CORE OF KNOWLEDGE*

GENERAL ADMINISTRATION

1. Applicable standards of environmental health and safety:
   a. Hygiene and sanitation
   b. Communicable diseases
   c. Management of isolation
   d. The total environment (noise, color, orientation, stimulation, temperature, lighting, air circulation)
   e. Elements of accident prevention
   f. Special architectural needs of nursing home residents
   g. Drug handling and control
   h. Safety factors in oxygen usage

2. Local health and safety regulations: Guidelines vary according to local provisions.

3. General administration:
   a. Institutional administration
   b. Planning, organizing, directing, controlling, staffing, coordinating, and budgeting
   c. Human relations:
      (i) Management/employee interrelationships
      (ii) Employee/employee interrelationships
      (iii) Employee/resident interrelationships
      (iv) Employee/family interrelationships
   d. Principles of supervision
   e. Personnel management:
      (i) Training of personnel
      (ii) Training of employees to become sensitive to resident needs
      (iii) Ongoing inservice training/education
      (iv) Personnel policies
   f. Legal aspects
   g. State and federal laws and regulations

8. Department organization and management:
   a. Criteria for coordinating establishment of departmental and unit objectives
   b. Reporting and accountability of individual departments to administrator
   c. Criteria for departmental evaluation (nursing, dietary, therapeutic services, maintenance, housekeeping, and administration)
   d. Techniques of providing adequate professional, therapeutic, supportive, and administrative services
   e. The following departments may be used in relating matters or organization and management:
      (i) Nursing
      (ii) Housekeeping
      (iii) Dietary
      (iv) Laundry
      (v) Pharmaceutical services
      (vi) Social service
      (vii) Business office
      (viii) Recreation
      (ix) Medical records
      (x) Admitting
      (xi) Physical therapy
      (xii) Occupational therapy
      (xiii) Medical and dental services
      (xiv) Laboratories
      (xv) X-ray
      (xvi) Maintenance

9. Community interrelations:
   a. Community medical care, rehabilitative, and social services resources
   b. Other community resources:
      (i) Religious institutions
      (ii) Schools
      (iii) Service agencies
      (iv) Government agencies
   c. Third-party payment organizations
   d. Comprehensive health planning agencies
   e. Volunteers and auxiliaries

RESIDENT CARE

4. Psychology of resident care:
   a. Anxiety
   b. Depression
   c. Drugs, alcohol, and their effect
   d. Motivation
   e. Separation reaction

5. Principles of medical care:
   a. Anatomy of physiology
   b. Psychology
   c. Disease recognition
   d. Disease process
   e. Nutrition
   f. Aging processes
   g. Medical terminology
   h. Materia Medica
   i. Medical social service
   j. Utilization review
   k. Professional and medical ethics

6. Personal and social care:
   a. Resident and resident care planning
   b. Activity programming
      (i) Resident participation
      (ii) Recreation
   c. environmental adjustment: Interrelationships between resident and:
      (i) Resident
      (ii) Staff (staff sensitivity to resident needs as a therapeutic function)
      (iii) Family and friends
      (iv) Administrator
      (v) Management (self-government/resident council)
   d. Rehabilitation and restorative activities:
      (i) Training in activities of daily living
      (ii) Techniques of group therapy
   e. Interdisciplinary interpretation of resident care to:
      (i) The resident
      (ii) The staff
      (iii) The family

7. Therapeutic and supportive care and services in long-term care:
   a. Individual care planning as it embraces all therapeutic care and supportive services (overall plan of care)
   b. Meaningful observation of resident behavior as related to total resident care
   c. Interdisciplinary evaluations and revision of resident care plans and procedures
   d. Unique aspects and requirements of geriatric care
   e. Professional staff interrelationships with physician
   f. Professional ethics and conduct
   g. Rehabilitative and remotivational role of individual therapeutic and supportive services
   h. Psychological, social, and religious needs, in addition to physical needs of resident
   i. Needs for dental service

10. ELECTIVES

   a. State or national annual conventions
   b. Other health-related areas applicable to geriatrics

*Federal Register, Volume 37, #61, Part II, March 29, 1972, 252.20(i)(1-9), page 6452