

Ideal Administrator - Long-Term Care Leadership



Self-Assessment

As a LTC administrator, you are invited to assess your leadership ability.

This self-assessment is derived from the ACHCA's "The Principles of Excellence." Therefore, the items in this test enunciate the highest standards to which a long-term care leader should aspire to. The test items address two vital dimensions of leadership: a) the mission, beliefs and principles that drive a leader, and b) the actual performance of the leader.

The results of the web-based test are automatically computed when you complete the test.

How to take the test

On each test item rate yourself with a **score of 1 to 5** to indicate how often during the last twelve months you exhibited the behavior described in the item. It is not important here whether you agree with the statement; nor whether you intended to, but did not, act that way; nor if your actions proved effective. Assign a score simply on how frequently you behaved that way in the last twelve months.

In case you feel an item seems to bundle different behaviors into one statement, simply see those related behaviors as expressing one underlying feature of a leader. Score that item as if it is one.

Use the following scoring codes **1 through 5** to indicate how frequently you behaved relative to each item:

How often I exhibited such a behavior during the last 12 months. Check your answer as: During the last 12 months...	
I did not exhibit that behavior	1
I exhibited that behavior on few occasions	2
I exhibited that behavior on several occasions	3
I exhibited that behavior on many occasions	4
I exhibited that behavior almost always	5

Note: If an item does not apply to your leadership role, leave it blank.

ACHCA Self Evaluation Test

Please answer the questions below and click "Submit Responses" for your evaluation.

Response Key:

- 1** = I did not exhibit that behavior
- 2** = I exhibited that behavior on few occasions
- 3** = I exhibited that behavior on several occasions
- 4** = I exhibited that behavior on many occasions
- 5** = I exhibited that behavior almost always

Note: If an item does not apply to your leadership role, leave it blank.

A. Keeping the focus on the mission	1	2	3	4	5
1. I use my facility's mission as my guide in setting priorities in important matters (e.g., in resident-centered care; in training staff; in budgetary matters).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I see to it that my facility's performance goals are consistent with the facility's mission (e.g., goals regarding admissions, recruiting staff, ensuring quality).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I promote the facility's mission, goals and values when I mentor my staff, supervisors and managers (e.g., during recruitment, orientation, in-services, evaluation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Creating a culture of quality	1	2	3	4	5
4. I try to create a culture of quality by insisting that every resident, staff and manager should show concern for each other in practical ways (e.g., by helping anyone in need, responding to call bells, looking-out for each other).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I implement specific practices to monitor quality (e.g., regular review of QIs, QMs, satisfaction survey results).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. I use specific ways to keep staff informed about new ideas in care-giving (e.g., by postings of research news, discussion of presentations at conventions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I encourage staff to try out new ideas and practices (e.g., aroma therapy, Tai Chi, acupuncture, Montessori methods).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Ensuring the resident's wellbeing	1	2	3	4	5
8. I remind staff, supervisors and managers that person-centered care-giving is our primary goal (e.g., through the QA-A Committee agenda, when evaluating performance).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I promote person-centered care by teaching and helping staff to be sensitive to each one's individual preferences (e.g., by turning orientation and in-services into educational opportunities).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I ensure that the QA-A Committee's agenda always stays focused on the quality of life of the residents (i.e. it always aims to meet their physical-social-spiritual needs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I ensure that resident care is based on personalized care plans which respect the individual routines of residents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I ensure that residents have a choice as to when they go to sleep.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I ensure that residents have a choice as to when they wake up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>14. I ensure that residents have a choice as to when they bathe.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>15. I ensure that residents have a choice as to when they eat.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>16. I ensure that residents have access to snacks and/or the refrigerator.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>17. I ensure that dining occurs in a non-institutional, enjoyable setting (e.g., food is served family style or restaurant style, with friends and family).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>18. I ensure that the staff are solicitous about the resident's physical comfort (e.g., using proper assistive devices, suitable chairs and mattresses).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>19. I use permanent staff assignments to achieve personalized care and to build relationships.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>20. I encourage staff and residents to contribute their knowledge of mutual needs and relationships when we plan permanent assignments.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>21. I ensure that the primary caregivers, including CNA's, participate in care-planning.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>22. I encourage residents to participate in care-planning.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>23. I encourage residents to participate in the resident council.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>24. I encourage families to participate in care-planning.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25. I encourage families to participate in the family council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. I ensure that the primary caregiver participates in quality improvement programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. I ensure that staff receive feedback from residents and families about the services they receive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. I ensure that other professionals (e.g., physicians, therapists, hospice staff, vendors etc.) receive feedback from residents and families about the services they receive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Being solicitous of the caregivers	1	2	3	4	5
29. I insist that in concrete ways we show as much concern for our caregivers, who are our first customer, as we do so for our residents, who are our primary customer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. I involve frontline workers in the recruiting of new staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. I involve frontline workers in the orienting of new staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. I involve frontline workers in the mentoring of new staff.	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. I empower staff to participate in making and/or managing their schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. I encourage supervisors to be sensitive to the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

personal needs of their staff (e.g., allowing flexible scheduling to accommodate their personal and family needs).					
35. I mentor and educate staff on how to deal with difficult residents and families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. I encourage staff to develop their talent and skills by offering appropriate incentives, rewards and evaluations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. I offer staff opportunities for career advancement (e.g., career ladders, continuing education, tuition incentives, attending conferences).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. I encourage person-centered staff attitudes and behaviors through public recognition and appropriate rewards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. I show concern and appreciation to staff personally and individually, and not merely in general through staff parties, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. I keep staff informed about important changes in the facility (e.g., in plans and policy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Creating a home	1	2	3	4	5
41. I build a sense of community by promoting practices such as religious services and symbolism, spiritual activity, traditional festivity and patriotic ceremony.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. I encourage residents and staff to participate in grieving and/or funeral rites when a resident passes away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

43. I encourage residents and staff to express opinions and complaints without fear of retaliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. I strive to make residents and staff feel safe in every way (e.g., from physical risk, external intrusion, personal abuse).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. I see to it that living and surrounding areas are clean and well maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. I encourage residents to furnish and decorate their rooms with items from their own home in order to create a non-institutional, warm, comfortable home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. I invite the community to participate in the activities of the home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. I facilitate the involvement of residents in the local community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. I create opportunities for children to get involved regularly with our residents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. I encourage preventive maintenance to ensure that the physical plant and equipment always meet professional and legal standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Practicing sound financial management	1	2	3	4	5
51. I manage the facility's business in a way that is true to and consistent with our mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. I allocate resources sufficient and appropriate to achieve the facility's mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

53. I include department heads and/or staff-teams in creating and/or managing the budgets that affect their work.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
54. I involve staff in purchasing decisions regarding supplies and equipment they utilize.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
55. I ensure that residents' assets, savings and belongings are secure and well managed.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
56. I follow sound, financial management and professional practices (e.g., in accounting procedures and corporate compliance).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
57. I educate the staff to understand the reimbursement system and their role in the financial stewardship of the facility (e.g., avoiding waste, recruiting residents and staff).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

 **For statistical purposes, please answer the following:**

You are:

- Male
- Female

Your age:

- Less than 30 years
- 31-40 years
- 41-50 years
- 51-60 years
- 60 or more years

Your highest educational level:

- High school
- Some college

- College degree
- Some graduate work
- Master's or equivalent degree
- PhD or equivalent degree

How many years have you worked in nursing homes?

- Less than 1 years
- 1-3 years
- 4-5 years
- 5-10 years
- 11-15 years
- 16-20 years
- 21-30 years
- 31-40 years
- 41-50 years
- More than 50 years

How many years have you worked as an administrator?

- Less than 1 years
- 1-3 years
- 4-5 years
- 5-10 years
- 11-15 years
- 16-20 years
- 21-30 years
- 31-40 years
- 41-50 years
- More than 50 years

You are

- Current member of the ACHCA
- Not current but past member of the ACHCA
- Never been a member of the ACHCA

Submit Responses