

Home Care Specialization

Body of Knowledge

Working with Participants/Clients

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

- Involvement — Isolation
- Dependence/Independence
- Living Alone — Social Networks
- Cultural Attitudes
- Social Histories
- Long Term Care/Aging/Social Needs
- Living Arrangements — Elder Communities, Long-Term Care, Adult Day Services, Assisted Living, Mental Health
- Baby Boomers
- Sign Language
- Foreign Language
- Elder Abuse

6) Psychology of Aging

- Leisure & Aging
- Psychological Choices — Depression, Anxiety, Fears
 - Stages of Grief
 - Maslow Hierarchy of Need
 - Social Demography
- Drugs & Alcohol
- Security
- Successful adaptations
- Hospice
- Counseling Techniques
- Stereotypes — Myths
- Validation Therapy / Techniques

- Confusion/Disorientation
- Institutionalization
- 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

- Overview of P.T., O.T., Speech Therapy, Recreation Therapy, Art Therapy, Dance Therapy,
- Music Therapy, Drama Therapy, Validation, Poetry Therapy, Reality Orientation, Remotivation, Horticulture Therapy, etc.
- Restorative Programs — Feeding Training, ADL Skills, etc.
- Patient Physical Transfer Techniques
- Therapeutic Approach — Meaningful, Purposeful, How it Helps
- Therapeutic Feeding Techniques
- Aroma Therapy
- Massage Therapy
- Therapeutic Swimming

11) With Clients and families

- 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
- Home Care Vs. Home Health

14) Interpersonal Relationships

- Staff and Family Team Approach — Working Together
- Coordination of Services — Staff, Families, Support Services
- Peer Relationships — Staff, Clients
- 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, Parkinson's, Arthritis, Amputee, Cancer or visually impaired

- Business — Chamber of Commerce
- Family Open Houses

17) Regulations

- State & Federal Activities, Regulations & Standards — OSHA, ADA & Professional Standards
- Survey Process
- Plan of Corrections
- Legislative Updating
- JCAHO, CARF, Specialty Standards
- Assisted Living Regulations/Memory Care/ Enhanced Assisted Living Regulations
- Medical Adult Day Health Regulations
- Mental Health Adult Day Health Regulations/Adult Day Habilitation (MR/DD)
- Adult Home Regulations/ Personal Care and Boarding

Programming

18) Individualized Care Planning

- Assessment — Life History or Intake
- Interdisciplinary Team
- Care Planning, Approach, Progress Notes
- Professional Standards
- Legal — Ethical Issues
- Medical Terms
- Charting — Confidentiality
- Patient — Client Involvement
- For Participant Learning
- Quality Indicators
 - Individualized Service Plans
 - Person Centered Care Planning/“I” Care Plans

19) Program Management

- Philosophy of Operation
- Expressive/Creative Program Scope — Physical, Mental, Social, Emotional, Community, Spiritual, Educational

- Program Planning — Client 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

- Supportive
- Maintenance
- Empowerment
- Exercise
- Social
- Outdoor
- Away from the Facility
- Religious
- Creative
- Educational
- Client with special needs
- Client Planned

- In-bed
- Sensory
- Meditation, Massage, Reflexology
- Reality Awareness
- Entertainment
- Self Help
- Music
- Community Oriented e.g., Intergenerational, Community Groups in the Facility
- Computer Based/Wii
- Lesson Planning
- Technological Advancements
- 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 —²
Staff and Volunteers
- Job Search — Resume Writing, Interview Preparation

23) Management Leadership

- Interdisciplinary Care Plan 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 Council
- Record Keeping
- Dealing with Challenging People
- Stress Management
- Memory Improvement
- Violence in the Workplace
- Controlling
- Advocacy Adult Protective Services
- Culture Change
- 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
- Establishing Non-Profit Status

- Establishing Budgets
- Donation Management

26) Professional Development

- Certification
- Professional attitude toward clients and families
- 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 with Families
- How to Work as Middle Management
- Intra-departmental Skills
- How to work with Vendors