

## Person Centered Care Body of Knowledge

- **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
- Developing Life Stories
  - 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

Person Centered Care  
Changing Models of Care  
The Future of LTC  
Cohorts

- **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
- Concepts of self
- **7) Leisure and Aging**
- • Leisure — 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
- Alternative Therapies
- **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 —
- Meeting Individual Needs and Interests
- • Interdisciplinary Team
- • Professional Standards
- • Legal — Ethical Issues
- • Medical Terms
- • Charting — Confidentiality
- • Resident Involvement in creating their own care goals
- Individualized Service Plans
- **19) Program Management**
- • Philosophy of Operation
- • Expressive/Creative Program Scope — Physical, Mental, Social, Emotional, Community, Spiritual, Educational
- • Resident Centered Program Planning
- • Resident Centered Calendar Development
- Activity Analysis
- • 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
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- **21) Program Types -- Theory and Practice**
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- • 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

## Person Centered Care

- Individual Programming
- 1-1 Programming
- Resident Directed programming
- Life Review Techniques
- Validation Therapy
- Cultural Celebration's and Practices
- Religious Celebrations and Practices
- Expression Arts
- Core Values of Person Centered Care
- Person Centered Care and Dementia
- Identify and Home
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## • 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 or Transformation
- Greenhouse Concepts
- Neighborhood Model
- Household Model
- Eden Alternative
- Facilitating 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
- 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