Assisted Living Facilities
BoK

- 1) Human Development and Late Adult Years
  - Life Span Potential
  - Theories of Aging
- 2) Human Development and Aging
  - Human Behavior and Aging
  - Potential and Creativity
  - Wellness and Self-Esteem
- 3) Spirituality of Aging
  - Reminiscing
  - Tasks of Life Review
  - Worship — Religion
  - Death — Dying
  - Palliative Care
  - Journaling
    - Ethics
    - Tasks of Vital Aging
    - Prayer — Scripture
    - Personal Growth
    - Wisdom in Aging
- 4) Biology of Aging
  - Changes — Physical & Sensory
  - Sexuality
  - Medications
  - Nutrition
  - Healthy Aging
  - Illness and Dysfunction
- 5) Sociology of Aging
  - Living Arrangements — Retirement Housing, Elder Communities, Long-Term Care, Adult Day Services, Assisted Living, Mental Health, Sub-Acute, Independent Living, Home Health, Aging in Place, Senior Centers
  - Culture Change Aspects in Assisted Living
- Baby Boomers
- Sign Language
- Foreign Language
- Elder Abuse
6) Psychology of Aging
- Leisure & Aging
  - Psychological Choices — Depression, Anxiety, Fears
  - Drugs & Alcohol
  - Security
  - Successful adaptations
  - Counseling Techniques
  - Stereotypes — Myths
  - Confusion/Disorientation
- Aging in Place
- Memory Care
7) Leisure and Aging
- Recreation — Definition, Types, Philosophy
- Lifestyles
  - Retirement Living
  - Attitudes — Motivation
  - Analysis of Leisure Time
- Client Interests
  - Client Rights — Different Categories
- Volunteering
  - Creativity in Aging
  - Leisure Education
  - Barriers to Leisure
8) Basic Health
- First Aid
- Health Precautions
- Personal Health Issues
  - Geriatric Medications/Contra-Indications in the Activities Delivery systems
- Nutritional Issues/Diabetes
9) Group Instruction/Leadership
- Adult Learning Modes
  - Instruction Methods — Lecture, Handouts, Videos
  - Demonstrations, Samples, Slides, Participation, Discussion, Survey, Sharing Experience
  - Teaching Materials — Tools, Resources
  - Group Dynamics/Leadership
  - In-Service
  - Leader Listening
  - Esteem Building
  - Build Group Support
10) Therapy for the Disabled Aging
- Aroma Therapy
- Massage Therapy
- Therapeutic Swimming
11) With Residents & Staff
- Types of Communication
  - Listening Skills
  - Responding Skills
  - Communication with Frail
  - Communication with Confused
  - Intercultural Concerns
  - Morale Building
• Dealing with Difficult Situations

• 12) Public Speaking
• Professional Image
• Leading Meetings
• Business Etiquette

• 13) Public Relations
• The Written Message
• Media Use — Press releases, P.S.A., T.V., Radio
• Publicity — News
• Letters of Appreciation
• Volunteer Programs
• Fund Raising
• Marketing Activity Importance letters, Bulletin Boards, Posters, Graphic Techniques

• Community Marketing of Facility and Activities Delivery Systems

• 14) Interpersonal Relationships
• Staff Team Approach — Working Together
• Coordination of Services — Staff, Families, Volunteers, etc.
• Peer Relationships — Staff, Residents
• Family Relationships — Various Age Needs and Attitudes
• Empowerment/Managing Relationships/Personality Evaluation
• Staff/Client Relationships
• Consultant Relationships
• Organizational Relationships
• Organizational Structures in Different Levels of Care

• Conflict Resolution
• Dealing with Difficult People
• Assertiveness Training

• 15) Motivation
• Of Clients, Families, Staff, Volunteers
• Professional Improvement

• Motivational Techniques

• 16) Community Services/Support/Relations
• Recreation Resources
• Service Clubs
• Religious Resources
• Mainstreaming
• Adult Health Services — Alzheimer’s, Ostomy Clubs, MS, Parkinsons, Arthritis, Amputee, Cancer,
• Business — Chamber of Commerce
• Family Open Houses

• Library Resources

• 17) Regulations
• Guidelines & Standards — OSHA, ADA & Professional Standards
• Legislative Updating

• Assisted Living Regulations/Memory Care/ Enhanced Assisted Living Regulations

Programming
• **18) Individualized Care Planning**
  - Assessment —
  - Interdisciplinary Team
  - Professional Standards
  - Legal — Ethical Issues
  - Medical Terms
  - Charting — Confidentiality
  - Patient — Resident Involvement
  - Individualized Service Plans

• **19) Program Management**
  - Philosophy of Operation
    - Expressive/Creative Program Scope — Physical, Mental, Social, Emotional, Community, Spiritual, Educational
  - Program Planning — Resident Centered
  - Organization — Calendar
  - Program Implementation — Conducting Activities
  - Evaluation Techniques
  - Operating Audio—Visual Equipment
  - Equipment & Supplies — Control, Safety Precautions, Resource Materials, Ordering
  - Modes of Programming
  - Operating Facility Vehicles

• **20) Computer Skills**
  - Word Processing
  - Database
  - Charting
  - Desktop Publishing
  - Games
  - Participant Learning
  - Internet

• **21) Program Types -- Theory and Practice**
  - Exercise — General, Volleyball, e.g., Wheelchair, Reiki, Tae Kwon Do, Yoga, etc.
  - Social — e.g., Parties
  - Outdoor — e.g., Barbecues, Games, Walks
  - Away from the Facility — e.g., Visits to Community Places of Interest
  - Religious — e.g., Bible Study, Services
  - Creative — e.g., Crafts, Drama, Writing, Journaling, Scrapbooking
  - Educational — e.g., Current Events, Alzheimer's Group, Adult Learning
  - Residents with special needs — e.g., AIDS, DDs, MRs, MS et al.
  - Resident Planned — e.g., Resident Council or Any Activity
  - Reality Awareness e.g., with Other Programs
  - Entertainment — e.g., Games, Entertainer Resources
  - Self Help — e.g., Nail Polishing Group, Independent Activities
  - Music — Basic & Adaptive Techniques
    1. Accompaniment Instrument-Chord Structure
    2. Recreational — Rhythm Instruments, Musical Games, Movement, Literature for the Aged
  - Community Oriented e.g., Intergenerational, Community Groups in the Facility
  - Computer Based
  - Lesson Planning
  - Technological Advancements
• Wii/Computer Based Games
• Outings/Policies and Procedures
• Recreational/Leisure Vehicle Training
• Bar Tending/ Mixology /Wine Tasting
• Proper Food Handling

• **Management/Personnel, Legal and Ethical Issues**

• **22) Personal Employment**
  • Recruitment, Interviewing, Hiring, Development, Recognition, Evaluation, Termination — Staff and Volunteers
  • Job Search — Resume Writing, Interview Preparation

• **23) Management Leadership**
  • Interdisciplinary Team
  • Leadership Styles
  • Program Management
  • Program Evaluation
  • Supervision Philosophies and Techniques
  • Delegating — Enabling Staff Ability
  • Self Analysis
  • Time Management
  • Activity Staff In-Service
  • How to Conduct Meetings: Staff, Association
  • Problem Solving
  • Resident Meetings
  • Record Keeping
  • Dealing with Challenging People
  • Stress Management
  • Memory Improvement
  • Family Meetings
  • Violence in the Workplace

• Controlling
• Culture Change/ Greenhouse Concepts
• Management Techniques
• Generational Diversity/Gender Issues
• Quality Assurance, CQI, TQM, etc.
• Association Management/Conference Management
• Committee Development
• Customer Service

• **24) Management Writing Skills**
  • Documentation Chart Auditing
  • Job Descriptions
  • Policies & Procedures Manuals
  • Incident Records/Reports
  • Letters of Request — Direct Mail
  • Grant Writing
  • Public Relations
  • E-mail and Internet Etiquette
• Form Development
• **25) Financial Management**
  • Reimbursement
  • Budget Writing
  • Record Keeping
  • Expense Control
  • Fund raising
• Establishing Budgets
• Donation Management
• **26) Professional Development**
  • Certification
  • Professional attitude toward residents
  • Professional associations
  • Business expectations
  • Professional standards — Ethics
• Professional Affiliations
• Professionalism
• **27) Consulting**
  • Consultant's Role, Goals, Knowledge
  • Consultant's Education
• **28) Resources**
  • How to Work with Volunteers
  • How to Work with Supervisors
  • How to Work with Consultants
  • How to Work as Middle Management
  • Intra-departmental Skills
  • How to work with Vendors