



The Long-Term Care Administrators Field Guide

Brian Garavaglia PhD

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Your nursing home is only as good as your administrator. Increase productivity and manage your nursing home efficiently with this how-to guide.

Be the best administrator you can be with *The Long-Term Care Administrator's Field Guide* by Brian Garavaglia, Ph.D. This must-have for new and veteran long-term care administrators provides a strategic breakdown of the organizational structure of a nursing home and explains the administrator's role in building and plant operations, human resources, infection control, financial management, and more.

Designed to save time this "all-in-one" resource provides detailed chapters that allow administrators to find their answers quickly and continue on their work day. This one-stop guide is an easy way to get all of the duties that administrators are responsible for outlined in a clear and concise way. You get everything from understanding biological and psychological aspects of aging to managing and running a facility.

A must-have for:

- Veteran administrators who want to ensure their way of conducting business is the most efficient
- New administrators who need a daily resource to make confident and correct decisions
- Professionals who are planning or striving to become an administrator

Administrators will love the:

- Simple descriptions of long-term care regulations and how to comply
- Management tips that save time and increase productivity
- Effective ways to prevent the spread of infection
- Easy techniques to make financial responsibilities less challenging

Already an administrator? Confirm that what you're doing is correct.

Veteran administrators will appreciate the way author Brian Garavaglia, Ph.D. strategically breaks down the technical side of long-term care administration by making the practical every day applications that exist in the industry available to everyone.

BONUS CD-ROM!

As a bonus, the CD-ROM includes a post-test with every chapter, a 30-page supplement covering medical terminology and abbreviations, an overview of geriatrics 101, and a section on management theory.

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