Attachment A

Sample Curriculum
For a 480-Hour
Long-Term Care Administration Practicum

Instructions: The coordinator and preceptor may use the suggested curriculum for the 480 clock hour long-term care administration practicum. The subject areas and objectives correspond with the "Core of Knowledge." A curriculum must incorporate activities and tasks under each subject area. However, other activities and tasks not listed may be included or substitute for listed ones. To use this attachment as proof of curriculum contents check off and list all activities and tasks which constitute the planned curriculum and attach to "Application for Approval of the Long-Term Care Administration Practicum Curriculum."

ADMINISTRATION

Subject Area
General Administration:

Objectives		Activity		Task
Understand the philosophy organization, relationship, and system in long term care and become oriented to the facility.	☐	Tour facility.	☐	Meet department heads, discuss roles and responsibilities of each department and note interaction with other departments.
	☐	Identify the ownership of facility, governing body, mission statement, and philosophy of care.	☐	Attend staff, board, and consultant meetings, as well as meetings with other resource people as necessary.
	☐	Study organization chart and line of authority.	☐	Other _____
	☐	Understand each department, its function and its interrelationships.	☐	Other _____
	☐	Identify styles of management.		
	☐	Other _____		
	☐	Other _____		

Understand the roles and function of the administrator: planning, organizing, directing and controlling.

- [ ] Observe and discuss functions and responsibilities with the administrator.
- [ ] Other _____
- [ ] Other _____
- [ ] Other _____
- [ ] Other _____

Acquire functional knowledge of business and management.

- [ ] Review policies and procedures for the overall operation of the entire facility.
- [ ] Develop a working knowledge of accounting system, financial management, and financial officer's responsibilities.
- [ ] Review budget process and financial statements.
- [ ] Understand Medicare, Medicaid, KDHE reports, insurance, inventory, and purchasing.
- [ ] Understand residents' accounts, policies, and procedures.
- [ ] Identify insurance needs and coverages, worker's compensation.
- [ ] Understand time sheets, income tax, social security, etc.
- [ ] Revise policies and procedures as necessary.
- [ ] Develop a yearly budget.
- [ ] Complete reports and forms as necessary for submission to proper agency.
- [ ] Make out payroll for pay period.
- [ ] Operate office equipment to perform tasks as needed.
- [ ] Other _____
- [ ] Other _____

- [ ] Understand the function of office equipment and uses of computer program.
- [ ] Other _____

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- [ ] Other _____

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Acquire knowledge and be proficient in issues of personnel management.

- [ ] Study personnel policies and procedures.
- [ ] Review job descriptions in correlation with staffing patterns and organizational chart.
- [ ] Learn process of evaluation of employee performance.
- [ ] Learn how to recruit employees.
- [ ] Learn process and necessary documentation for employee termination.
- [ ] Become familiar with laws governing worker's compensation, unemployment insurance, and equal opportunity employment.
- [ ] Be aware of necessary licensing and certification of employees and regulations concerning their credentials.
- [ ] Update personnel handbook as necessary.
- [ ] Write job description for staff persons in each department.
- [ ] Assist in employee evaluation process.
- [ ] Write newspaper want ads.
- [ ] Participate in prospective employee interviews and orientations.
- [ ] Participate in employee discipline and termination.
- [ ] Plan staff development, in-service, and employee training in accordance with regulations.
- [ ] Other _____

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- [ ] Understand how to direct, control, and motivate employees.
- [ ] Learn how to handle personnel conflicts.
- [ ] Review requirement for handling abuse, negligence, or complaints in facilities.
- [ ] Other _____
  _____
- [ ] Other _____
  _____

Understand the federal, state and local laws and regulations governing adult care facilities.

- [ ] Learn and practice all federal requirements of resident rights.
- [ ] Study state and federal laws for participation in Medicaid and Medicare programs.
- [ ] Review facility survey reports, deficiency citings, and methods of correction.
- [ ] Be familiar with all state and federal laws and regulations concerning licensure and certification.
- [ ] Other _____
  _____
- [ ] Make a walk-through tour of the facility to check that resident right requirements are met.
- [ ] Follow up on any issues if deficiency exists.
- [ ] Participate in licensing and certification surveys.
- [ ] Other _____
  _____
- [ ] Other _____
  _____

Subject Area
Applicable Standards of
Environmental Health and Safety:
Physical Plant

Objectives	Activity	Task
Understand the standards affecting the environmental health of the facility.	☐ Identify common types and etiology of communicable diseases and methods of prevention.	☐ Develop a plan for an isolation room or revise, if necessary, an existing plan.
	☐ Identify requirements for personnel record documentation related to communicable diseases.	☐ Attend infection control meetings.
	☐ Become familiar with facility policies and procedures concerning isolation.	☐ Other _____
	☐ Read infection control and pest control policies and procedures.	☐ Other _____
	☐ Other _____	
	☐ Other _____	
Understand the importance of the physical aspects of the facility.	☐ Be aware of the need for special wings or units designed for special resident populations.	☐ Other _____
	☐ Be aware of the affect of color stimulation, temperature, and noise on residents.	☐ Other _____

- [ ] Be familiar with ANSI standards concerning building accessibility and resident needs.
- [ ] Other _____

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- [ ] Other _____

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Understand elements of safety within the facility.

- [ ] Acquire knowledge of drug handling and control programs.
- [ ] Be aware of safety factors in oxygen usage.
- [ ] Review procedures for handling hazardous materials.
- [ ] Study Life Safety Code for physical plant and major mechanical devices; e.g. wheelchairs and whirlpools, etc.
- [ ] Read policies and procedures of facility's use of resident and facility equipment.
- [ ] Be aware of policies and procedures concerning security program.
- [ ] Be familiar with grounds maintenance.
- [ ] Discuss use of equipment with staff members responsible for the use and maintenance of major mechanical devices.
- [ ] Discuss security system and ground maintenance with appropriate department heads and write new policies, if necessary.
- [ ] Other _____

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- [ ] Other _____

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- [ ] Review OSHA requirements and facility accident, incident, and illness reports.
- [ ] Other _____
- [ ] Other _____

Subject Area
Local Health and Safety Regulations

Objectives	Activity	Task
Understand the local safety regulations and disaster planning.	[ ] Acquire functional knowledge of emergency procedures, review policy and procedures concerning fire, tornado, storms, bomb threats, etc.	[ ] Inspect smoke detector, fire alarm, and sprinkler system.
	[ ] Become familiar with fire alarm and sprinkler system.	[ ] Participate in fire drills and fire marshal inspection.
	[ ] Learn operation of water system, electrical system, and emergency generator.	[ ] Attend safety committee meeting.
	[ ] Other _____	[ ] Other _____
	[ ] Other _____	[ ] Other _____

Subject Area
Departmental Organization and Management

Objectives	Activity	Task
Understand the roles and functions of each department.	☐ Identify the reporting and accountability of each department, including departmental budget.	☐ Other _____
	☐ Identify criteria for evaluating departmental services and requirements of staffing patterns.	☐ Other _____
	☐ Identify techniques for providing adequate professional, therapeutic, supportive, and administrative service.	
	☐ Other _____	
	☐ Other _____	
Understand the functions, organization, and management of the nursing department.	☐ Study nursing policy and procedure manuals.	☐ Discuss philosophy of resident care, federal and state requirements, standard of nursing practice, and nursing policies and procedures with administrator and DON.
	☐ Review staffing patterns, job descriptions, and licensing and certification regulations for staff.	☐ Plan staffing for the coming month's pay period.

- [ ] Become familiar with in-service, staff development, and continuing education needs.
- [ ] Observe nursing practice as treatment and care is provided to residents.
- [ ] Review medical records and care plans. Learn medical and nursing needs of residents and how needs change.
- [ ] Learn about physician services and relationship of physician to nursing staff.
- [ ] Become familiar with ancillary services such as physical therapy, occupational therapy, medical services, laboratories, and x-ray.
- [ ] Be familiar with hospital transfer agreements.
- [ ] Other _____

  _____
- [ ] Other _____

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- [ ] Check personnel records to verify all staff are appropriately licensed or certified.
- [ ] Plan in-service as necessary for staff as needed.
- [ ] Observe use of assistance devices in facility.
- [ ] Accompany nurse aide/medication aide performing tasks of aide in care of resident.
- [ ] Observe or participate in activities provided by various therapists and ancillary services.
- [ ] Other _____

  _____
- [ ] Other _____

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Understand the function, organization, and management of the housekeeping/laundry department.

- ☐ Learn staffing needs and schedules for housekeeping and laundry staff.
- ☐ Learn about linen requirements.
- ☐ Review cleaning schedules, procedures, aseptic techniques, and odor control.
- ☐ Learn procedures for handling soiled linens, linen storage, and control.
- ☐ Become familiar with use and care of laundry and housekeeping equipment.
- ☐ Observe housekeeping procedures, products use and storage, floor and carpet care.
- ☐ Other _____

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- ☐ Other _____

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- ☐ Prepare staffing chart for a month.
- ☐ Make visual count of linen.
- ☐ Plan or revise cleaning schedules, if necessary.
- ☐ Work with laundry staff to learn laundry procedure.
- ☐ Work with housekeeping staff to learn all phases of housekeeping.
- ☐ Other _____

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- ☐ Other _____

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Understand the function, organization, and management of the maintenance department.

- ☐ Become familiar with needs, schedules, and staffing for maintenance department.
- ☐ Become familiar with emergency power equipment, heating and cooling equipment, fire alarm system, drills, and records.
- ☐ Prepare staffing chart for a month.
- ☐ Work with staff to learn maintenance procedures.
- ☐ Other _____

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- [ ] Review preventative maintenance records and equipment repair procedures.
- [ ] Review pest control and trash disposal problem.
- [ ] Be familiar with security program and ground maintenance.
- [ ] Other _____
- [ ] Other _____

Understand the function, organization, and management of the dietary department.

- [ ] Become familiar with the roles, schedules, and staffing needs for the dietary department.
- [ ] Review menus and diets and develop a functional knowledge of nutritional needs of residents.
- [ ] Learn about food costs, purchasing, inventory, receiving, and storage of food.
- [ ] Be aware of sanitation and inspections: dish washing, garbage disposal, and kitchen clean up.
- [ ] Observe food preparation, portioning, serving, and dining room setup.
- [ ] Other _____
- [ ] Plan staffing for one month for the dietary department.
- [ ] Work with food service supervisor and dietitian planning residents' diets.
- [ ] Work with dietary staff in department to learn responsibilities of each staff member.
- [ ] Other _____
- [ ] Other _____

- [ ] Review meal schedules, special feedings, and snacks.
- [ ] Be aware of fire prevention and control.
- [ ] Other _____

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- [ ] Other _____

  _____

Understand the function, organization, and management of pharmaceutical services.

- [ ] Learn policies and procedures covering drug orders, drug receiving, storage, disposal, and disbursement.
- [ ] Observe consulting pharmacist in drug review. Learn about automatic stop orders.
- [ ] Become familiar with federal and state laws governing drug storage and drug schedule.
- [ ] Other _____

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- [ ] Other _____

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- [ ] Meet with pharmacy services committee in drug review.
- [ ] Other _____

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- [ ] Other _____

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Understand the function of the medical records department.

- [ ] Identify the components of a medical record, required signature, and contents.
- [ ] Become familiar with the federal and state regulations regarding retention of records, confidentiality, record review, and requirements of Medicare and Medicaid.
- [ ] Become familiar with the record filing system.
- [ ] Be aware of the need for a designated medical records clerk and appropriate consultant.
- [ ] Other _____

  _____
- [ ] Other _____

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- [ ] Discuss with the medical records clerk and/or appropriate consultant, the policies and procedures in medical records keeping.
- [ ] Other _____

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- [ ] Other _____

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Understand the function of admission services.

- [ ] Review the facility's admission policies.
- [ ] Be aware of case mix policies and how to achieve a desired case mix.
- [ ] Be familiar with admission process, forms, and methods of interviewing and conducting tours for prospective residents and family.
- [ ] Participate in admission procedure with prospective residents.
- [ ] Visit local hospital discharge planners concerning discharges and admissions.
- [ ] Other _____

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☐ Other _____

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☐ Other _____

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☐ Other _____

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Understand the function of the social services department.

☐ Be aware of the need for social histories of residents.

☐ Observe or participate in interviewing new residents and families.

☐ Be aware of community resources and referral techniques.

☐ Learn techniques for remotivation and reality orientation.

☐ Become familiar with techniques in resident counseling.

☐ Be aware of federal requirement of resident rights.

☐ Review discharge planning process.

☐ Other _____

_____

☐ Assist social service worker in obtaining resident histories.

☐ Assist in financial planning of resident and family considering admission.

☐ Assist with care plans.

☐ Other _____

_____

☐ Other _____

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Subject Area
Community Interrelationships

Objectives		Activity		Task
Understand the need to be aware of community resources, the need to become involved with the community activities and how to utilize a volunteer program.	☐	Identify medical care, rehabilitation, and social service resources.	☐	Visit area service agencies.
	☐	Learn about programs and services offered by religious institutions, schools, service agencies, and governmental agencies.	☐	Attend meetings of area clubs and social organizations.
	☐	Review methods of payment by Medicare, Medicaid, and other insurance.	☐	Attend meetings with volunteers.
	☐	Review policies for organizing a volunteer program in the facility. Identify the purpose and effect of such a program.	☐	Plan activities.
	☐	Develop a marketing strategy to familiarize the community with the facility.	☐	Plan facility functions and invite the public.
	☐	Other _____	☐	Other _____
	☐	Other _____	☐	Other _____

Subject Area
Psychology of Resident Care

Objectives

Understand the psychological needs of residents in adult care facilities.

Activity

- [ ] Learn about causes of anxiety and depression of residents in facilities and techniques for assisting in the problem.
- [ ] Learn how to motivate residents to help themselves overcome behavioral or psychological problems.
- [ ] Learn the psychological effects of drugs and alcohol.
- [ ] Learn the effect that separation from family members may have on residents.
- [ ] Be familiar with stages of death and dying.
- [ ] Other _____
- [ ] Other _____

Task

- [ ] Attend meetings of staff and/or departmental heads involved with the psychological care of residents.
- [ ] Other _____
- [ ] Other _____

Subject Area
Principles of Medical Care

Objectives	Activity	Task
Understand the function of the human body and medical care.	☐ Acquire basic knowledge of human anatomy and physiology.	☐ Other _____
	☐ Acquire knowledge of disease recognition, disease process, aging process, and their effect on medical care.	☐ Other _____
	☐ Learn medical terminology and abbreviations.	
	☐ Other _____	
	☐ Other _____	
Understand the need and effects of medical treatment.	☐ Identify commonly prescribed medications, their therapeutic effects, adverse reactions, and interactions with other drugs and food.	☐ Attend pharmacy committee meeting.
	☐ Acquire knowledge of need for good nutrition and rationale for different types of diets.	☐ Attend meetings with medical director, director of nurses, and dietitian planning the diet of the residents.
	☐ Be aware of federal requirements concerning utilization review.	☐ Other _____
	☐ Acquire knowledge of professional and medical ethics concerning medical care.	☐ Other _____

- [ ] Read policies and procedures to assure that they are developed according to state and federal requirements.
- [ ] Other _____
- [ ] Other _____

Subject Area
Personal and Social Care

Objectives	Activity	Task
Understand components necessary for developing resident care plans.	[ ] Study plans of care to identify components of plans, input from various disciplines, the resident needs and goals.	[ ] Assist activities director in planning resident activities.
	[ ] Determine if plans are being implemented appropriately and effectiveness of plans by assessing patient outcomes.	[ ] Discuss developing plans of care with care planning team.
	[ ] Determine if plans of care meet requirements established by regulation.	[ ] Attend care planning meetings.
	[ ] Other _____	[ ] Other _____
	[ ] Other _____	[ ] Other _____

Understand need for activities for residents.

- [ ] Review type of activities planned for residents to determine if appropriate for maximum resident participation and meets social, psychological, and physical needs of residents.
- [ ] Determine if activities director is qualified and knowledgeable of residents' limitations and potential in recreation participation.
- [ ] Other _____
- [ ] Other _____
- [ ] Other _____
- [ ] Other _____

Understand the residents' adjustment to the facility environment.

- [ ] Recognize the residents' need to feel in control of their lives and the process of adjustment to their surroundings, staff, and other residents.
- [ ] Develop an understanding of the adjustment of the residents' family and friends to the residents' surroundings.
- [ ] Attend resident council meeting. Determine facility's support and involvement with residents.
- [ ] Other _____
- [ ] Other _____
- [ ] Other _____
- [ ] Other _____

Understand residents' need to be self-sufficient.	☐ Learn techniques to help maintain residents' highest potential in activities of daily living. ☐ Learn the methods for group therapy and the most appropriate facilitation of the sessions as determined by resident needs. ☐ Other _____ ☐ Other _____	☐ Other _____ ☐ Other _____

Subject Area
Therapeutic and Supportive Care

Objectives	Activity	Task
Understand the need and components of therapeutic and supportive care and services.	☐ Determine the interdisciplinary team input for developing plans of care to address issues of therapeutic and supportive care. ☐ Read policies and procedures for developing and revising plans of care. ☐ Learn aspects of resident assessment and evaluation: plans and procedures. ☐ Recognize the psychological, social, and religious needs as well as the physical needs of residents.	☐ Attend care planning meetings. ☐ Accompany the DON on her rounds, having her discuss the resident diagnosis, treatment, and care plan. ☐ Visit with ministers and accompany them on visits with residents; assist in planning church services. ☐ Other _____

- [ ] Identify therapeutic services needed and review contracts with services if not provided by facility.
- [ ] Identify dental services and care.
- [ ] Recognize professional ethics and conduct pertaining to professional services offered or rendered.
- [ ] Other _____

  _____
- [ ] Other _____

  _____
- [ ] Other _____

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