

# Body of Knowledge Topics for Continuing Education

## CURRICULUM CONTENT FOR ACTIVITY PROFESSIONALS

### 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 — 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 in the Continuum of Care
- Baby Boomers/Generational Diversity
- Sign Language
- Foreign Language
- Elder Abuse

#### 6) Psychology of Aging

- Leisure & Aging
- Psychological Choices — Depression, Anxiety, Fears
- Drugs & Alcohol
- Security
- Successful adaptations
  - Hospice
  - Counseling Techniques
  - Stereotypes — Myths
  - Confusion/Disorientation/Dementia
  - 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/CPR
- 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, Discussion, Participation, Survey, Sharing Experience
- Teaching Materials — Tools, Resources
- Group Dynamics/Leadership
- In-Service
- Leader Listening
- Esteem Building
- Build Group Support/Support & Group Leadership

#### 10) Therapy for the Disabled Aging

- Overview of P.T., O.T., Speech Therapy, Art Therapy, Recreation 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 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, MS, Ostomy Clubs, Parkinsons, Arthritis, Amputee, Cancer
- Business — Chamber of Commerce
- Family Open Houses
- Library Resources

### **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 — MDS, CAA's, CATS
- Interdisciplinary Team
- Care Planning, Approach, Progress Notes
- Professional Standards
- Legal — Ethical Issues
- Medical Terms
- Charting — Confidentiality
- Patient — Resident 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 — 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**

- Supportive
- Maintenance
- Empowerment

## **Body of Knowledge Topics for Continuing Education**

### **21) Program Types -- Theory and Practice**

- Exercise — General, Volleyball, e.g., Wheelchair, Reik, 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
- In-Room — e.g., Adapt Out-of-Room Activities
- Sensory — e.g., Braille Materials, Any Sensory Stimulation, Pet, Food Related, Snozelen™, Meditation, Massage, Reflexology
- 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, Ear Training 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
- 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, Termination, Development, Recognition, Evaluation, — 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 and Family Council
  - Record Keeping
  - Dealing with Challenging People
  - Stress Management
  - Memory Improvement
  - Violence in the Workplace
  - Controlling
  - Advocacy/ Ombudsman

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

#### **24) Management Writing Skills**

- Documentation Chart Auditing
- Job Descriptions
- Policies and 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
- 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