1) A medicine storage area.

(2) Space for storage of linen, equipment, and supplies.

(3) Utility rooms, which shall be located, designed and equipped to provide areas for the separate handling of clean and soiled linen, equipment, and supplies.

B. Each resident care area on each floor shall have:

(1) A centrally located nurse station located to provide visual control of all resident room corridors; equipped with storage for records and charts, a desk or work counter, operational telephone, and nurse call system as required in Section 7.9.2.75.

(2) A medicine preparation room immediately adjacent to the nurse station with a work counter, refrigerator, sink, and a well-lighted medicine cabinet with lock and space for medicine cart. The room shall be mechanically ventilated.

(3) A soiled utility room with a flush-rim siphon jet service sink cabinet counter, and sink with hot and cold running water. The utility shall be mechanically ventilated and under negative pressure.

(4) A cleaning area or room with a sink with hot and cold running water, counter, and cabinets.

(5) Staff toilet and lavatory facilities separate from those of residents, near nursing station.

(6) If a kitchen is not open at all times, a nourishment station with sink, hot and cold running water, refrigerator, and storage for serving between meal nourishment. Each station may service more than one nursing area.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.74 NMAC - Rn, 7 NMAC 9.2.74, 8-31-00]

7.9.2.75 NURSE CALL SYSTEM: A nurse call station shall be installed at each resident's bed, in each resident's toilet room, and at each bathtub and shower. The nurse call at the toilet, bath, and shower rooms shall be an emergency call equipped with pull cords of sufficient length to extend to within eighteen (18) inches off the floor. All calls shall register at the nurse station and shall actuate a visible signal in the corridor where visibility to corridors is obstructed at the room door. In multi-corridor nursing units, additional visible signals shall be installed at corridor intersections. An emergency call station shall also be provided in any enclosed room used by residents.

[7-1-60, 5-2-89; 7.9.2.75 NMAC - Rn, 7 NMAC 9.2.75, 8-31-00]

7.9.2.76 DINING, RECREATION AND ACTIVITY AREAS:

A. MULTI-PURPOSE SPACE: The facility shall provide one or more furnished multi-purpose areas of adequate size for dining, diversional, and social activities of residents.

B. LOUNGE: At least one dayroom or lounge, shall be provided for use of the residents.

C. SIZE OF DINING ROOMS: Dining rooms shall be of sufficient size to seat all residents at no more than two (2) shifts. Dining tables and chairs shall be provided. TV trays or portable card tables shall not be used as dining tables.

D. SPACE: If a multi-purpose room is used for dining and diversional and social activities of residents, there shall be sufficient space to accommodate all activities and minimize their interference with each other.

E. TOTAL AREA: The combined floor space of dining, recreation, and activity areas shall not be less than twenty-five (25) square feet per bed. Solaria and lobby sitting areas, exclusive of traffic areas, shall be

categorized as living room space.

[7-1-60, 5-2-89; 7.9.2.76 NMAC - Rn, 7 NMAC 9.2.76, 8-31-00]

7.9.2.77 FOOD SERVICE - GENERAL:

A. The facility shall have a kitchen or dietary area which shall be adequate to meet food service needs and shall be arranged and equipped for the refrigeration, storage and preparation, and serving of food, as well as for dish and utensil cleaning and refuse storage and removal.

B. Dietary areas shall comply with the local health or food handling codes. Food preparation space shall be arranged for the separation of functions and shall be located to permit efficient services to residents and shall not be used for non-dietary functions.

(1) **Kitchen and dietary:** Kitchen and dietary facilities shall be provided to meet food service needs and arranged and equipped for proper refrigeration, heating, storage, preparation, and serving of food. Adequate space shall be provided for proper refuse handling and washing of waste receptacles, and for storage of cleaning components.

(2) **Traffic:** Only traffic incidental to the receiving, preparation and serving of food and drink shall be permitted.

(3) **Toilets:** No toilet facilities may open directly into the kitchen.

(4) **Food storage:** Food day-storage space shall be provided adjacent to the kitchen and shall be ventilated to the outside.

(5) **Handwashing:** A separate handwashing sink with soap dispenser, single service towel dispenser, or other approved hand drying facility shall be located in the kitchen.

(6) **Dishwashing:** A separate dishwashing area, preferably a separate room, with mechanical ventilation shall be provided.

(7) **Sink:** At least a three-compartment sink shall be provided for washing, rinsing and sanitizing utensils, with adequate drainboards, at each end. In addition, a single-compartment sink located adjacent to the soiled utensil drainboard shall be available for prewashing. The additional sink may also be used for liquid waste disposal. The size of each sink compartment shall be adequate to permit immersion of at least fifty (50) percent of the largest utensil used. In lieu of the additional sink for prewashing, a well type garbage disposal with overhead spray wash may be provided.

(8) **Mechanical dishwashers:** Mechanical dishwashers and utensil washers, where provided, shall meet the requirements of the current approved list from the national sanitation foundation or equivalent with approval of the Department.

(9) **Temperature:** Temperature gauges shall be located in the wash compartment of all mechanical dishwashers and in the rinse water line at the machine of a spray-type mechanical dishwasher or in the rinse water tank of in immersion-type dishwasher. The temperature gauges shall be readily visible, fast-acting and accurate to plus or minus two (2) degrees Fahrenheit or one (1) degree (C.).

(10) **Fire extinguishers:** Approved automatic fire extinguishing equipment shall be provided in hoods and attached ducts above all food cooking equipment.

(11) **Walls:** The walls shall be of plaster or equivalent material with smooth, light-colored, non-absorbent, and washable surface.

(12) **Ceiling:** The ceiling shall be of plaster or equivalent material with smooth, light-colored, non-absorbent, washable, and seamless surface.

(13) **Floors:** The floors of all rooms, except the eating areas of dining rooms, in which food or drink is stored, prepared, or served, or in which utensils are washed, shall be of such construction as to be non-absorbent and easily cleaned.

(14) **Screens:** All room openings to the out- of-doors shall be effectively screened. Screen doors shall be self-closing.

(15) **Lighting:** All rooms in which food or drink is stored or prepared or in which utensils are washed shall be well lighted.

(16) **Sewage contamination:** Rooms subject to sewage or wastewater backflow or to condensation or leakage from overhead water or wastelines shall not be used for storage of food preparation unless provided with acceptable protection from such contamination.

[7-1-60, 7-1-64, 5-2-89; 7.9.2.77 NMAC - Rn, 7 NMAC 9.2.77, 8-31-00]

7.9.2.78 STORAGE:

A. GENERAL STORAGE: A general storage area shall be provided for supplies, equipment, and wheelchairs.

B. LINEN: Facilities shall provide a linen storage space or cabinet for each nursing unit.
[7-1-60, 7-1-64, 5-2-89; 7.9.2.78 NMAC - Rn, 7 NMAC 9.2.78, 8-31-00]

7.9.2.79 FAMILY AND EMPLOYEE LIVING QUARTERS: Any family and employee living quarters shall be separate from the residents' area.
[7-1-60, 5-2-89; 7.9.2.79 NMAC - Rn, 7 NMAC 9.2.79, 8-31-00]

7.9.2.80 EMPLOYEE FACILITIES: The following shall be provided for employees, and shall not be located in food preparation, food storage, utensil washing area or in resident's rooms:

A. An area, room, or rooms for employee wraps, with lockers for purses and other personal belongings when on duty.

B. Handwashing lavatories with soap dispenser, single service towel dispenser, or other approved hand drying equipment.

C. Toilet facilities separate from those used by residents.
[7-1-60, 5-2-89; 7.9.2.80 NMAC - Rn, 7 NMAC 9.2.80, 8-31-00]

7.9.2.81 JANITOR FACILITIES: Facilities shall have a mechanically ventilated janitor closet of adequate size on each floor and in the food service area, equipped with hot and cold running water and a service sink or receptor.
[7-1-60, 5-2-89; 7.9.2.81 NMAC - Rn, 7 NMAC 9.2.81, 8-31-00]

7.9.2.82 LAUNDRY FACILITIES:

A. FACILITIES: A laundry room shall be provided unless commercial laundry facilities are used. Laundry facilities shall be located in areas separate from resident units and shall be provided with necessary washing and drying equipment.

B. WORK ROOM: When commercial laundries are used, a room for sorting, processing, and storing soiled linen shall be provided and shall have mechanical exhaust ventilation.

C. In addition to the requirements of Sections 7.9.2.82.A and 7.9.2.82.B, facilities shall have:
(1) A soiled linen sorting room separate from the laundry, which shall be mechanically ventilated and under negative pressure.

(2) A lavatory with both hot and cold running water, soap, and individual towels in the laundry area.
[7-1-60, 5-2-89; 7.9.2.82 NMAC - Rn, 7 NMAC 9.2.82, 8-31-00]

7.9.2.83 ISOLATION: For every one hundred (100) beds or fraction thereof, facilities shall have available one separate room, equipped with separate toilet, handwashing, and bathing facilities, for the temporary isolation of a resident. The isolation room bed shall be considered part of the licensed bed capacity of the facility.
[7-1-60, 5-2-89; 7.9.2.83 NMAC - Rn, 7 NMAC 9.2.83, 8-31-00]

7.9.2.84 ADMINISTRATION AND ACTIVITY AREAS:

A. ADMINISTRATION AND RESIDENT ACTIVITY AREAS: Administration and resident activities areas shall be provided. The sizes of the various areas will depend upon the requirements of the facility. Some functions allotted separate spaces or rooms under Section 7.9.2.84B may be combined, provided that the resulting plan will not compromise acceptable standards of safety, medical and nursing practices, and the social needs of residents.

B. Administration department areas shall include:

- (1) Business office.
- (2) Lobby and information center.
- (3) Office of administrator.
- (4) Admitting and medical records area.
- (5) Public and staff toilet room.
- (6) Office of director of nurses; and
- (7) In-service training area.

C. Resident activities areas shall include:

- (1) Occupational therapy.
- (2) Physical therapy.
- (3) Activity area; and
- (4) Beauty and barber shop.

[5-2-89; 7.9.2.84 NMAC - Rn, 7 NMAC 9.2.84, 8-31-00]

7.9.2.85 MIXED OCCUPANCY: Rooms or areas within the facility may be used for occupancy by individuals other than residents and facility staff if the following conditions are met:

- A. The use of these rooms does not interfere with the services provided to the residents; and
- B. The administrator takes reasonable steps to ensure that the health and safety and rights of the residents are protected.

[5-2-89; 7.9.2.85 NMAC - Rn, 7 NMAC 9.2.85, 8-31-00]

7.9.2.86 LOCATION AND SITE:

- A. **ZONING:** The site shall adhere to local zoning regulations.
- B. **OUTDOOR AREAS:** Areas shall be provided for outdoor recreation area, exclusive of driveways and parking area.
- C. **PARKING:** Space for off-street parking for staff and visitors shall be provided.

[5-2-89, 7-1-60; 7.9.2.86 NMAC - Rn, 7 NMAC 9.2.86, 8-31-00]

7.9.2.87 SUBMISSION OF PLANS AND SPECIFICATIONS: For all new construction:

- A. One copy of schematic and preliminary plans shall be submitted to the Department for review and approval of the functional layout.
- B. One copy of working plans and specifications shall be submitted to and approved by the Department before construction is begun. The Department shall notify the facility in writing of any divergence in the plans and specifications, as submitted, from the prevailing rules.
- C. The plans specified in Section 7.9.2.87 shall show the general arrangement of the buildings, including a room schedule and fixed equipment for each room and a listing of room numbers, together with other pertinent information. Plans submitted shall be drawn to scale.
- D. Any changes in the approved working plans affecting the application of the requirements herein established shall be shown on the approved working plans and shall be submitted to the Department for approval before construction is undertaken. The Department shall notify the facility in writing of any divergence in the plans and specifications as submitted, from the prevailing rules.
- E. If on-site construction above the foundation is not started within six (6) months of the date of approval of the working plans and specifications under Section 7.9.2.87.B, the approval shall be void and the plans and specifications shall be resubmitted for reconsideration of approval.
- F. If there are no divergences from the prevailing rules, the Department shall provide the facility with written approval of the plans as submitted.

[7-1-60, 5-2-89; 7.9.2.87 NMAC - Rn, 7 NMAC 9.2.87, 8-31-00]

7.9.2.88 RELATED REGULATIONS AND CODES: Long term care facilities subject to these regulations are also subject to other regulations, codes and standards as the same may, from time to time, be amended as follows:

- A. Health Facility Licensure Fees and Procedures, New Mexico Department of Health, 7 NMAC 1.7 (10-31-96).
- B. Health Facility Sanctions and Civil Monetary Penalties, New Mexico Department of Health, 7 NMAC 1.8 (10-31-96).
- C. Adjudicatory Hearings, New Mexico Department of Health, 7 NMAC 1.2 (2-1-96).

[10-31-96; 7.9.2.88 NMAC - Rn, 7 NMAC 9.2.88, 8-31-00]

History of 7.9.2 NMAC:

Pre-NMAC History: Material in this part was derived from that previously filed with the supreme court law library:

New Mexico Department of Public Health Licensing Regulations Part 3, Nursing Homes, June 1964.

The commission of public records, state records center and archives:

HED 89-2, Regulations Governing Long Term Care Facilities, 05-02-89.

Other History:

7 NMAC 9.2, Requirements for Long Term Care Facilities, filed 10-18-96, reformatted, renumbered and amended to 7.9.2 NMAC, effective 08-31-00.

TITLE 16 OCCUPATIONAL AND PROFESSIONAL LICENSING
CHAPTER 13 NURSING HOME ADMINISTRATORS
PART 1 GENERAL PROVISIONS

16.13.1.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board 725 St. Michael's Drive Santa Fe, New Mexico 87504 (505) 827-7170.
[10-31-95; 16.13.1.1 NMAC – Rn, 16 NMAC 13.1.1, 1-25-2001]

16.13.1.2 SCOPE: The provisions in Part 1 apply to all parts of Chapter 13, and provide relevant information to anyone affected or interested in Chapter 13 of Title 16.
[10-31-95; 16.13.1.2 NMAC – Rn, 16 NMAC 13.1.2, 1-25-2001]

16.13.1.3 STATUTORY AUTHORITY: Chapter 13 of Title 16 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-1 through 61-13-17 (1993 Repl. Pam.). Section 9 of Part 1 is authorized by NMSA 1978 Section 61-13-6 (1993 Repl. Pam.). Section 10 of Part 1 is authorized by NMSA 1978 Section 14-2-1 through 14-2-16 (1993 Repl. Pam.). Section 11 of Part 1 is authorized by NMSA 1978 Section 10-15-1.C (1993 Repl. Pam.).
[2-24-88; 2-13-94; 10-31-95; 16.13.1.3 NMAC – Rn, 16 NMAC 13.1.3, 1-25-2001]

16.13.1.4 DURATION: Permanent.
[10-31-95; 16.13.1.4 NMAC – Rn, 16 NMAC 13.1.4, 1-25-2001]

16.13.1.5 EFFECTIVE DATE: October 31, 1995.
[2-24-88...10-31-95; 16.13.1.5 NMAC – Rn, 16 NMAC 13.1.5, 1-25-2001]

16.13.1.6 OBJECTIVE: The objective of Part 1 of Chapter 13 is to set forth the provisions which apply to all of Chapter 13, and to all persons and entities affected by Chapter 13 of Title 16.
[10-31-95; 16.13.1.6 NMAC – Rn, 16 NMAC 13.1.6, 1-25-2001]

16.13.1.7 DEFINITIONS:

- A.** "AAHSA" means the American Association of Homes and Services for the Aging.
- B.** "ACHCA" means the American College of Health Care Administrators.
- C.** "ACHCE" means the American College of Health Care Executives.
- D.** "AUPHA" means the Association of University Programs in Health Care Administration.
- E.** [RESERVED]
- F.** "Administrator" means the chief executive officer.
- G.** "Applicant" means a person who has applied for a license.
- H.** "Approval" means the review and acceptance of a specific activity.
- I.** "Approval Body" means the agency, institution, or organization with the authorization to award continuing education credit.
- J.** "Audit" means an examination and verification of continuing education documents.
- K.** [RESERVED]
- L.** "Board" means the New Mexico Nursing Home Administrators Board.
- M.** "CE" means continuing education.
- N.** [RESERVED]
- O.** "Continuing Education Unit (CEU)" means ten contact hours (ten 60-minute clock hours) of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
- P.** "Contact Hours" means a unit of measurement to describe an approved, organized learning experience. One contact hour equals one - 60 minute clock hour.
- Q.** "Continuing Education" means a learning experience which enhances professional development.
- R.** [RESERVED]

- S.** "Expired License" means a license which has not been renewed or placed on Inactive Status on or before the expiration deadline.
- T.** "Hospital Administrator" means the chief executive officer of an acute care facility.
- U.** "Inactive Status" means a license which is in good standing but not current.
- V.** "Initial License" means the process of achieving the legal privilege to practice within a professional category upon the completion of educational and other requirements and receiving a passing score on the national licensing examination.
- W.** "Institution of Higher Learning" means a college or university.
- X.** [RESERVED]
- Y.** "Lapsed License" means an expired or inactive status license which has not been reactivated within the time limitations set forth in these rules.
- Z.** "License" means a document identifying the legal privilege and authorization to practice within a professional category.
- AA.** "Manager" means the individual who is responsible for the planning, organizing, directing, and controlling of the operations within a department or unit of a nursing home.
- BB.** "Must" means required.
- CC.** "NAB" means the National Association of Boards of Examiners for Nursing Home Administrators.
- DD.** "NCERS" means the National Continuing Education Review Service.
- EE.** "NHA" means nursing home administrator.
- FF.** "NMAC" means the New Mexico Administrative Code.
- GG.** "New Mexico Administrative Code" means the organizing structure for rules filed by New Mexico State agencies. The NMAC is also the body of filed rules and the published versions thereof. The NMAC is structured by Title, Chapter, and Part.
- HH.** "NMHCA" means the New Mexico Health Care Association.
- II.** "NMHSA" means the New Mexico Hospitals and Health Systems Association.
- JJ.** "NMSA" means New Mexico Statutes Annotated.
- KK.** "National Licensing Examination" means examination for licensure as provided by the National Association of Boards of Examiners for Nursing Home Administrators (NAB).
- LL.** "Nursing Home Administrator" means any individual responsible for planning, organizing, directing, and controlling the operation of a nursing home.
- MM.** [RESERVED]
- NN.** "PES" means the Professional Examination Service.
- OO.** "Reactivation" means the process of making current a license which has been expired as a result of failure to comply with the necessary renewal requirements. This process does not usually require Board action at any juncture.
- PP.** "Reciprocity" means the process of applying for licensure by providing proof of successful passage of the national licensing exam prior to licensure in another state, and proof of current license in good standing in another state.
- QQ.** "Reinstatement" means the process whereby a license, which has been subject to revocation or suspension, is returned to its former status. The reinstatement process always requires Board action.
- RR.** "Relicensure" means the process of renewal, reactivation, or reinstatement of a New Mexico nursing home administrator's license.
- SS.** "Shall" means mandatory; a requirement.
- TT.** "Should" means a suggestion or recommendation; not a requirement.
- UU.** [RESERVED]
- VV.** "ULA" means the Uniform Licensing Act of New Mexico.
- WW.** "Uniform Licensing Act" means New Mexico statute NMSA 1978 Section 61-1-1 to 61-1-33 (1993 Repl. Pamp.) which provides for hearing procedures to be utilized in disciplinary proceedings.
- XX.** "Verification of Continuing Education" means an official certificate issued at a continuing education activity which provides proof of attendance.
- YY.** "Violation of Practice" means a violation of the New Mexico Nursing Home Administrators Act and the rules and regulations duly adopted by the Board.
- [2-24-88; 9-18-92; 10-31-95; 16.13.1.7 NMAC – Rn, 16 NMAC 13.1.7, 1-25-2001]

16.13.1.8 SEVERABILITY: If any part or application of Chapter 13 of Title 16 is held invalid, the remainder, or its application to their situations or persons, shall not be affected.
[2-24-88; 2-13-94; 10-31-95; 16.13.1.8 NMAC – Rn, 16 NMAC 13.1.8, 1-25-2001]

16.13.1.9 EXCEPTIONS: Chapter 13 does not apply to boarding homes or to sheltered-care facilities. Intermediate care facilities for the mentally retarded that are properly licensed by the health department, as intermediate care facilities are not nursing homes as defined by the Nursing Home Administrators Act. Therefore, their administrators are not required to be licensed as a nursing home administrator.
[2-24-88; 2-13-94; 10-31-95; 16.13.1.9 NMAC – Rn, 16 NMAC 13.1.9, 1-25-2001]

16.13.1.10 INSPECTION OF PUBLIC RECORDS: The Board operates in compliance with the Inspection of Public Records Act, NMSA 1978 Sections 14-2-1 through 14-2-16. The Board administrator is the custodian of the Board's records.
[10-31-95; 16.13.1.10 NMAC – Rn, 16 NMAC 13.1.10, 1-25-2001]

16.13.1.11 TELEPHONE CONFERENCES: As authorized by NMSA 1978 (1993 Repl. Pamp.) Section 10-15-1.C of the Open Meetings Act, when it is difficult or impossible for a Board member to attend a Board meeting in person, the member may participate by means of a conference telephone or similar communications equipment. Participation by such means shall constitute presence in person at the meeting. Each member participating by conference telephone must be identified when speaking. All participants must be able to hear each other at the same time, and members of the public attending the meeting must be able to hear any member of the Board who speaks during the meeting.
[2-13-94, 10-31-95; 16.13.1.11 NMAC – Rn, 16 NMAC 13.1.11, 1-25-2001]

HISTORY of 16.13.1 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.1, General Provisions, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.1, General Provisions, filed 10-13-95, renumbered and reformatted to 16.13.1 NMAC, effective 1-25-2001.

PART 2 FEES

16.13.2.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board.
[10-31-95; 01-10-2000; A, 7-10-2000; 16.13.2.1 NMAC - Rn, 16 NMAC 13.2.1, 1-25-2001]

16.13.2.2 SCOPE: The provisions in Part 2 of Chapter 13 apply to all license applicants; to active, inactive, expired and lapsed licensees; and to anyone who requests written verification of licensure from the Board.
[10-31-95; 16.13.2.2 NMAC - Rn, 16 NMAC 13.2.2, 1-25-2001]

16.13.2.3 STATUTORY AUTHORITY: Part 2 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-8, 61-13-12 and 61-13-6.A (1993 Repl. Pamp.).
[2-24-88; 2-13-94; 10-31-95; 16.13.2.3 NMAC - Rn, 16 NMAC 13.2.3, 1-25-2001]

16.13.2.4 DURATION: Permanent.
[10-31-95; 16.13.2.4 NMAC - Rn, 16 NMAC 13.2.4, 1-25-2001]

16.13.2.5 EFFECTIVE DATE: October 31, 1995.
[2-24-88...10-31-95; 16.13.2.5 NMAC - Rn, 16 NMAC 13.2.5, 1-25-2001]

16.13.2.6 OBJECTIVE: The objective of Part 2 of Chapter 13 is to establish the fees to generate sufficient revenues required by the Board to carry out its administrative functions.
[10-31-95; 16.13.2.6 NMAC - Rn, 16 NMAC 13.2.6, 1-25-2001]

16.13.2.7 DEFINITIONS: [RESERVED]
[10-31-95; 16.13.2.7 NMAC - Rn, 16 NMAC 13.2.7, 1-25-2001]

16.13.2.8 FEES:

- A.** All fees are non-refundable.
 - B.** Application and licensure fees for exam candidate:
 - (1) application fee: **\$200.00**;
 - (2) licensure fee: **\$200.00**.
 - C.** Examination and computer based testing fees: These fees are determined by the current cost of the national licensing exam and the computer based testing center's fees for scheduling services and use of its facility and computer equipment. These fees are payable directly to NAB by electronic means such as credit card authorization; and are aid when applying on-line to take the exam.
 - D.** Reexamination fee: Includes (a) the current cost of the national licensing exam and testing center's fees payable directly to NAB on-line, **and** (b) an administrative processing fee of **\$50.00** payable directly to the board.
 - E.** Renewal fee: **\$200.00**.
 - F.** Application and licensure fees for reciprocity candidate:
 - (1) application fee: **\$200.00**;
 - (2) licensure fee: **\$200.00**.
 - G.** Late penalty fee: **\$100.00**.
 - H.** Inactive status fee: **\$75.00**.
 - I.** Reactivation from inactive status fee: **\$200.00**.
 - J.** Reactivation from expired status fee: **\$300.00** (\$200.00 plus \$100.00 late penalty fee).
 - K.** Duplicate renewal license fee: **\$25.00**.
 - L.** Duplicate of initial wall license fee: **\$60.00**.
 - M.** Written verification of licensure fee: **\$10.00**.
 - N.** Administrative fee for application packet: **\$10.00**. Application packet is also downloadable from the board's internet website at www.rld.state.nm.us at no cost.
 - O.** Administrative fee for copy of rules and regulations: **\$15.00**. Application packet is also downloadable from the board's internet website at www.rld.state.nm.us at no cost.
 - P.** Temporary permit for reciprocity applicants: **\$125.00**.
- [2-24-88; 9-18-92; 10-31-95; 1-10-2000; A, 7-10-2000; A, 08-03-2000; 16.13.2.8 NMAC - Rn & A, 16 NMAC 13.2.8, 1-25-2001; A, 04-15-2002; A, 02-15-2004]

HISTORY of 16.13.2 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.2, Fees, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.2, Fees, filed 10-13-95, renumbered and reformatted to 16.13.2 NMAC, effective 1-25-2001.

PART 3 APPLICATION FOR LICENSURE BY EXAMINATION

16.13.3.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board.
[10-31-95; 01-10-2000; 16.13.3.1 NMAC - Rn, 16 NMAC 13.3.1, 1-25-2001; A, 02-15-2004]

16.13.3.2 SCOPE: The provisions in Part 3 of Chapter 13 apply to all license applicants who have never been licensed to practice nursing home administration in any other state and are seeking approval to sit for the national standards licensing exam in order to qualify for licensure in New Mexico. Part 3 of Chapter 13 also applies to previously licensed New Mexico NHA licensees who have allowed their licenses to lapse (See 16.13.11 NMAC) and are seeking relicensure.
[10-31-95; 16.13.3.2 NMAC - Rn, 16 NMAC 13.3.2, 1-25-2001]

16.13.3.3 STATUTORY AUTHORITY: Part 3 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-6, 61-13-8, 61-13-10, 61-13-13, and 61-13-14 (1997 Repl. Pamp.).
[10-31-95; 11-29-97; 16.13.3.3 NMAC - Rn, 16 NMAC 13.3.3, 1-25-2001]

16.13.3.4 DURATION: Permanent.
[10-31-95; 16.13.3.4 NMAC - Rn, 16 NMAC 13.3.4, 1-25-2001]

16.13.3.5 EFFECTIVE DATE: October 31, 1995, unless a later date is cited at the end of a section.
[2-24-88...10-31-95; 11-29-97; 16.13.3.5 NMAC - Rn, 16 NMAC 13.3.5, 1-25-2001; A, 02-15-2004]

16.13.3.6 OBJECTIVE: The objective of Part 3 of Chapter 13 is to establish the requirements for application for licensure by examination.
[10-31-95; 16.13.3.6 NMAC - Rn, 16 NMAC 13.3.6, 1-25-2001]

16.13.3.7 DEFINITIONS:

- A.** “**Application for licensure form**” means the application form approved by the board for the candidate to apply for licensure by the board.”
- B.** “**Authorization letter**” means the letter from the examination service authorizing the eligible candidate to sit for the national examination.
- C.** “**CBT**” refers to computer based test or testing.
- D.** “**CBT fee**” refers to the computer based testing fee assessed by the CBT vendor.
- E.** “**CBT vendor**” means the contractor who provides scheduling services, testing center facility, and use of computer equipment to candidates eligible to take the national standard licensing exam in computer based format.
- F.** “**Computer based test**” means a type of test in computer-based format designed to be administered through the use of a computer as opposed to a written test.
- G.** “**Computer based testing fee**” means the fee charged to the candidate by the CBT vendor for scheduling services and for use of the vendor’s facility and computer equipment while taking the examination.
- H.** “**Eligibility list**” means the candidates listed by the service as eligible to take the examination.
- I.** “**Eligibility period**” means the sixty-day (60) period from the date specified on the authorization letter to the eligible candidate.
- J.** “**Examination**” means the national licensing examination for licensure as provided by the national association of boards of examiners for long term care administrators (NAB), or its successor.
- K.** “**Examination application form**” means *NAB’s application form for computerized testing*, which must be completed on-line through NAB’s website.
- L.** “**Examination fee**” means the fee for the examination payable to NAB.
- M.** “**NAB**” is the acronym for the national association of boards of examiners for long term care administrators.

N. “**National examination agency**” means the national association of boards of examiners for long term care administrators or its successor.

O. “**Professional examination service**” means NAB’s contractor for facilitating the development and offering of the examination in computer-based format.

P. “**Service**” refers to the professional examination service.

Q. “**Testing center**” means the CBT vendor location(s) where the examination is administered. [01-10-2000; 16.13.3.7 NMAC - Rn, 16 NMAC 13.3.7, 1-25-2001; A, 02-15-2004]

16.13.3.8 PREREQUISITE REQUIREMENTS: All applicants for licensure by examination must:

A. be of good moral character;

B. have completed a degreed baccalaureate program at an accredited institution of higher learning in a course of study approved by the board as adequate preparation for nursing home administration; and

C. complete the application process as set forth by board regulation and policy.

D. REPEALED.

[2-24-88; 9-18-92; 2-13-94; 10-31-95; 01-10-2000; 16.13.3.8 NMAC - Rn, 16 NMAC 13.3.8, 1-25-2001; A, 02-15-2004]

16.13.3.9 DOCUMENTATION AND OTHER REQUIREMENTS: Each applicant for licensure by examination must provide the following documents and fees to the board. *Applications for licensure are valid for one year from date of receipt, and will be purged from the board’s records after that date.*

A. A completed board-approved application for licensure form, signed in the presence of a notary public.

B. A recent (within the last year) passport-type photograph of the applicant that the applicant has signed on the back in the presence of a notary public.

C. A copy of the applicant's birth certificate.

D. Complete official transcript(s) leading up to and showing that the applicant has been awarded a baccalaureate degree, and sent directly to the board by the institution(s).

E. A statement of any other professional licenses held by the applicant either in New Mexico or in other states, and copies of the license(s).

F. Completed verification of licensure form(s) sent directly to the board by the applicant's other state(s) of professional licensure.

G. Three letters of reference from persons unrelated to the applicant sent directly to the board by the references.

H. A completed, approved release form authorizing the board to conduct a criminal records check.

I. The application and licensure fee, payable to the board (See Subsection B of 16.13.2.8 NMAC, “Fees”).

J. REPEALED

K. REPEALED

[2-24-88; 9-18-92; 2-13-94; 1-31-95; 10-31-95; 11-29-97; 01-10-2000; 16.13.3.9 NMAC - Rn, 16 NMAC 13.3.9, 1-25-2001; A, 02-15-2004]

16.13.3.10 EXAM ELIGIBILITY DETERMINED: Upon receipt of the completed licensure application form, all other required documentation, and application fee, the board or its designee will review the application materials, determine the applicant's eligibility to sit for the national licensing examination and notify the applicant in writing of eligibility or ineligibility.

A. Upon finding that the applicant is eligible to take the examination, the board shall notify the eligible candidate, in writing, that his or her application has been approved, and provide the candidate with NAB’s website address to apply on-line to take the NAB exam.

B. The service shall notify the board electronically that the candidate has applied to take the examination and the board shall electronically indicate to the service the candidate’s eligibility to take the exam.

C. Candidates are encouraged to wait until they receive official written notice from the board that their licensure application has been approved before they apply on-line to take the NAB exam. If the candidate pre-pays the NAB fee(s) and subsequently does not meet the board’s licensure requirements and the board does not approve the candidate to take the exam, the fee(s) pre-paid to NAB are non-refundable.

[10-31-95; 01-10-2000; 16.13.3.10 NMAC - Rn, 16 NMAC 13.3.10, 1-25-2001; A, 02-15-2004]

16.13.3.11 EXAM SCHEDULE NOTIFICATION: Each eligible candidate will receive from the service, by e-mail, an authorization letter authorizing him or her to sit for an examination. The authorization letter shall contain a list of CBT testing centers, their toll-free telephone numbers, and instructions on the scheduling process for the candidate to use in scheduling an examination. Candidates will also be provided with a direct link through the NAB website that will allow them to schedule their examination on-line with an authorized testing center.

A. Candidates can schedule to sit for an examination at any of the CBT testing centers listed in their authorization letter.

B. Candidates must schedule, and sit for, an examination within sixty (60) days of the date (the “eligibility period”) specified in their authorization letter. If a candidate fails to schedule and sit for an examination within the sixty (60) day eligibility period, he or she will be automatically removed from the eligibility list.

C. Any candidate declared ineligible to take an examination because of his or her failure to schedule and sit for an examination before the end of his or her sixty (60) day eligibility period shall be required to resubmit **a new examination application to NAB, including the required examination fee and CBT fee.**

D. Up to two (2) working days prior to his or her scheduled examination date, a candidate may reschedule to take the examination by calling the CBT vendor’s toll-free telephone number. The candidate will be assessed a \$10.00 fee by the CBT vendor for rescheduling the examination.

E. Candidates who (a) fail to give at least a two (2) working days notice to the CBT vendor of their intention to reschedule their examinations within their sixty (60) day eligibility period, shall forfeit their CBT fees.

F. Candidates may withdraw their NAB examinations applications up to one-day prior to their scheduled examination date. Withdrawals must be requested using the withdrawal option through the NAB on-line system.

[2-24-88; 10-31-95; 01-10-2000; 16.13.3.11 NMAC - Rn, 16 NMAC 13.3.11, 1-25-2001, A, 02-15-2004]

16.13.3.12 IDENTIFICATION Candidates shall arrive at the CBT testing site, where they are scheduled to sit for the exam, at least fifteen (15) minutes prior to their scheduled appointment. Upon arrival at a scheduled exam, candidates shall be asked to show “proof-of-identity” to the CBT vendor.

A. Candidates can show proof-of-identity by presenting a government-issued identification that bears a positive photo of the candidate (e.g., passport, driver’s license, etc.), and a second piece of identification which must, *at the very least*, contain the candidate’s signature (e.g., credit card, school identification, etc.).

B. Prior to sitting for an examination, all candidates will be thumb-printed and photographed by the CBT vendor.

C. All examinations will be videotaped.

[10-31-95; 01-10-2000; 16.13.3.12 NMAC - Rn, 16 NMAC 13.3.12, 1-25-2001]

16.13.3.13 FAILURE TO APPEAR AT SCHEDULED EXAM:

A. Scheduled exam candidates who fail to appear at the exam for which they were scheduled without any prior notification to the CBT vendor (see Subsections D and E of 16.13.3.11, this rule) shall automatically be removed from the eligibility list and shall forfeit their examination and CBT fees.

B. Any candidate declared ineligible to take an examination because of his or her failure to schedule, or to properly cancel, or to sit for an examination before the end of his or her sixty (60) day Eligibility Period shall be required to resubmit **a new examination application to NAB, including the required examination fee and CBT fee.**

[2-24-88; 9-18-92; 10-31-95; 01-10-2000; 16.13.3.13 NMAC - Rn, 16 NMAC 13.3.13, 1-25-2001; A, 02-15-2004]

16.13.3.14 AMERICANS WITH DISABILITIES ACT OF 1990: As the national examination agency, NAB reserves sole responsibility for approving candidate requests for special accommodations under the Americans With Disabilities Act of 1990 (Public Law 101-336) (the “ADA”), provided the candidate provides timely notice and request of specific reasonable accommodations.

A. Requests for special accommodations should be indicated at the time of candidate application to NAB.

B. The board will make eligibility determination for NAB approved accommodations as specified in the NAB exam application under “special accommodations”.

C. NAB must approve all other requests.

D. Professional documentation to support the specific request for reasonable accommodations falling under item 16.13.3.14.B NMAC is required and must be submitted to the board by the candidate no less than seven (7) weeks prior to the candidate's anticipated test date. The completed "*candidate request for special examination accommodations*" form, downloadable from the NAB exam application site, must accompany this documentation. The professional documentation in support of the specific request for reasonable accommodations specified in 16.13.3.14.B NMAC must be approved and submitted by the board to NAB no less than four (4) weeks prior to the candidate's anticipated test date.
[16.13.3.14 NMAC - N, 02-15-2004]

HISTORY of 16.13.3 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.3 Application for Licensure by Examination, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.3, Application for Licensure by Examination, filed 10-13-95, renumbered and reformatted to 16.13.3 NMAC, Application for Licensure by Examination, effective 1-25-2001.

PART 4 EXAMINATION OF APPROVED APPLICANTS

16.13.4.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board
[01-10-2000; 16.13.4.1 NMAC - Rn, 16 NMAC 13.4.1, 1-25-2001, A, 04-15-2002]

16.13.4.2 SCOPE: The provisions in Part 4 of Chapter 13 apply to all license applicants who have met the New Mexico application requirements and have been approved by the Board to sit for the national licensing exam.
[10-31-95; 16.13.4.2 NMAC - Rn, 16 NMAC 13.4.2, 1-25-2001]

16.13.4.3 STATUTORY AUTHORITY: Part 4 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Section 61-13-8 and 61-13-10 (1993 Repl. Pam.).
[10-31-95; 16.13.4.3 NMAC - Rn, 16 NMAC 13.4.3, 1-25-2001]

16.13.4.4 DURATION: Permanent.
[10-31-95; 16.13.4.4 NMAC - Rn, 16 NMAC 13.4.4, 1-25-2001]

16.13.4.5 EFFECTIVE DATE: October 31, 1995.
[2-24-88...10-31-95; 16.13.4.5 NMAC - Rn, 16 NMAC 13.4.5, 1-25-2001]

16.13.4.6 OBJECTIVE: The objective of Part 4 of Chapter 13 is to set forth regulations regarding examination policies and procedures.
[10-31-95; 16.13.4.6 NMAC - Rn, 16 NMAC 13.4.6, 1-25-2001]

16.13.4.7 DEFINITIONS:

A. "**Service**" refers to Professional Examination Service, the National Boards of Examiners for Long Term Care Administrators' contractor for preparing the examination in computer-based format and for facilitating the administration of the exam to eligible candidates.

B. "**Score Transfer Fee**" means a fee in an amount set by the Service and payable by the candidate to the Service for score transfer requests.

C. “Examination” means the national licensing examination for licensure as provided by the National Association of Boards of Examiners for Long Term Care Administrators (NAB), or its successor. [01-10-2000; 16.13.4.7 NMAC - Rn, 16 NMAC 13.4.7, 1-25-2001]

16.13.4.8 TEST DATES: The national licensing exam, available as of January 1, 2000 in computer based format, may be scheduled by the candidate at the candidate’s convenience during the Eligibility Period assigned to each eligible candidate on his or her Authorization Letter from the Examination Service (see Part 3 of 16.13 NMAC).

A. Time Alloted For Examination: Candidates shall have three (3) hours to take the NAB examination.

B. Examination Tutorial: Prior to an examination beginning, a tutorial will be presented to familiarize the candidate with the examination format. During the examination, candidates can move forward or backward between items on the exam. If they choose, they may mark items for later review. [2-24-88, 9-18-92, 10-31-95, 01-10-2000; 16.13.4.8 NMAC - Rn, 16 NMAC 13.4.8, 1-25-2001; A, 04-15-2002]

16.13.4.9 SCORE REQUIRED: The minimum **scale** score of one hundred thirteen (113) accepted nationally since June 1990 for successful completion of the national licensing exam shall be accepted for licensure in New Mexico. [2-24-88, 9-18-92, 2-13-94, 10-31-95; 16.13.4.9 NMAC - Rn, 16 NMAC 13.4.9, 1-25-2001; A, 02-15-2004]

16.13.4.10 EXAM IRREGULARITIES: Exam candidates observed giving and/or receiving unauthorized assistance while sitting for an examination must leave upon request of the CBT vendor or they shall be physically removed from the examination center. The individual(s) shall be referred to the Board by sworn complaint filed by the CBT vendor. [2-24-88; 9-18-92; 10-31-95; 01-10-2000; 16.13.4.10 NMAC - Rn, 16 NMAC 13.4.10, 1-25-2001]

16.13.4.11 TEST RESULTS: Candidates’ *pass/fail status* will be available to candidates from the CBT vendor. The CBT vendor will only release *score reports* to the examination service, which will then forward the results to the board. Within a reasonable time after the board receives the test results from the examination service, the board will inform each examination candidate, in writing, of individual test results. Exam results will not be given over the phone.

A. A candidate may request that the service transfer his or her examination score to multiple jurisdictions.

B. The candidate shall pay the service a score transfer fee as set forth by the service for each score transfer requested. [9-18-92; 10-31-95; 01-10-2000; 16.13.4.11 NMAC - Rn, 16 NMAC 13.4.11, 1-25-2001; A, 04-15-2002; A, 02-15-2004]

16.13.4.12 REEXAMINATION POLICY: Candidates failing or not completing an examination for reasons other than those set forth in Section 10 of Part 4 (this rule), may retake the same examination up to four (4) times in any twelve (12) month period.

A. However, candidates who wish to retake the examination will be required to reapply to the board *for the examination* in writing and to submit the applicable reexamination-processing fee payable to the board for each exam retake (see 16.13.2.8.D NMAC). The same procedures outlined in 16.13.3.10 NMAC through 16.13.3.14 NMAC will pertain.

B. The entire examination must be completed on all subsequent attempts. [2-24-88; 9-18-92; 10-31-95; 01-10-2000; 16.13.4.12 NMAC - Rn, 16 NMAC 13.4.12, 1-25-2001; A, 04-15-2002; A, 02-15-2004]

16.13.4.13 REAPPLICATION POLICY: Candidates who do not successfully complete the examination have three more attempts within the twelve months after their first exam to try to pass the exam. If they do not pass the exam within the twelve-month, four-times limit, they must reapply for licensure entirely if they wish to be scheduled for the examination again. Reapplication for licensure involves going through the entire application for licensure process and requires re-submitting all the documents and meeting all other requirements listed in 16.13.3.9 NMAC. [10-31-95; 01-10-2000; 16.13.4.13 NMAC - Rn, 16 NMAC 13.4.13, 1-25-2001; A, 04-15-2002]

HISTORY of 16.13.4 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.4, Examination of Approved Applicants, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.4, Examination of Approved Applicants, filed 10-13-95, renumbered and reformatted to 16.13.4 NMAC, Examination of Approved Applicants, effective 1-25-2001.

PART 5 APPLICATION FOR LICENSURE BY RECIPROCIITY

16.13.5.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board.
[10-31-95; 01-10-2000; 16.13.5.1 NMAC - Rn & A, 16 NMAC 13.5.1, 1-25-2001]

16.13.5.2 SCOPE: The provisions in Part 5 of Chapter 13 apply to all persons applying to the Board for nursing home administrator licensure by reciprocity.
[10-31-95; 16.13.5.2 NMAC - Rn, 16 NMAC 13.5.2, 1-25-2001]

16.13.5.3 STATUTORY AUTHORITY: Part 5 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-6, 61-13-8, 61-13-11, 61-13-12 and 61-13-13 (1997 Repl. Pamp.).
[2-24-88; 2-13-94; 10-31-95; 11-29-97; 16.13.5.3 NMAC - Rn, 16 NMAC 13.5.3, 1-25-2001]

16.13.5.4 DURATION: Permanent.
[10-31-95; 16.13.5.4 NMAC - Rn, 16 NMAC 13.5.4, 1-25-2001]

16.13.5.5 EFFECTIVE DATE: October 31, 1995, unless a later date is cited at the end of a Section.
[2-24-88...10-31-95; 11-29-97; 16.13.5.5 NMAC - Rn & A, 16 NMAC 13.5.5, 1-25-2001]

16.13.5.6 OBJECTIVE: The objective of Part 5 of Chapter 13 is to establish the requirements applicants for licensure by reciprocity must meet in order to be qualified and licensed by the Board to practice nursing home administration in New Mexico.
[10-31-95; 16.13.5.6 NMAC - Rn, 16 NMAC 13.5.6, 1-25-2001]

16.13.5.7 DEFINITIONS: [RESERVED]
[10-31-95; 16.13.5.7 NMAC - Rn, 16 NMAC 13.5.7, 1-25-2001]

16.13.5.8 LICENSE REQUIRED TO PRACTICE: The applicant may not engage in the practice of nursing home administration in New Mexico until approval for licensure by reciprocity has been given and the board has issued an initial license. An applicant may, however, practice nursing home administration in New Mexico if he or she has been issued a temporary permit by the board pursuant to the provisions in 16.13.5.11 NMAC (this rule).
[2-24-88; 9-18-92; 10-31-95; 01-10-2000; 16.13.5.8 NMAC - Rn, 16 NMAC 13.5.8, 1-25-2001; A, 02-15-2004]

16.13.5.9 PREREQUISITE REQUIREMENTS: Acceptance of a reciprocity applicant for licensure is subject to Board approval. All applicants for licensure by reciprocity shall:

- A.** be of good moral character;
- B.** be duly and currently licensed as a nursing home administrator in at least one other state;
- C.** have no history of disciplinary action against any professional licenses ever held;

D. passed the PES or NAB national licensing examination for nursing home administrators in another licensing state; and

E. provide proof of having met education requirements in the state of licensure similar to or better than those required in New Mexico at the time of licensure.

(1) Educational Requirements Prior to June 1993:

(a) A baccalaureate degree in a course of study approved by the Board; or

(b) Graduation from high school and four years of experience in a nursing home as a Director of Nursing, Administrative Assistant, Assistant Administrator, Administrative or Professional Manager, or Department Director in a nursing home; or

(c) Graduation from high school and four years of experience as a Hospital Administrator

(2) Educational Requirements After June 1993: A baccalaureate degree from an accredited institution in a course of study approved by the Board as being adequate preparation for nursing home administration.

[2-24-88; 9-18-92; 2-13-94; 10-31-95; 16.13.5.9 NMAC - Rn, 16 NMAC 13.5.9, 1-25-2001]

16.13.5.10 DOCUMENTATION REQUIRED: All applicants for licensure by reciprocity are required to provide the following documentation to the Board. Applications for licensure are valid for one year from the date of receipt.

A. A completed Board-approved application form, signed in the presence of a notary public;

B. A recent (within the last year) passport-type photograph of the applicant, which the applicant has signed on the back in the presence of a notary public;

C. A copy of the applicant's birth certificate;

D. A statement of other professional license(s) held by the applicant with copies of each license attached;

E. Three letters of reference from persons unrelated to the applicant sent directly to the Board by the references;

F. The required application/licensure fee for reciprocity (See Subsection F of 16.13.2.8 NMAC);

G. A completed Board-approved Verification of Licensure Form sent directly to the Board by any other state professional licensing board verifying:

(1) the status of the applicant's license, whether current and in good standing or otherwise;

(2) the applicant's pass score on the NAB or PES national licensing exam; and

(3) the educational requirements the applicant met for licensure.

H. A completed, approved release form authorizing the Board to conduct a criminal records check. [10-31-95; 11-29-97; 01-10-2000; 16.13.5.10 NMAC - Rn, 16 NMAC 13.5.10, 1-25-2001]

16.13.5.11 TEMPORARY PERMIT PROVISION: Applicants for licensure by reciprocity may be issued a temporary permit to practice nursing home administration in New Mexico while the application process is being completed.

A. The permit may be issued after the board has received a completed board-approved application form; proof of being currently licensed as a nursing home administrator in another licensing jurisdiction, such as a copy of the state license; and reciprocity application fee as set forth in Subsection F (1) of 16.13.2 NMAC.

B. If the reciprocity applicant desires a temporary permit, he or she must request it in writing, specifying the desired date of issuance, and providing the necessary temporary permit fee as set forth in Subsection P of 16.13.2 NMAC.

C. Upon receipt of the items set forth in Subsections A and B of 16.13.5.11 NMAC, the temporary permit shall be issued for a maximum period of one-hundred-twenty (120) days from the requested date of issuance.

D. The temporary permit is not renewable.

[11-29-97; 01-10-2000; 16.13.5.11 NMAC - Rn & A, 16 NMAC 13.5.11, 1-25-2001; A, 02-15-2004]

16.13.5.12 PROVISIONS FOR EMERGENCY LICENSURE:

A. Nursing home administrators currently licensed and in good standing, or otherwise meeting the requirements for New Mexico licensure in a state in which a federal disaster has been declared, may be licensed in New Mexico during the (4) four months following the declared disaster at no cost upon satisfying the following requirements:

(1) receipt by the nursing home administrators board office a completed application which has been signed and notarized and which is accompanied by proof of identity, which may include a copy of a drivers license, passport or other photo identification issued by a governmental entity;

(2) refer to 16.13.3.9 NMAC, Documentation and Other Requirements and 16.13.5.8 NMAC, License Required to Practice;

(3) other required verification may be obtained by the national association of boards of examiners for long term care administrators (NAB);

(4) sworn affidavit that the applicant was personally and/or professionally effected by the disaster;

(5) nothing in this section shall constitute a waiver of qualifications of the requirements for licensure contained in 16.13.3.9 NMAC, 16.13.5.8 NMAC.

B. The board may waive the application fees.

C. The board may waive the specific forms required under **16.13.3.9 NMAC only** if the applicant is unable to obtain documentation from the federal declared disaster areas.

D. EMERGENCY PROVISIONAL LICENSE shall expire on March 31st, following the date of issue. Application for initial license shall be made on or before Feb 1st following the date of issue of the emergency provisional license.

E. The board reserves the right to request additional documentation, including but not limited to, recommendation forms and work experience verification forms prior to approving the initial license.

[16.13.5.12 NMAC - N/E, 11/29/2005]

16.13.5.13 TERMINATION OF EMERGENCY LICENSE:

A. The emergency license shall terminate upon the following circumstances:

(1) the issuance of a permanent license under section 16.13.7.8 NMAC, 16.13.7.9 NMAC or

(2) proof that the emergency license holder has engaged in *fraud, deceit, or misrepresentation* in procuring or attempting to procure a license under this section.

B. Termination of an emergency license shall not preclude application for permanent licensure.

[16.13.5.13 NMAC - N/E, 11/29/2005]

HISTORY of 16.13.5 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.5, Application for Licensure by Reciprocity, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.5, Application for Licensure by Reciprocity, filed 10-13-95, renumbered and reformatted to 16.13.5 NMAC, Application for Licensure by Reciprocity, effective 1-25-2001.

PART 7 LICENSE ISSUANCE

16.13.7.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board.

[10-31-95; 16.13.7.1 NMAC - Rn, 16 NMAC 13.7.1, 1-25-2001; A, 04-15-2002]

16.13.7.2 SCOPE: The provisions in Part 7 of Chapter 13 apply to all applicants who have met all the requirements, either by examination or by reciprocity, for licensure as a nursing home administrator in New Mexico.

[10-31-95; 16.13.7.2 NMAC - Rn, 16 NMAC 13.7.2, 1-25-2001]

16.13.7.3 STATUTORY AUTHORITY: Part 7 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-8, 61-13-10, 61-13-11, and 61-13-12 (1993 Repl. Pamp.). [10-31-95; 16.13.7.3 NMAC - Rn, 16 NMAC 13.7.3, 1-25-2001]

16.13.7.4 DURATION: Permanent. [10-31-95; 16.13.7.4 NMAC - Rn, 16 NMAC 13.7.4, 1-25-2001]

16.13.7.5 EFFECTIVE DATE: October 31, 1995. [10-31-95; 16.13.7.5 NMAC - Rn, 16 NMAC 13.7.5, 1-25-2001]

16.13.7.6 OBJECTIVE: The objective of Part 7 of Chapter 13 is to establish the policies and procedures for issuance of a nursing home administrators license to qualified applicants. [10-31-95; 16.13.7.6 NMAC - Rn, 16 NMAC 13.7.6, 1-25-2001]

16.13.7.7 DEFINITIONS: [RESERVED] [10-31-95; 16.13.7.7 NMAC - Rn, 16 NMAC 13.7.7, 1-25-2001]

16.13.7.8 APPROVED EXAMINATION APPLICANT: After the applicant has met all the requirements for licensure by examination, has successfully passed the national licensing examination, and has been approved by the Board, the Board may issue the applicant an initial license to practice nursing home administration in New Mexico. [10-31-95; 16.13.7.8 NMAC - Rn, 16 NMAC 13.7.8, 1-25-2001]

16.13.7.9 APPROVED RECIPROCITY APPLICANT: After the applicant has met all the requirements for licensure by reciprocity, and has been approved for licensure by the Board, the Board may issue the applicant an initial license to practice nursing home administration in New Mexico. [10-31-95; 16.13.7.9 NMAC - Rn, 16 NMAC 13.7.9, 1-25-2001]

16.13.7.10 PRORATED FIRST RENEWAL:

A. All current nursing home administrators licenses will expire on March 31 of the year. Individuals receiving their initial New Mexico nursing home administrators license may be required to renew their license in less than twelve (12) months depending on the first license issue date in order to get into the proper renewal cycle. In such cases, the renewal fee and the continuing education (CE) hours required will be prorated at the first renewal (Same calculation method used in 16.13.13.9 NMAC).

B. The Board will prorate the first renewal fee by multiplying one-twelfth of the annual renewal fee by the number of months from the month of first issuance up to and including the license expiration month (See 16.13.8.8 NMAC).

[10-31-95; 16.13.7.10 NMAC - Rn, 16 NMAC 13.7.10, 1-25-2001; A, 04-15-2002]

16.13.7.11 LICENSE DISPLAY: The initial wall license must be displayed at the nursing home where the administrator is employed. [10-31-95; 16.13.7.11 NMAC - Rn, 16 NMAC 13.7.11, 1-25-2001]

16.13.7.12 ADDRESS/EMPLOYMENT CHANGES: It is the licensee's responsibility to keep the Board immediately informed of any changes in address, phone numbers, and place of employment so that renewal notices and correspondence from the Board will be received by the licensee on a timely basis.

A. Notification of address or employment changes will only be accepted in writing.

B. Notification of facility administrator or changes of facility administrator to the Health Department's Bureau of Licensing and Certification does **not** constitute notification of changes of employment to the Board.

[10-31-95; 16.13.7.12 NMAC - Rn, 16 NMAC 13.7.12, 1-25-2001]

16.13.7.13 NOTICE TO OTHER STATE AGENCIES: The board has a "licensee search" link available on its website at www.rld.state.nm.us/b&c/nhab for interested parties to verify whether or not a person is currently licensed by the board. The website licensee information is updated daily as new licenses are issued and license

status changes occur. Hard-copy lists are available to other state agencies upon request and at no cost; and to other parties for a minimal administrative fee, however, the information on hardcopy lists can rapidly become outdated [10-31-95; 16.13.7.13 NMAC - Rn, 16 NMAC 13.7.13, 1-25-2001; A, 02-15-2004]

HISTORY of 16.13.5 NMAC:

Pre-NMAC History: None

History of Repealed Material: [RESERVED]

Other History: 16 NMAC 13.7, License Issuance, filed 10-13-95, renumbered and reformatted to 16.13.7 NMAC, License Issuance, effective 1-25-2001.

PART 8 LICENSE RENEWAL

16.13.8.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board
[10-31-95; 16.13.8.1 NMAC – Rn, 16 NMAC 13.8.1, 1-25-2001; A, 04-15-2002]

16.13.8.2 SCOPE: The provisions in Part 8 of Chapter 13 apply to currently licensed nursing home administrators.
[10-31-95; 16.13.8.2 NMAC – Rn, 16 NMAC 13.8.2, 1-25-2001]

16.13.8.3 STATUTORY AUTHORITY: Part 8 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-6, 61-13-9.B and 61-13-12 (1993 Repl. Pamp.).
[10-31-95; 16.13.8.3 NMAC – Rn, 16 NMAC 13.8.3, 1-25-2001]

16.13.8.4 DURATION: Permanent.
[10-31-95; 16.13.8.4 NMAC – Rn, 16 NMAC 13.8.4, 1-25-2001]

16.13.8.5 EFFECTIVE DATE: October 31, 1995.
[2-24-88...10-31-95; 16.13.8.5 NMAC – Rn, 16 NMAC 13.8.5, 1-25-2001]

16.13.8.6 OBJECTIVE: The objective of Part 8 of Chapter 13 is to establish the policies, procedures, and regulations for license renewal.
[10-31-95; 16.13.8.6 NMAC – Rn, 16 NMAC 13.8.6, 1-25-2001]

16.13.8.7 DEFINITIONS: [RESERVED]
[10-31-95; 16.13.8.7 NMAC – Rn, 16 NMAC 13.8.7, 1-25-2001]

16.13.8.8 LICENSE RENEWAL REQUIREMENT: Nursing home administrator licenses expire annually on the last day of March. All applicants for license renewal must complete and sign a Board-approved renewal application, meet the continuing education requirements (See Part 13 and 14 of 16.13 NMAC), and pay the required renewal fee (See Subsection E of 16.13.2.8 NMAC) before qualifying for license renewal.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.8.8 NMAC – Rn, 16 NMAC 13.8.8, 1-25-2001; A, 04-15-2002]

16.13.8.9 REQUIREMENTS FOR OUT OF STATE LICENSEES: Individuals who reside out of state, but wish to maintain a current and valid New Mexico license, must meet the same requirements for license renewal as residents of New Mexico.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.8.9 NMAC – Rn, 16 NMAC 13.8.9, 1-25-2001]

16.13.8.10 RENEWAL APPLICATION NOTICE: At least six weeks prior to the expiration date, the Board will mail the license renewal application to the licensee's last known address on file.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.8.10 NMAC – Rn, 16 NMAC 13.8.10, 1-25-2001]

16.13.8.11 LICENSEE RESPONSIBILITY: The Board assumes no responsibility for renewal applications not received by the licensee for any reason. It is the licensee's responsibility to make timely request for the renewal form if one has not been received thirty days prior to license expiration date.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.8.11 NMAC – Rn, 16 NMAC 13.8.11, 1-25-2001]

16.13.8.12 RENEWAL DEADLINE:

A. The completed license renewal application, verifications of continuing education, and applicable renewal fee must be received by the Board postmarked on or before the last day of the renewal month in order for the renewal application to be in compliance with these regulations and for the license to remain valid.

B. The licensee does not hold a valid license and shall not hold a nursing home administrator position in New Mexico until the expired license has been reactivated.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.8.12 NMAC – Rn, 16 NMAC 13.8.12, 1-25-2001]

16.13.8.13 INCOMPLETE APPLICATIONS:

A. Unsigned, incorrect, or otherwise incomplete renewal applications will be rejected and returned to the licensee for correction or completion.

B. Any renewal application, corrected or otherwise, returned to the Board postmarked **after** the last day of the renewal month, must be accompanied by an additional late penalty fee (See Subsection G of 16.13.2.8 NMAC).
[10-31-95; 16.13.8.13 NMAC – Rn, 16 NMAC 13.8.13, 1-25-2001]

16.13.8.14 RENEWAL APPLICATION APPROVED: If a license renewal application receives approval, a renewal license will be mailed to the licensee.
[10-31-95; 16.13.8.14 NMAC – Rn, 16 NMAC 13.8.14, 1-25-2001]

16.13.8.15 RENEWAL LICENSE DISPLAY: The renewal license must be displayed with the initial wall certificate at the nursing home where the licensee is employed.
[10-31-95; 16.13.8.15 NMAC – Rn, 16 NMAC 13.8.15, 1-25-2001]

HISTORY of 16.13.8 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.8, License Renewal, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.8, License Renewal, filed 10-13-95, renumbered and reformatted **to** 16.13.8 NMAC, License Renewal, effective 1-25-2001.

PART 9 INACTIVE STATUS

16.13.9.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board 725 St. Michael's Drive Santa Fe, New Mexico 87504 (505) 827-7170.
[10-31-95; 16.13.9.1 NMAC – Rn, 16 NMAC 13.9.1, 1-25-2001]

16.13.9.2 SCOPE: The provisions in Part 9 of Chapter 13 apply to New Mexico licensees whose licenses are current and in good standing, and who wish to place their licenses on inactive status.
[10-31-95; 16.13.9.2 NMAC – Rn, 16 NMAC 13.9.2, 1-25-2001]

16.13.9.3 STATUTORY AUTHORITY: Part 9 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-6.B and 61-13-9 (1993 Repl. Pamp.).
[10-31-95; 16.13.9.3 NMAC – Rn, 16 NMAC 13.9.3, 1-25-2001]

16.13.9.4 DURATION: Permanent.
[10-31-95; 16.13.9.4 NMAC – Rn, 16 NMAC 13.9.4, 1-25-2001]

16.13.9.5 EFFECTIVE DATE: October 31, 1995.
[2-24-88...10-31-95; 16.13.9.5 NMAC – Rn, 16 NMAC 13.9.5, 1-25-2001]

16.13.9.6 OBJECTIVE: The objective of Part 9 of Chapter 13 is to set forth the policies, procedures, and regulations for placing a current license in good standing with the Board on inactive status.
[10-31-95; 16.13.9.6 NMAC – Rn, 16 NMAC 13.9.6, 1-25-2001]

16.13.9.7 DEFINITIONS: [RESERVED]
[10-31-95; 16.13.9.7 NMAC – Rn, 16 NMAC 13.9.7, 1-25-2001]

16.13.9.8 REQUIREMENTS FOR INACTIVE STATUS: A licensee whose license is in good standing with the Board may request his/her license be placed on inactive status by meeting the following requirements:

- A.** Complete, sign, and return the renewal application form with a written request to be placed on inactive status.
- B.** Submit verifications for the required number of continuing education hours;
- C.** Remit the required inactive status fee (See Subsection H of 16.13.2.8 NMAC); and
- D.** Return the application postmarked on or before the license expiration date.

[2-24-88; 10-31-95; 16.13.9.8 NMAC – Rn, 16 NMAC 13.9.8, 1-25-2001]

16.13.9.9 INACTIVE STATUS NOTIFICATION: Upon receipt of a duly and properly made application for inactive status, the Board or its designee will review and approve the application and send the licensee written verification that the license has been placed on inactive status.
[10-31-95; 16.13.9.9 NMAC – Rn, 16 NMAC 13.9.9, 1-25-2001]

16.13.9.10 INACTIVE STATUS REPEATED: The inactive status fee will be charged each time inactive status is requested following reactivation of the license.
[2-24-88; 10-31-95; 16.13.9.10 NMAC – Rn, 16 NMAC 13.9.10, 1-25-2001]

16.13.9.11 PRACTICE PROHIBITED: The licensee shall not practice nursing home administration or hold a nursing home administrator position until the inactive status license has been reactivated.
[2-24-88; 10-31-95; 16.13.9.11 NMAC – Rn, 16 NMAC 13.9.11, 1-25-2001]

16.13.9.12 TIME LIMITATION ON INACTIVE STATUS LICENSE: Licenses on inactive status which are not reactivated within five (5) years from the date the inactive status was initiated, shall lapse.
[10-31-95; 16.13.9.12 NMAC – Rn, 16 NMAC 13.9.12, 1-25-2001]

HISTORY of 16.13.9 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.9, Inactive Status, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.9, Inactive Status, filed 10-13-95, renumbered and reformatted to 16.13.9 NMAC, Inactive Status, effective 1-25-2001.

PART 10 EXPIRED LICENSE

16.13.10.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board
[10-31-95; 16.13.10.1 NMAC – Rn, 16 NMAC 13.10.1, 1-25-2001; A, 04-15-2002]

16.13.10.2 SCOPE: The provisions in Part 10 of Chapter 13 apply to nursing home administrator licensees.
[10-31-95; 16.13.10.2 NMAC – Rn, 16 NMAC 13.10.2, 1-25-2001]

16.13.10.3 STATUTORY AUTHORITY: Part 10 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 16-13-6.B (5), 61-13-9.B, and 61-13-12 (1993 Repl. Pamp.).
[10-31-95; 16.13.10.3 NMAC – Rn, 16 NMAC 13.10.3, 1-25-2001]

16.13.10.4 DURATION: Permanent.
[10-31-95; 16.13.10.4 NMAC – Rn, 16 NMAC 13.10.4, 1-25-2001]

16.13.10.5 EFFECTIVE DATE: October 31, 1995.
[2-24-88...10-31-95; 16.13.10.5 NMAC – Rn, 16 NMAC 13.10.5, 1-25-2001]

16.13.10.6 OBJECTIVE: The objective of Part 10 of Chapter 13 is to establish the policies, rules, and regulations regarding the expiration of a nursing home administrators license.
[10-31-95; 16.13.10.6 NMAC – Rn, 16 NMAC 13.10.6, 1-25-2001]

16.13.10.7 DEFINITIONS: [RESERVED]
[10-31-95; 16.13.10.7 NMAC – Rn, 16 NMAC 13.10.7, 1-25-2001]

16.13.10.8 EXPIRED STATUS: Licenses not renewed on or before the expiration date of the license are expired and invalid.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.10.8 NMAC – Rn, 16 NMAC 13.10.8, 1-25-2001]

16.13.10.9 LATE PENALTY: License renewal applications postmarked after the last day of the renewal month **must** be accompanied by a late penalty fee in addition to the renewal fee as set forth in Subsections G and J of 16.13.2.8 NMAC.
[10-31-95; 16.13.10.9 NMAC – Rn, 16 NMAC 13.10.9, 1-25-2001; A, 04-15-2002]

16.13.10.10 FAILURE TO MEET CONTINUING EDUCATION REQUIREMENT: A license shall expire and become invalid if the licensee fails to meet the continuing education requirement for renewal before the license expiration deadline.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.10.10 NMAC – Rn, 16 NMAC 13.10.10, 1-25-2001]

16.13.10.11 EXPIRED STATUS NOTIFICATION: The Board will mail a notification of expired status to the licensee's last known address.
[10-31-95; 16.13.10.11 NMAC – Rn, 16 NMAC 13.10.11, 1-25-2001]

16.13.10.12 PRACTICE PROHIBITED: The expired status licensee is prohibited from practicing nursing home administration or holding a nursing home administrator position until the expired license has been reactivated.
[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.10.12 NMAC – Rn, 16 NMAC 13.10.12, 1-25-2001]

16.13.10.13 TIME LIMITATION ON EXPIRED STATUS LICENSE: Expired licenses that are not reactivated within two (2) years from the expiration date shall lapse.

[10-31-95; 16.13.10.13 NMAC – Rn, 16 NMAC 13.10.13, 1-25-2001; A, 04-15-2002]

HISTORY of 16.13.10 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.10, Expired License, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.10, Expired License, filed 10-13-95, renumbered and reformatted to 16.13.10 NMAC, Expired License, effective 1-25-2001.

PART 11 LAPSED LICENSE

16.13.11.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board.

[10-31-95; A, 7-10-2000; 16.13.11.1 NMAC – Rn, 16 NMAC 13.11.1, 1-25-2001]

16.13.11.2 SCOPE: The provisions in Part 11 of Chapter 13 apply to licenses that have been on inactive or expired status beyond the time limitations for reactivation.

[10-31-95; A, 7-10-2000; 16.13.11.2 NMAC – Rn, 16 NMAC 13.11.2, 1-25-2001]

16.13.11.3 STATUTORY AUTHORITY: Part 11 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-6, 61-13-8, 61-13-9, 61-13-11, 61-13-12, and 61-13-13 (1993 Repl. Pamp.).

[10-31-95; 16.13.11.3 NMAC – Rn, 16 NMAC 13.11.3, 1-25-2001]

16.13.11.4 DURATION: Permanent.

[10-31-95; 16.13.11.4 NMAC – Rn, 16 NMAC 13.11.4, 1-25-2001]

16.13.11.5 EFFECTIVE DATE: October 31, 1995.

[10-31-95; 16.13.11.5 NMAC – Rn, 16 NMAC 13.11.5, 1-25-2001]

16.13.11.6 OBJECTIVE: The objective of Part 11 of Chapter 13 is to establish regulations that will allow the Board to qualify and reexamine for minimum competency persons previously licensed by the Board whose licenses have not been active for a period of time, and who wish to be licensed to practice nursing home administration in New Mexico again.

[10-31-95; A, 7-10-2000; 16.13.11.6 NMAC – Rn, 16 NMAC 13.11.6, 1-25-2001]

16.13.11.7 DEFINITIONS: [RESERVED]

[10-31-95; 16.13.11.7 NMAC – Rn, 16 NMAC 13.11.7, 1-25-2001]

16.13.11.8 LAPSED STATUS: Licenses not reactivated from inactive or expired status within the time limitations set forth in 16.13.9.12 or 16.13.10.13 NMAC shall lapse.

[10-31-95; 16.13.11.8 NMAC – Rn, 16 NMAC 13.11.8, 1-25-2001; A, 04-15-2002]

16.13.11.9 APPLICATION FOR LICENSURE REQUIRED: In order to practice nursing home administration in New Mexico, the individual whose license has lapsed must go through the entire application process and meet **all** the licensure requirements in effect at the time of re-application.

[10-31-95; 16.13.11.9 NMAC – Rn, 16 NMAC 13.11.9, 1-25-2001]

16.13.11.10 APPROVAL FOR RE-LICENSURE: After the applicant has met all the requirements for licensure and has been approved by the Board, the Board shall issue the applicant an initial license to practice nursing home administration in New Mexico in accordance with the provisions in 16.13.7 NMAC. [10-31-95; 16.13.11.10 NMAC – Rn, 16 NMAC 13.11.10, 1-25-2001]

16.13.11.11 LICENSE NUMBER: Upon approval and completion of the application process, the next available license number shall be issued to the re-licensed individual. [10-31-95; A, 7-10-2000; 16.13.11.11 NMAC – Rn, 16 NMAC 13.11.11, 1-25-2001]

HISTORY of 16.13.11 NMAC:
Pre-NMAC History: None

History of Repealed Material: [Reserved]

Other History: 16 NMAC 13.11, Lapsed License, filed 10-13-95, renumbered and reformatted to 16.13.10 NMAC, Lapsed License, effective 1-25-2001.

PART 12 LICENSE REACTIVATION

16.13.12.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board [10-31-95; 16.13.12.1 NMAC – Rn & A, 16 NMAC 13.12.1, 1-25-2001]

16.13.12.2 SCOPE: The provisions in Part 12 of Chapter 13 apply to persons who have placed their nursing home administrators license on inactive status or to persons whose licenses have expired due to non-renewal and who wish to reactivate their license. The inactive or expired licenses are still within the time limitation during which the license can be reactivated. [10-31-95; 16.13.12.2 NMAC – Rn, 16 NMAC 13.12.2, 1-25-2001]

16.13.12.3 STATUTORY AUTHORITY: Part 12 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Section 61-13-6.B (1993 Repl. Pamp.). [2-24-88; 2-13-94; 10-31-95; 16.13.12.3 NMAC – Rn, 16 NMAC 13.12.3, 1-25-2001]

16.13.12.4 DURATION: Permanent. [10-31-95; 16.13.12.4 NMAC – Rn, 16 NMAC 13.12.4, 1-25-2001]

16.13.12.5 EFFECTIVE DATE: October 31, 1995. [10-31-95; 16.13.12.5 NMAC – Rn, 16 NMAC 13.12.5, 1-25-2001]

16.13.12.6 OBJECTIVE: The objective of Part 12 of Chapter 13 is to establish regulations for reactivation of an inactive or expired nursing home administrators license. [10-31-95; 16.13.12.6 NMAC – Rn, 16 NMAC 13.12.6, 1-25-2001]

16.13.12.7 DEFINITIONS: [RESERVED] [10-31-95; 16.13.12.7 NMAC – Rn, 16 NMAC 13.12.7, 1-25-2001]

16.13.12.8 PREREQUISITE REQUIREMENTS FOR REACTIVATION: The licensee must meet the following requirements before his/her inactive or expired license will be reactivated:

- A.** Request from the Board a Reactivation Application Form or download it from the Board's Internet Website;
- B.** Complete, sign, and return the Reactivation Application Form within the time limitations set forth in 16.13.9.12 and 16.13.10.13 NMAC.
- C.** Submit verification of twenty-four (24) hours of continuing education completed within the previous twelve (12) months prior to the reactivation month; and
- D.** Remit the required fee(s) as set forth in Subsections I and J of 16.13.2.8 NMAC.

[10-31-95; 16.13.12.8 NMAC – Rn & A, 16 NMAC 13.12.8, 1-25-2001; A, 04-02-2002]

16.13.12.9 REACTIVATION APPROVED: Upon review and approval of the Reactivation Application, the Board may issue a reactivated license to the licensee.

[10-31-95; 16.13.12.9 NMAC – Rn, 16 NMAC 13.12.9, 1-25-2001]

16.13.12.10 PRORATED RENEWAL REQUIREMENTS: In order to get the licensee back onto the regular renewal cycle with all current nursing home administrators licenses expiring on the last day of March of the year, the next renewal period after reactivation may be shorter than twelve months depending upon the month in which the license is reactivated. This may require proration of the renewal fee and the number of continuing education hours required for the next renewal. Continuing education will be prorated at two (2) hours for each month before the next March. (Same calculation method used in 16.13.13.9 NMAC and 16.13.7.10 NMAC).

[10-31-95; 16.13.12.10 NMAC – Rn, 16 NMAC 13.12.10, 1-25-2001; A, 04-15-2002]

16.13.12.11 RESUMPTION OF PRACTICE ALLOWED: Upon receipt of the reactivated license, the licensee may resume the practice of nursing home administration.

[10-31-95; 16.13.12.11 NMAC – Rn, 16 NMAC 13.12.11, 1-25-2001]

16.13.12.12 DISPLAY OF REACTIVATED LICENSE: The licensee must display the reactivated license at the facility where he/she is employed in the position of nursing home administrator.

[10-31-95; 16.13.12.12 NMAC – Rn, 16 NMAC 13.12.12, 1-25-2001]

HISTORY of 16.13.12 NMAC:

Pre-NMAC History: None

History of Repealed Material: [Reserved]

Other History: 16 NMAC 13.12, License Reactivation, filed 10-13-95, renumbered and reformatted to 16.13.10 NMAC, License Reactivation, effective 1-25-2001.

PART 13 CONTINUING EDUCATION REQUIREMENT

16.13.13.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board

[10-31-95; 16.13.13.1 NMAC – Rn, 16 NMAC 13.13.1, 1-25-2001; A, 04-15-2002]

16.13.13.2 SCOPE: The provisions in Part 13 of Chapter 13 apply to licensees.

[10-31-95; 16.13.13.2 NMAC – Rn, 16 NMAC 13.13.2, 1-25-2001]

16.13.13.3 STATUTORY AUTHORITY: Part 13 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-6B and 61-13-9.B (1993 Repl. Pamp.).

[10-31-95; 16.13.13.3 NMAC – Rn, 16 NMAC 13.13.3, 1-25-2001]

16.13.13.4 DURATION: Permanent.

[10-31-95; 16.13.13.4 NMAC – Rn, 16 NMAC 13.13.4, 1-25-2001]

16.13.13.5 EFFECTIVE DATE: October 31, 1995.

[2-24-88...10-31-95; 16.13.13.5 NMAC – Rn, 16 NMAC 13.13.5, 1-25-2001]

16.13.13.6 OBJECTIVE: The objective of Part 13 of Chapter 13 is to set forth the continuing education requirements for renewal of a nursing home administrators license.

[10-31-95; 16.13.13.6 NMAC – Rn, 16 NMAC 13.13.6, 1-25-2001]

16.13.13.7 DEFINITIONS: [RESERVED]

[10-31-95; 16.13.13.7 NMAC – Rn, 16 NMAC 13.13.7, 1-25-2001]

16.13.13.8 HOURS REQUIRED:

A. Upon renewal, reactivation, or reinstatement, a minimum of twenty-four (24) contact (60-minute) hours of Board-approved continuing education must be accrued within the twelve (12) months immediately preceding the license expiration month.

B. Up to six (6) **contact** hours accrued over the required number may be carried over to the next renewal period.

[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.13.8 NMAC – Rn, 16 NMAC 13.13.8, 1-25-2001; A, 04-15-2002]

16.13.13.9 HOURS PRORATED:

A. The Board may prorate the number of continuing education hours required for a licensee to renew the license (see 16.13.7.10 and 16.13.12.10 NMAC).

B. A newly licensed individual or a person who reactivates his or her license and whose next renewal occurs within less than twelve months after the license is issued will be required to earn contact hours equivalent to two (2) hours per month for each month the license is active from the month the license is issued or reactivated to the renewal month.

[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.13.9 NMAC – Rn, 16 NMAC 13.13.9, 1-25-2001; A, 04-15-2002]

16.13.13.10 COPIES OF CONTINUING EDUCATION VERIFICATIONS: Licensees are responsible for maintaining their own continuing education records and for keeping the verifications of attendance at continuing education activities. The Board will accept copies of continuing education attendance verifications at the time of renewal.

[2-24-88; 10-31-95; 16.13.13.10 NMAC – Rn, 16 NMAC 13.13.10, 1-25-2001]

16.13.13.11 INDIVIDUAL COURSES RECORDED ON APPLICATION: The licensee must record each course offering on the continuing education record section of the renewal application form in the manner requested by the Board. Due to space limitations at the Board office, the Board will not retain copies of verifications of continuing education activities once they have been reviewed and approved. The continuing education information recorded on the application form by the licensee is the only permanent record placed in the licensee's file.

[10-31-95; 16.13.13.11 NMAC – Rn, 16 NMAC 13.13.11, 1-25-2001; A, 04-15-2002]

16.13.13.12 VERIFICATIONS COPIES REQUIRED: The continuing education verifications must be attached to the renewal or reactivation form upon renewal.

[10-31-95; 16.13.13.12 NMAC – Rn, 16 NMAC 13.13.12, 1-25-2001]

16.13.13.13 CONTINUING EDUCATION AUDIT: The Board reserves the right to question an individual regarding continuing education submitted.

A. If audited, the licensee must provide a statement indicating how a continuing education activity has enhanced the licensee's scope of professional development as related to his/her functions as a nursing home administrator.

B. If the continuing education record is audited and the documents of verification of attendance are found to be falsified, incomplete, or if there is a question of accuracy, the licensee must submit other verification of attendance and/or correct the discrepancies before the last day of the renewal month to avoid the license expiring and thereby causing the additional late penalty fee for reactivation to be assessed. If the license is not renewed by the end of the renewal month, the licensee does not hold a valid license and shall not practice or be employed as a nursing home administrator in New Mexico until the expired license has been reactivated.

[2-24-88; 3-20-91; 2-13-94; 10-31-95; 16.13.13.13 NMAC – Rn, 16 NMAC 13.13.13, 1-25-2001]

HISTORY of 16.13.13 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.13, Continuing Education Requirement, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.13, Continuing Education Requirement, filed 10-13-95, renumbered and reformatted to 16.13.13 NMAC, Continuing Education Requirement, effective 1-25-2001.

PART 14 APPROVED CONTINUING EDUCATION

16.13.14.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board
[10-31-95; 16.13.14.1 NMAC – Rn, 16 NMAC 13.14.1, 1-25-2001; A, 04-15-2002]

16.13.14.2 SCOPE: The provisions in Part 14 of Chapter 13 apply to licensees.
[10-31-95; 16.13.14.2 NMAC – Rn, 16 NMAC 13.14.2, 1-25-2001]

16.13.14.3 STATUTORY AUTHORITY: Part 14 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Section 61-13-9.B (1993 Repl. Pamp.).
[10-31-95 ; 16.13.14.3 NMAC – Rn, 16 NMAC 13.14.3, 1-25-2001]

16.13.14.4 DURATION: Permanent.
[10-31-95 ; 16.13.14.4 NMAC – Rn, 16 NMAC 13.14.4, 1-25-2001]

16.13.14.5 EFFECTIVE DATE: October 31, 1995.
[2-24-88...10-31-95; 16.13.14.5 NMAC – Rn, 16 NMAC 13.14.5, 1-25-2001]

16.13.14.6 OBJECTIVE: The objective of Part 14 of Chapter 13 is to set forth the philosophy behind the requirement for continuing education for nursing home administrators, and to provide information on the types of continuing education which will be automatically approved by the Board; which types require pre-approval; and the method of calculating hours for continuing education credit.
[10-31-95; 16.13.14.6 NMAC – Rn, 16 NMAC 13.14.6, 1-25-2001]

16.13.14.7 DEFINITIONS: [RESERVED]
[10-31-95; 16.13.14.7 NMAC – Rn, 16 NMAC 13.14.7, 1-25-2001]

16.13.14.8 CONTINUING EDUCATION PHILOSOPHY: Continuing education is one of the most important responsibilities of the nursing home administrator and is a life-long process. A diversity of administrative, management, and health-related learning activities is recommended to enhance the administrator's professional skills and development and for the administrator to stay abreast of changing requirements, laws, and trends in the nursing home field. The responsibility for continuing education rests with the individual.
[2-24-88; 10-31-95; 16.13.14.8 NMAC – Rn, 16 NMAC 13.14.8, 1-25-2001]

16.13.14.9 APPROVED CONTINUING EDUCATION: To be acceptable in New Mexico a continuing education activity must have been approved by a recognized approval body which has been approved by the Board, and must enhance the licensee's scope of professional development as related to his/her activities as a nursing home administrator. The participant must receive a certificate of attendance that validates the number of approved continuing education hours awarded.
[2-24-88; 10-31-95; 16.13.14.9 NMAC – Rn, 16 NMAC 13.14.9, 1-25-2001; A, 04-15-2002]

16.13.14.10 RECOGNIZED APPROVAL BODIES: The Board will recognize continuing education which meets the criteria in 16.13.14.8 and 16.13.14.9_NMAC and which has been sponsored or approved by the following sponsors or approval bodies:

- A. the New Mexico Nursing Home Administrators Board (NMNHAB);
- B. the National Continuing Education Review Service (NCERS);

- C. the New Mexico Health Care Association (NMHCA);
- D. the New Mexico Hospitals and Health Systems Association (NMHSA);
- E. the American College of Health Care Administrators (ACHCA);
- F. the American Association of Homes and Services for the Aging (AAHSA);
- G. the Association of University Programs in Health Care Administration (AUPHA);
- H. the American College of Health Care Executives (ACHCE); and
- I. other State licensing boards for nursing home administrators.

[2-24-88; 9-18-92; 10-31-95; 16.13.14.10 NMAC – Rn, 16 NMAC 13.14.10, 1-25-2001]

16.13.14.11 ACADEMIC CREDIT OR CONTINUING EDUCATION UNITS: The Board may approve related education taken in an academic setting. The licensee **must** provide **written** justification directly to the Board showing how the continuing education activity enhanced the licensee's scope of professional development as related to the licensee's activities as a nursing home administrator.

- A. Academic credit from institutions of higher learning;
 - (1) One (1) academic credit is equal to fifteen (15) contact hours.
 - (2) No more than twenty-four (24) **converted academic credit** hours may be carried over to the next renewal period.

B. Continuing Education Units (CEU's) or contact hours awarded by continuing education divisions within educational institutions of higher learning.

- (1) One (1) CEU is equal to ten (10) contact hours.
- (2) Six (6) contact hours converted from CEU's may be carried over to the next renewal period.

C. It is recommended that approval be sought prior to renewal in the event the continuing education activity is not approved by the Board.

[2-24-88; 9-18-92; 10-31-95; 16.13.14.11 NMAC – Rn, 16 NMAC 13.14.11, 1-25-2001; A, 04-15-2002]

16.13.14.12 APPROVAL FOR OTHER CONTINUING EDUCATION: The Board has an informal arrangement with the New Mexico Health Care Association (NMHCA) through which NMHCA approves other continuing education for individual licensees. Any continuing education activity which is not covered by 16.13.14.10 and 16.13.14.11 NMAC must be submitted to NMHCA for review and approval **before** it can be submitted to the Board toward the licensee's continuing education renewal requirement. NMHCA can be contacted for more information on this approval procedure.

[10-31-95; 16.13.14.12 NMAC – Rn, 16 NMAC 13.14.12, 1-25-2001]

HISTORY of 16.13.14 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.14, Approved Continuing Education, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.14, Approved Continuing Education, filed 10-13-95, renumbered and reformatted to 16.13.14 NMAC, Approved Continuing Education, effective 1-25-2001.

PART 15 LOST OR STOLEN LICENSE; NAME CHANGE; DUPLICATE LICENSE

16.13.15.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board
 [10-31-95; 16.13.15.1 NMAC – Rn & A, 16 NMAC 13.15.1, 1-25-2001]

16.13.15.2 SCOPE: The provisions in Part 15 of Chapter 13 apply to licensees.

[10-13-95; 16.13.15.2 NMAC – Rn, 16 NMAC 13.15.2, 1-25-2001]

16.13.15.3 STATUTORY AUTHORITY: Part 15 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Section 16-13-6 (1993 Repl. Pamph.).
[10-31-95; 16.13.15.3 NMAC – Rn, 16 NMAC 13.15.3, 1-25-2001]

16.13.15.4 DURATION: Permanent.
[10-31-95; 16.13.15.4 NMAC – Rn, 16 NMAC 13.15.4, 1-25-2001]

16.13.15.5 EFFECTIVE DATE: October 31, 1995.
[2-24-88...10-31-95; 16.13.15.5 NMAC – Rn, 16 NMAC 13.15.5, 1-25-2001]

16.13.15.6 OBJECTIVE: The objective of Part 15 of Chapter 13 is to set forth the requirements regarding procedures for reporting a lost or stolen license or a legal name change, and for obtaining a duplicate license.
[10-31-95; 16.13.15.6 NMAC – Rn, 16 NMAC 13.15.6, 1-25-2001]

16.13.15.7 DEFINITIONS: [RESERVED]
[10-31-95; 16.13.15.7 NMAC – Rn, 16 NMAC 13.15.7, 1-25-2001]

16.13.15.8 LOST OR STOLEN LICENSE: Licensees must give immediate **written** notification to the Board of a lost or stolen license.
[2-24-88; 10-31-95; 16.13.15.8 NMAC – Rn, 16 NMAC 13.15.8, 1-25-2001]

16.13.15.9 NAME CHANGE: Notification to the Board of a name change must be made in writing and must be accompanied by legal proof of the name change (e.g. copy of marriage certificate, divorce decree, etc.).
[2-24-88; 10-31-95; 16.13.15.9 NMAC – Rn, 16 NMAC 13.15.9, 1-25-2001]

16.13.15.10 DUPLICATE LICENSE: A request for a duplicate license must be made in writing and must be accompanied by the required duplicate license fee(s) as specified in Subsections K and L of 16.13.2.8 NMAC.

A. A request for a duplicate license with a legal name change must be accompanied by legal proof of the name change.

B. Individuals who do not wish to request a duplicate license **must** continue to use the name as it appears in the Board's records in conjunction with his/her NHA professional licensure until the requirements for name change have been met.

[2-24-88; 10-31-95; 16.13.15.10 NMAC – Rn & A, 16 NMAC 13.15.10, 1-25-2001]

HISTORY of 16.13.15 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.15, Lost or Stolen License; Name Change; Duplicate License, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.15, Lost or Stolen License; Name Change; Duplicate License, filed 10-13-95, renumbered and reformatted to 16.13.15 NMAC, Lost or Stolen License; Name Change; Duplicate License, effective 1-25-2001.

PART 17 DISCIPLINARY PROCEEDINGS

16.13.17.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board

[10-31-95; 16.13.17.1 NMAC - Rn, 16 NMAC 13.17.1, 1-25-2001; A, 04-15-2002]

16.13.17.2 SCOPE: The provisions in Part 17 of Chapter 13 may be of interest to anyone who may wish to file a complaint against a nursing home administrator licensed by the Board. Disciplinary proceedings may be initiated against licensees or applicants.

[10-31-95; 16.13.17.2 NMAC - Rn, 16 NMAC 13.17.2, 1-25-2001]

16.13.17.3 STATUTORY AUTHORITY: Part 17 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-6, 61-13-13, 61-13-14, and 61-13-15 (1993 Repl. Pamp.) and the Uniform Licensing Act, NMSA 1978 Sections 61-1-1 to 61-1-33 (1993 Repl. Pamp.); and the Uniform Licensing Act, Section 61-1-3.2, NMSA 1978 (2003 Repl. Pamp).

[10-31-95; 16.13.17.3 NMAC - Rn, 16 NMAC 13.17.3, 1-25-2001; A, 02-15-2004]

16.13.17.4 DURATION: Permanent.

[10-31-95; 16.13.17.4 NMAC - Rn, 16 NMAC 13.17.4, 1-25-2001]

16.13.17.5 EFFECTIVE DATE: October 31, 1995, unless a later date is cited at the end of a section.

[2-24-88...10-31-95; 11-29-97; 16.13.17.5 NMAC - Rn, 16 NMAC 13.17.5, 1-25-2001; A, 02-15-2004]

16.13.17.6 OBJECTIVE: The objective of Part 17 of Chapter 13 is to set forth the procedures for filing complaints against licensees and the procedures for the Board to follow in processing complaints.

[10-31-95; 16.13.17.6 NMAC - Rn, 16 NMAC 13.17.6, 1-25-2001]

16.13.17.7 DEFINITIONS:

A. “Complaint” means a complaint filed with the board against an applicant for licensure or against a licensee.

B. “Complainant” means the party who files a complaint against a licensee or against an applicant for licensure.

C. “Respondent” means the licensure applicant or the licensee who is the subject of the complaint filed with the board.

D. “Hearing” means the formal process whereby the respondent is afforded the opportunity to be heard by the board, or its designated hearing officer, before the board takes action which might result in disciplinary action against the respondent’s application for licensure or his or her license to practice nursing home administration.

E. “Violation” means a violation of the New Mexico Nursing Home Administrators Act or the rules and regulations duly adopted by the board.

F. “Notice of contemplated action or NCA” means the administrative process provided for by the Uniform Licensing Act whereby the respondent is notified of the board’s intent to take action based upon the violations of practice charged in the subject complaint, and whereby the respondent is afforded the opportunity for a hearing before the board.

G. “License revocation” means to prohibit the conduct authorized by the license.

H. “License suspension” means to prohibit, for a stated period of time, the conduct authorized by the license.

I. “License restricted subject to conditions” means to allow the conduct authorized by the license for a stated period of time, subject to conditions that are reasonably related to the grounds for disciplinary action.

J. “Pre-NCA agreement” means an agreement reached between the board and the respondent as an option to the formal NCA and hearing administrative hearing process.

K. “Mediation agreement” means an agreement reached through mediation between the board and the respondent as an option to the formal NCA and formal administrative hearing process.

[11-29-97; 16.13.17.7 NMAC - Rn, 16 NMAC 13.17.7, 1-25-2001; A, 02-15-2004]

16.13.17.8 COMPLAINTS: The disciplinary process against a board-licensure may be instituted by sworn complaint on a board-approved form by any person, including board members and board staff. Any hearing held pursuant to the complaint shall conform to the provisions of the Uniform Licensing Act.

[10-31-95; 11-29-97; 16.13.17.8 NMAC - Rn, 16 NMAC 13.17.8, 1-25-2001; A, 02-15-2004]

16.13.17.9 INVESTIGATION: Upon receipt of the sworn complaint against a board-licensure, the board will cause an investigation to be made into the subject complaint by the board's standards of practice committee. [10-31-95; 11-29-97; 16.13.17.9 NMAC - Rn, 16 NMAC 13.17.9, 1-25-2001; A, 02-15-2004]

16.13.17.10 STANDARDS OF PRACTICE COMMITTEE: The standards of practice committee is formed for the purpose of investigating disciplinary matters referred to it by the board. The board chairperson shall appoint a member or members of the board as a standards of practice committee.

A. The standards of practice committee shall review all documentation provided to it in reference to the subject complaint.

B. The standards of practice committee may provide the respondent with a copy of the complaint and allow a reasonable time for the respondent to respond to the allegations in the complaint.

C. The foregoing notwithstanding, the standards of practice committee will not be required to provide the respondent with a notice of the complaint filing, or a copy of the complaint, or any related investigatory evidence prior to the notice of contemplated action, if the committee determines that disclosure may impair, impede, or compromise the efficacy or integrity of the investigation.

D. The standards of practice committee may employ an investigator or other persons determined to be necessary in order to assist in the processing and investigation of the complaint.

E. The standards of practice committee will have independent authority to direct the board administrator to contract for the services of such persons without prior approval of the board after the board administrator has determined budgetary availability for such services.

F. Upon completion of its investigation, the standards of practice committee, with the assistance of board counsel may draw up pre-NCA settlement or mediation agreement proposal with the respondent as a means of resolving the complaint. The proposed agreement or any other recommendations by the standards of practice committee concerning proper disposition of the subject complaint shall be reported and presented by the committee to the board for further action.

G. Upon review and consideration, the board shall vote upon the proposed recommendations and either uphold, reverse, or modify the standards of practice committee's recommendations.

H. Standards of practice committee members who participate in the preparation of recommendations to the remaining board members shall not participate further in any actions initiated by the board against the licensee or licensees who are the subject of the complaint.

I. If the board determines that it lacks jurisdiction, or that there is insufficient evidence or cause to issue a notice of contemplated action, the board may vote to dismiss or close the complaint.

J. If the board determines that there is sufficient evidence or cause to issue a notice of contemplated action, it may vote to refer the complaint to the attorney general's office for possible prosecution in accordance with the provisions contained in the Uniform Licensing Act.

K. The board may take any other action with regard to a complaint which is within its authority and which is within the law, including referring the complaint to the attorney general and/or the district attorney for prosecution of persons alleged to be practicing without a valid license.

[10-31-95; A, 11-29-97; 16.13.17.10 NMAC - Rn, 16 NMAC 13.17.10, 1-25-2001; A, 02-15-2004]

16.13.17.11 PRIVATE CAUSE OF ACTION: Neither the action nor inaction by the Board on any complaint shall preclude the initiation of any private cause of action by the complainant.

[10-31-95; 16.13.17.11 NMAC - Rn, 16 NMAC 13.17.11, 1-25-2001]

16.13.17.12 DISCIPLINARY ACTION: In accordance with the Uniform Licensing Act, the Board has authority to impose penalties in disciplinary matters. The Uniform Licensing Act allows discipline in many forms including but not limited to fines, letters of reprimand, corrective action plans, suspension, and revocation of license.

A. Formal Letters of Reprimand: The Board shall have discretionary authority to issue formal letters of reprimand or warning instead of revocation or suspension. Issuance of formal letters of reprimand shall be subject to the provisions of the Uniform Licensing Act and shall be a matter of public record.

B. [RESERVED]

C. [RESERVED]

D. RESERVED]

E. Prehearing Motions: The Board may appoint a hearing officer to decide non-dispositive motions filed prior to a hearing.

F. Settlement Agreements: The Board may enter into a settlement agreement or mediation agreement with the Respondent as a means of resolving a complaint.

G. [RESERVED]

H. Costs of Disciplinary Proceedings: Licensees or license applicants shall bear all costs of disciplinary proceedings unless they are excused by the Board from paying all or part of the fees, or if they prevail at the hearing and an action specified in Section 61-1-3 of the Uniform Licensing Act is not taken by the Board.

I. Uniform Licensing Provision. In accordance with Section 61-1-7.G of the Uniform Act, a licensee who directly or through an agent intimidates, threatens, injures or takes any adverse action against a person for providing information to the Board shall be subject to disciplinary action.

J. License Returned to the Board: Any wall license, renewal license, or temporary permit issued by the Board must be returned to the Board subsequent to revocation or suspension. The item(s) listed must be returned in person or by certified mail no later than thirty (30) days after the suspension or revocation order by the Board.

K. Federal Fraud and Abuse Data Bank: With regard to the Federal Health Care Integrity and Protection Databank (or its successor databank), which was established by the enactment of the Federal Health Insurance Portability and Accountability Act of 1996:

(1) The Board may report to the databank disciplinary actions taken by the Board that do not contain an admission or finding of guilt or liability against applicants or licensees.

(2) The Board must report to the databank disciplinary actions taken by the Board that do contain an admission or finding of guilt or liability against applicants or licensees.

L. National Data Bank For Long Term Care Administrators: With regard to the national databank for long term care administrators established by the National Association of Boards of Examiners for Long Term Care Administrators (or its successor):

(1) The Board may report to the databank disciplinary actions taken by the Board that do not contain an admission or finding of guilt or liability against applicants or licensees.

(2) The Board must report to the databank disciplinary actions taken by the Board that do contain an admission or finding of guilt or liability against applicants or licensees.

[10-31-95; 11-29-97; 16.13.17.12 NMAC - Rn, 16 NMAC 13.17.12, 1-25-2001; A, 04-15-2002]

16.13.17.13 COMPLAINTS RELATED TO UNLICENSED PRACTICE: In accordance with the Uniform Licensing Act, Section 61-1-3.2, NMSA 1978 (2003 Repl. Pam), a person who is not licensed to engage in the practice of nursing home administration by the board is subject to disciplinary action and proceedings by the board if it is determined that he or she has been practicing nursing home administration in New Mexico without a valid New Mexico license.

A The board may impose a civil penalty in an amount not to exceed one thousand dollars (\$1,000) against a person who, without a license, engages in the practice of nursing home administration.

B. In addition, the board may assess the person engaging in the unlicensed practice of nursing home administration and/or the company, firm, or entity that employed the unlicensed person to act in the capacity of nursing home administrator, the administrative costs, including investigative costs and the costs of conducting a hearing.

C. Reports of unlicensed practice of nursing home administration may be reported for investigation to the board by phone, fax, mail, or e-mail.

[16.13.17.13 NMAC - N, 02-15-2004]

HISTORY of 16.13.17 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.17, Disciplinary Proceedings, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.17, Disciplinary Proceedings, filed 10-13-95, renumbered and reformatted to 16.13.17 NMAC, Disciplinary Proceedings, effective 1-25-2001.

PART 18 GROUNDS FOR DISCIPLINARY ACTION

16.13.18.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board.
[10-31-95; 16.13.18.1 NMAC - Rn, 16 NMAC 13.18.1, 1-25-2001; A, 02-15-2004]

16.13.18.2 SCOPE: The provisions in Part 18 of Chapter 13 apply to any person found to be in violation of the Nursing Home Administrators Act, NMSA 1978 'Section 61-13-1 through 61-13-17 or the Board's regulations (Chapter 13 of Title 16).
[10-31-95; 16.13.18.2 NMAC - Rn, 16 NMAC 13.18.2, 1-25-2001]

16.13.18.3 STATUTORY AUTHORITY: Part 18 of Chapter 13 is promulgated pursuant to the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-6, 61-13-13, 61-13-14, and 61-13-15 (1993 Repl. Pamp.) and the Uniform Licensing Act, NMSA 1978 Section 61-1-1 through ' 61-1-33 (1993 Repl. Pamp.); and the Uniform Licensing Act, Section 61-1-3.2, NMSA 1978 (2003 Repl. Pamp).
[10-31-95; 16.13.18.3 NMAC - Rn, 16 NMAC 13.18.3, 1-25-2001; A, 02-15-2004]

16.13.18.4 DURATION: Permanent.
[10-31-95; 16.13.18.4 NMAC - Rn, 16 NMAC 13.18.4, 1-25-2001]

16.13.18.5 EFFECTIVE DATE: October 31, 1995.
[10-31-95; 16.13.18.5 NMAC - Rn, 16 NMAC 13.18.5, 1-25-2001]

16.13.18.6 OBJECTIVE: The objective of Part 18 of Chapter 13 is to set forth the grounds for disciplinary action that subject the licensee and non-licensee to disciplinary action by the board.
[10-31-95; 16.13.18.6 NMAC - Rn, 16 NMAC 13.18.6, 1-25-2001; A, 02-15-2004]

16.13.18.7 DEFINITIONS: [RESERVED]
[10-31-95; 16.13.18.7 NMAC - Rn, 16 NMAC 13.18.7, 1-25-2001]

16.13.18.8 DISCIPLINARY GUIDELINES: In accordance with the provisions contained within the Uniform Licensing Act, the board may take disciplinary action if the board determines the applicant or licensee has violated the Nursing Home Administrators Act or the board's regulations. The following shall subject the licensee to disciplinary action by the board.

A. Fraud or deceit in procuring or attempting to procure a license to practice as a nursing home administrator.

B. Knowingly practicing nursing home administration or using any designation with his/her name tending to imply, without a valid license, that he/she is a nursing home administrator; or knowingly aiding, assisting, procuring, advising, or encouraging any unlicensed person to practice nursing home administration or use any designation with his/her name tending to imply that he/she is a nursing home administrator without a valid license.

C. Conviction of a felony by a court of competent jurisdiction.

(1) This includes a conviction of an offense which, if committed in this state, would be deemed a felony under either state or federal law, without regard to its designation elsewhere.

(2) The term "conviction" shall include a finding or verdict of guilt, a plea of guilty, or a plea of nolo contendere in a criminal proceeding, regardless of whether the adjudication of guilt or sentence is withheld or not entered thereon or an appeal of the conviction has been sought.

D. Having been declared mentally incompetent by a regularly constituted authority within or outside this state.

(1) Any such adjudication shall be grounds for suspension of the license of any such person and shall prevent the reissuance or renewal of any license so suspended for as long as the adjudication of incompetence is in effect unless the board, upon a finding that the licensee is mentally competent, orders otherwise.

(2) Any applicant who has been so adjudged to be mentally incompetent shall not receive a license unless the board, upon a finding that the applicant is mentally competent, orders otherwise.

E. Having become unable to practice nursing home administration with reasonable skill and safety to residents by reason of illness or use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of a physical condition.

(1) License suspension shall only be in effect during the period of alcohol or drug dependency or physical incapacitation.

(2) In enforcing the provisions in Subsections D and E of 16.13.18.8 NMAC, the board may, upon reasonable grounds, require a licensee or applicant to submit to a mental or physical examination by a licensed professional designated by the board.

(3) The cost of such evaluation shall be borne by the licensee or applicant. The results shall be admissible in the hearing before the board, notwithstanding any claim of privilege under a contrary rule or law or statute.

(4) If a licensee or applicant fails to submit to such an examination when properly directed to do so by the board, a show cause order may be issued from the board directing the licensee or applicant to show cause why he/she should not submit to the examination.

(5) The board may enter a final order upon proper notice, hearing, and proof of such refusal.

(6) Any licensee or applicant who is prohibited from practicing nursing home administration under Subsections D and E of 16.13.18.8 NMAC will, at reasonable intervals, be afforded an opportunity to demonstrate to the board that he/she can resume the practice of nursing home administration with reasonable skill and safety to residents.

(7) Applicants for licensure and renewal who have a history of alcohol or drug dependency shall be required to demonstrate to the satisfaction of the board that they have met all the following requirements:

(a) completed a treatment program for alcohol or chemical dependency;

(b) remained abstinent from alcohol or chemical dependence, except for drugs prescribed by a licensed physician for a legitimate medical condition, for a minimum of at least two (2) years; and

(c) maintained active and uninterrupted participation in a program of aftercare which provides for periodic monitoring and supervision by appropriately trained personnel, and which includes random and unannounced drug and/or alcohol screening of urine or blood.

F. Violation of any provision of the Nursing Home Administrators Act or any rules and regulations duly adopted by the board.

G. Gross incompetence.

H. Performance and conduct that substantially departs from, or fails to conform to, the minimal reasonable standards of acceptable and prevailing practice of nursing home administration, including but not limited to the following:

(1) conviction of a misdemeanor substantially relating to the practice of nursing home administration;

(2) found to be directly responsible for the neglect or abuse of nursing home resident(s) or the misappropriation of resident funds or property by a court of law, the board, an agency responsible for the certification and licensure of nursing homes, a state medicaid fraud and abuse unit, or any other duly recognized state agency;

(3) found to have falsified records related to residents or employees of a nursing home on the basis of race, religion, color, national origin, sex, age, or handicap in violation of federal or state laws;

(4) knowingly made misleading, deceptive, untrue, or fraudulent representations in the practice of nursing home administration, in the operation of a nursing home facility, or in any document connected therewith;

(5) revocation, suspension, or denial of a license by another state licensing board for any of the reasons which are also a violation of the Nursing Home Administrators Act, NMSA 1978 Sections 61-13-1 through 61-13-17;

(6) commission of a crime or act substantially related to the qualifications, functions, or duties of a nursing home administrator and which evidences unfitness to perform as a nursing home administrator in a manner consistent with protecting the public health, safety, and welfare; such crimes or acts shall include but not be limited to those involving the following: engaging in any unprofessional, immoral, unethical, deceptive or destructive

conduct or practice harmful to the public, which materially affects the fitness of the licensee or applicant to practice nursing home administration;

(7) commission of a crime involving moral corruption, without regard to conviction; the conviction of a crime involving moral corruption shall be evidence of the commission of such crime; as used in this paragraph, the term "conviction" shall have the meanings prescribed in Subsection C, Paragraph (2) of 16.13.18.8 NMAC; examples may include sexual harassment, resident abuse, breach of fiduciary duty, bribery, etc. [10-31-95; 16.13.18.8 NMAC - Rn, 16 NMAC 13.18.8, 1-25-2001; A, 02-15-2004]

16.13.18.9 GROSS INCOMPETENCE FURTHER DEFINED: In performing nursing home administrator functions, a licensee is under the legal duty to possess and to apply the knowledge, skill, and care that is ordinarily possessed and exercised by other licensed nursing home administrators and required by the generally accepted standards of the profession. The failure to possess or to apply to a substantial degree such knowledge, skill, and care constitutes gross incompetence.

A. Charges of gross incompetence may be based upon a single act of incompetence or upon a course of conduct or series of acts or omissions which extend over a period of time and which, taken as a whole, demonstrate incompetence. It shall not be necessary to show that actual harm resulted from the act or omission or series of acts or omissions so long as the conduct is of such a character that harm could have resulted to the resident or to the public from the act or omission or series of acts or omissions.

B. The following shall be deemed prima facie examples of activities which demonstrate that a licensee is unfit or incompetent to serve as a nursing home administrator by reason of negligence, habits, or other causes. The Board shall not be limited to this list in determining whether an act or acts constitute gross incompetence:

(1) Willfully acting in a manner inconsistent with the care for the welfare and the health and safety of the residents of the nursing facility in which he is the administrator, administrator/owner, administrator/manager, or administrator/corporate officer;

(2) Failure to make good faith attempts using administrative management methods, to assure that the nursing home in which he/she is the administrator, administrator/owner, administrator/manager, or administrator/corporate officer conforms with the provisions of pertinent statutes, codes, rules and regulations of the state licensing authority having jurisdiction over the operation and licensing of nursing homes;

(3) Failure to be responsible for planning, organizing, directing, and managing the operation of a nursing home in such a manner to ensure the safety, health, and welfare of the residents in the facility under his/her administration;

(4) Physical inability to serve as a nursing home administrator as evidenced by the statement of two licensed physicians; or

(5) Willfully permitting unauthorized disclosure of information relating to a resident in a nursing home under his/her administration.

[2-24-88; 10-31-95; 16.13.18.9 NMAC - Rn, 16 NMAC 13.18.9, 1-25-2001]

HISTORY of 16.13.18 NMAC:

Pre-NMAC History:

Material in the part was derived from that previously filed with the commission of public records - state records center and archives:

NHA Manual #88-1, Administrative Rules and Regulations of the New Mexico Board of Nursing Home Administrators, filed 01-25-88.

History of Repealed Material: [Reserved]

Other History:

16 NMAC 13.18, Grounds for Disciplinary Action, filed 10-13-95 replaced that relevant portion of NHA Manual #88-1, filed 01-25-88.

16 NMAC 13.18, Grounds for Disciplinary Action, filed 10-13-95, renumbered and reformatted to 16.13.18 NMAC, Grounds for Disciplinary Action, effective 1-25-2001.

PART 19 PARENTAL RESPONSIBILITY ACT COMPLIANCE

16.13.19.1 ISSUING AGENCY: New Mexico Nursing Home Administrators Board 725 St. Michael's Drive Santa Fe, New Mexico 87504 (505) 827-7170.
[10-31-95; 16.13.19.1 NMAC – Rn, 16 NMAC 13.19.1, 1-25-2001]

16.13.19.2 SCOPE: The provisions of Part 19 of Chapter 13 apply to all license applicants and licensees.
[10-31-95; 16.13.19.2 NMAC – Rn, 16 NMAC 13.19.2, 1-25-2001]

16.13.19.3 STATUTORY AUTHORITY: Part 19 of Chapter 13 is promulgated pursuant to the Parental Responsibility Act (Chapter 25, Laws of 1995).
[10-31-95; 16.13.19.3 NMAC – Rn, 16 NMAC 13.19.3, 1-25-2001]

16.13.19.4 DURATION: Permanent.
[10-31-95; 16.13.19.4 NMAC – Rn, 16 NMAC 13.19.4, 1-25-2001]

16.13.19.5 EFFECTIVE DATE: October 31, 1995.
[10-31-95; 16.13.19.5 NMAC – Rn, 16 NMAC 13.19.5, 1-25-2001]

16.13.19.6 OBJECTIVE: The objective of Part 19 of Chapter 13 is to set forth the regulations for enforcing the provisions of the Parental Responsibility Act.
[10-31-95; 16.13.19.6 NMAC – Rn, 16 NMAC 13.19.6, 1-25-2001]

16.13.19.7 DEFINITIONS: All terms defined in the Parental Responsibility Act shall have the same meanings in Part 19 of Chapter 13. As used in Part 19:

- A.** "HSD" means the New Mexico Human Services Department;
 - B.** "Statement of Compliance" means a certified statement from HSD stating that an applicant or licensee is in compliance with a judgment and order for support; and
 - C.** "Statement of Non-compliance" means a certified statement from HSD stating that an applicant or licensee is not in compliance with a judgment and an order for support.
- [10-31-95; 16.13.19.7 NMAC – Rn, 16 NMAC 13.19.7, 1-25-2001]

16.13.19.8 DISCIPLINARY ACTION: If an applicant or licensee is not in compliance with a judgment and order for support, the Board:

- A.** shall deny an application for a license;
 - B.** shall deny the renewal of license; and
 - C.** has grounds for suspension or revocation of the license.
- [10-31-95; 16.13.19.8 NMAC – Rn, 16 NMAC 13.19.8, 1-25-2001]

16.13.19.9 CERTIFIED LIST: Upon receipt of HSD's certified list of obligors not in compliance with a judgment and order for support, the Board shall match the certified list against the current list of Board licensees and applicants.

- A.** Upon the later receipt of an application for license or renewal, the Board shall match the applicant against the current certified list.
 - B.** By the end of the month in which the certified list is received, the Board shall report to HSD the names of Board applicants and licensees who are on the certified list and the action the Board has taken in connection with such applicants and licensees.
- [10-31-95; 16.13.19.9 NMAC – Rn, 16 NMAC 13.19.9, 1-25-2001]

16.13.19.10 INITIAL ACTION: Upon determination that an applicant or licensee appears on the certified list, the Board shall:

- A.** commence a formal proceeding as set forth in 16.13.19.11 NMAC to take the appropriate action under 16.13.19.8 NMAC; (or
- B.** for current licensees only, informally notify the licensee that the licensee's name is on the certified list, and that the licensee must provide the Board with a subsequent Statement of Compliance from HSD by

the earlier of the application for license renewal or a specified date not to exceed thirty (30) days. If the licensee fails to provide this statement, the Board shall commence a formal proceeding as set forth in 16.13.19.11 NMAC. [10-31-95; 16.13.19.10 NMAC – Rn, 16 NMAC 13.19.10, 1-25-2001]

16.13.19.11 NOTICE OF CONTEMPLATED ACTION: Prior to taking any action specified in 16.13.19.8 NMAC, the Board shall serve upon the applicant or licensee a written notice stating that:

A. the Board has grounds to take such action, and that the Board shall take such action unless the licensee or applicant:

(1) mails a letter (certified mail return receipt requested) within twenty (20) days after service of the notice requesting a hearing; or

(2) provides the Board, within thirty (30) days of the date of the notice, with a Statement of Compliance from HSD; and

B. if the applicant or licensee disagrees with the determination of non-compliance, or wishes to come into compliance, the applicant or licensee should contact the HSD Child Support Enforcement Division. [10-31-95; 16.13.19.11 NMAC – Rn, 16 NMAC 13.19.11, 1-25-2001]

16.13.19.12 EVIDENCE AND PROOF: In any hearing under Part 19 of Chapter 13, relevant evidence is limited to the following:

A. A Statement of Non-compliance is conclusive evidence that requires the Board to take the appropriate action under 16.13.19.8 NMAC, unless:

B. The applicant or licensee provides the Board with a subsequent Statement of Compliance which shall preclude the Board from taking any action under Part 19 of Chapter 13. [10-18-95; 16.13.19.12 NMAC – Rn, 16 NMAC 13.19.12, 1-25-2001]

16.13.19.13 ORDER: When a disciplinary action is taken under Part 19 of Chapter 13 solely because the applicant or licensee is not in compliance with a judgment and order for support, the order shall state that the application or license shall be reinstated upon presentation of a subsequent Statement of Compliance. The Board may also include any other conditions necessary to comply with Board requirements for reapplications or reinstatement of lapsed licenses. [10-31-95; 16.13.19.13 NMAC – Rn, 16 NMAC 13.19.13, 1-25-2001]

16.13.19.14 PROCEDURES: Proceedings under Part 19 of Chapter 13 shall be governed by the Uniform Licensing Act, NMSA 1978 Sections 61-1-1 through 61-1-33 (1993 Repl. Pamp.). [10-31-95; 16.13.19.14 NMAC – Rn, 16 NMAC 13.19.14, 1-25-2001]

HISTORY of 16.13.19 NMAC:

Pre-NMAC History: None

History of Repealed Material: [Reserved]

Other History: 16 NMAC 13.19, Parental Responsibility Act Compliance, filed 10-13-95, renumbered and reformatted to 16.13.19 NMAC, Parental Responsibility Act Compliance, effective 1-25-2001.