

DRAFT ASSISTED LIVING MANAGER TRAINING COURSE CORE TOPICS

Core Topic Area	Content Hours
<u>PHILOSOPHY OF ASSISTED LIVING</u>	2
<ul style="list-style-type: none"> • Philosophy and Background of Assisted Living and Aging in Place • Objectives and Principles of Assisted Living Resident Programs • Comparison of Assisted Living to Other Residential Programs • Basic Concepts – Choice, Independence, Privacy, Individuality, Dignity • Normalization of the Environment 	
<u>AGING PROCESS AND ITS IMPACT</u>	4
<ul style="list-style-type: none"> • Physical • Psychosocial • Basic Needs of the Elderly and Disabled • Activities of Daily Living 	
<u>ASSESSMENT AND LEVEL OF CARE WAIVER</u>	6
<ul style="list-style-type: none"> • Purpose and Process • Guidelines for Conducting Assessments • Level of Care Assessments • Collaboration with Case Manager Delegating Nurse 	
<u>SERVICE PLANNING</u>	6
<ul style="list-style-type: none"> • Required Services • Enhanced Scope of Services • Development of Individualized Service Plans • Scheduling of Appropriate Activities • Structure of Activities • Care Notes • Collaboration with Case Manager Delegating Nurse 	
<u>CLINICAL MANAGEMENT</u>	20
<ul style="list-style-type: none"> • Role of the Delegating Nurse • Appropriate Nurse Delegation • Concept of Self-Administration • Concept of Medication Management • Assistance with Self-Administration of Medications • Administration of Medications • Coordination of Services and Care Providers • Collaboration with Case Manager Delegating Nurse • Medication Error Prevention • Patient Safety • Medication Monitoring • Pharmacy Consultation • Medication Storage • Infection Control • Universal Precautions • Appropriate Staffing Patterns • Pressure Sores • Effective Pain Management • Basic First Aid • CPR • Substance Abuse 	
<u>ADMISSION AND DISCHARGE CRITERIA</u>	4
<ul style="list-style-type: none"> • Overview of Criteria for Admission and Discharge • Resident Contracts • Resident Rights • Financial Management of Resident's Funds • Working with Residents' Families 	
<u>NUTRITION AND FOOD SAFETY</u>	8
<ul style="list-style-type: none"> • Menu and Meal Planning • Basic Nutritional Needs • Safe Food Handling • Preventing Foodborne Illnesses • Therapeutic Diets • Dehydration 	
<u>DEMENTIA, MENTAL HEALTH AND BEHAVIOR MANAGEMENT</u>	12
Overview	
<ul style="list-style-type: none"> • Description of normal aging and conditions causing cognitive impairment • Description of normal aging and conditions causing mental illness • Risk factors for cognitive impairment • Risk factors for mental illness • Health conditions that affect cognitive impairment • Health conditions that affect mental illness • Early identification and intervention for cognitive impairment • Early identification and intervention for mental illness • Procedures for reporting cognitive, behavioral and mood changes 	

Effective Communication

- Effect of cognitive impairment on expressive and receptive communication
- Effect of mental illness on expressive and receptive communication
- Effective communication techniques: verbal, non-verbal, tone and volume of voice, word choice
- Environmental stimuli and influences on communication: i.e. setting, noise, visual cues

Behavioral Intervention

- Identifying and interpreting behavioral symptoms
- Problem solving for appropriate intervention
- Risk factors and safety precautions to protect other residents and the individual
- De-escalation techniques
- Collaboration with case manager delegating nurse

Making Activities Meaningful

- Understanding the therapeutic role of activities
- Creating opportunities for activities – productive, leisure, self-care
- Structuring the day

Staff and Family Interaction

- Building a partnership for goal-directed care
- Understanding families needs
- Effective communication between family and staff

Managing Staff Stress

- Understanding the impact of stress on job performance, staff relations and overall facility milieu
- Identification of stress triggers
- Self-care skills
- De-Escalation techniques
- Devising support systems and action plans

END OF LIFE CARE

4

- Advanced Directives
- Hospice Care
- Power of Attorney
- Appointment of a Health Care Agent
- Living Will
- Pain management
- Providing comfort and dignity
- Supporting the family

MANAGEMENT AND OPERATION

4

- Role of the Assisted Living Manager
- Overview of Accounting – Accounts Payable, Receivable
- The Revenue Cycle and Budgeting
- The Basics of Financial Statements
- Hiring and Training of Staff
- Developing Personnel Policies and Procedures
- Census Development
- Marketing

EMERGENCY PLANNING

4

- Fire, Disaster and Emergency Preparedness
- OSHA Requirements
- Maintaining Building, Grounds and Equipment
- Elopements
- Transfers to Hospital
- Evacuations
- Power Outages
- Severe Weather
- Fire
- Emergency Response Systems
- Security Systems

QUALITY ASSURANCE

4

- Incident Report
- Quality Improvement Processes

SURVEY PROCESS

2

- State Statute and Regulations
- What to Expect
- Documentation

TOTAL HOURS

80