

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
 - (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
 - 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