



# The Long-Term Care Administrators Field Guide

*Brian Garavaglia PhD*

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## **The Long-Term Care Administrators Field Guide** Brian Garavaglia PhD

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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