

Internship Field Experience - Domains of Practice

This document must be turned in to the faculty advisor at the conclusion of your internship
Faculty advisor will copy and distribute to Mentor and Student

This document, completed by the student and mentor together, serves as a guide to provide the student direction in the current domains of practice or expertise required in healthcare administration. The domain of practice is updated by administrators from around the country listing areas of knowledge required of a contemporary administrator. It also serves as the basis for preparation for those students interested in Long Term Care licensure.

Learning Objectives should be created for the internship by the student and reviewed by the Mentor and Faculty Advisor. Internship projects(s) should be considered beneficial to the facility and appropriate as a learning opportunity for the student.

All boxes must be completed; "N/A" may be used as appropriate.

Domain I - Administration		
Functions	Time Spent	Learning Objectives
Leadership/Management Skills		
Federal Rules/Regulations		
State Rules/Regulations		
Board Governance		
Information Management Systems		
Community Resources		
Risk Management		
Marketing		
Strategic Planning		
Department Functions		
Professional Licenses, Roles and Functions		

Domain II – Resident Care and Quality of Life		
Functions	Time Spent	Learning Objectives
Nursing		
Social Services		
Food Services		
Medical Services		
Therapeutic Recreation		
Health Information		
Pharmaceutical Services		
Rehabilitation Services		
Quality Improvement Systems		
Resident Rights		
Resident Care Policies and Procedures		
Laundry, Housekeeping and Physical Plant Maintenance		
Domain III – Human Resources		
Functions	Time Spent	Learning Objectives
Recruitment, Development, Evaluation and Retention		
Communication		
Cultural Diversity		
Compensation and Benefits		
HR Management Policies		
Employee Health and Safety		
Employment Law		

Domain IV – Finance		
Functions	Time Spent	Learning Objectives
Operating Budget		
Capital Budget		
Resident Trust		
Financial Policies and Procedures		
Accounts Receivables/Accounts Payable		
Fundraising		
Contractual Agreements		
Audit and Reporting Systems		
Property and Liability Insurance		
Financial Management		
Payment Methods		
Domain V – Physical Environment		
Functions	Time Spent	Learning Objectives
Maintaining and Improving building and grounds		
Creating a home-like environment		
Preventative Maintenance Program		
Emergency Procedures		
Environmental Safety – ADA, OSHA, Life Safety Code - MSDS		