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

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/Contraindications 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
- 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
- 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