

Specialization Adult Day Care

Body of Knowledge

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
 - Dependence/Independence
 - Living Alone — Social Networks
 - Cultural Attitudes
 - Social Histories
 - Long Term Care/Aging/Social Needs
- • Living Arrangements — Retirement Housing, Elder Communities, Adult Day Services, Assisted Living, Mental Health, Independent Living, Home Health, Aging in Place, Senior Centers
- Culture Change Aspects in Adult Day Care
- Baby Boomers
- Sign Language
- • Foreign Language
- • Elder Abuse

- **6) Psychology of Aging**
- • Leisure & Aging
- Psychological Choices — Depression, Anxiety, Fears
- Drugs & Alcohol
- Security
- Successful adaptations
- Counseling Techniques
- Stereotypes — Myths
- Confusion/Disorientation
- 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/Participants as Volunteers
- Creativity in Aging
- Leisure Education
- Barriers to Leisure
- Person Centered Programming
- **8) Basic Health**
- • First Aid
- 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, Participation, Discussion, Survey, Sharing Experience
- Teaching Materials — Tools, Resources
- Group Dynamics/Leadership
- In-Service
- Leader Listening
- Esteem Building
- Build Group Support
- **10) Therapy for the Disabled Aging**
- Aroma Therapy
- Massage Therapy
- Therapeutic Swimming
- Therapeutic Diets
- **11) With Residents & Staff**
- • Types of Communication
- Listening 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, Ostomy Clubs, MS, Parkinsons, Arthritis, Amputee, Cancer,
- Business — Chamber of Commerce
- Family Open Houses
- Library Resources
- **17) Regulations**
- Guidelines & Standards — OSHA, ADA & Professional Standards
- Legislative Updating
- Medical Adult Day Health Regulations
- Mental Health Adult Day Health Regulations/Adult Day Habilitation (MR/DD)

Programming

- **18) Individualized Care Planning**
- • Assessment and other Tools
- • Interdisciplinary Team
 - Professional Standards
 - Legal — Ethical Issues
 - Medical Terms
 - Charting — Confidentiality
- Care Planning, Approach, Progress Notes
 - Patient — Resident Involvement
- Individualized Service 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**
- • Exercise — General, Volleyball, e.g., Wheelchair , Reiki, 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
- • 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
 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/Computer Based Games
 - 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, Development, Recognition, Evaluation, Termination — Staff and Volunteers
 - Job Search — Resume Writing, Interview Preparation
- **23) Management Leadership**
- • Interdisciplinary 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 Meetings
- • Record Keeping
- • Dealing with Challenging People
- • Stress Management
- • Family Meetings
- • Violence in the Workplace
- Controlling
- Management Techniques
- Generational Diversity/Gender Issues
- Quality Assurance, CQI, TQM, etc.
- Association Management/Conference Management
- Committee Development
- Customer Service
- **24) Management Writing Skills**
- • Documentation Chart Auditing
- • Job Descriptions
- • Policies & 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
- • 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