

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
- Comparative Religions
- **4) Biology of Aging**
- • Changes — Physical & Sensory
- • Sexuality
- • Medications
- • Nutrition
- • Healthy Aging
- • Illness and Dysfunction
- Bariatric Issues
- Behavioral Interventions
- Pain Management
- **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
- Volunteerism
- Creativity in Aging
- Leisure Education
- Barriers to Leisure
- Person Centered Programming
- **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

