



D. Categories of expenses

1. Salaries
2. Benefits
3. Facility operating costs
4. Business operating costs
5. Services costs
6. Activities costs
7. Food costs
8. Other

E. Developing and using a budget

F. Understanding accounting records and financial statements

G. Insurance and risk management

H. Taxes

I. Keeping financial records

**IV. Physical Plant Management and Safety**

**[8 hours]**

A. Relationship between the physical plant and the residents

B. Physical plant and layout

1. Buildings
2. Grounds

C. Physical plant safety

D. Maintenance plan

E. Housekeeping

F. Vehicles and Equipment

1. Maintenance
2. Safety

G. Fire safety

H. Fire prevention

I. Accident prevention

J. Disaster/emergency plans

V. **Human Resource Planning and Organization Behavior** [16 hours]

A. Planning human resource needs

B. Developing organizational charts

C. Job planning

1. Position descriptions

2. Applications

3. Recruitment

4. Interviews

5. Reference checks

D. Equal opportunity issues

E. Keeping employee records

F. Training of staff

G. Supervision of staff

H. Evaluating and rewarding performance

I. Disciplinary actions

J. Employee counseling

K. Motivation in the work environment

L. Communications in the work environment

M. Basics of group dynamics

N. Conflict-management

O. Management of change

P. Stress management

Q. Impact of personnel and organizational culture on the residents

**V1. The Licensing Process**

**[8 hours]**

- A. State laws governing licensure (Chapter 9)
- B. The rationale for licensing
- C. State regulations governing licensure
- D. Other federal, state and local laws/regulations
  - 1. Building
  - 2. Fire
  - 3. Health and sanitation
  - 4. Equal Employment Opportunity (EEO)
  - 5. Wage and hour
  - 6. Occupational Safety and Health (OSHA)
  - 7. Environmental Protection (EPA)
  - 8. Americans with Disabilities Act (ADA)
  - 9. Local zoning
  - 10. Local business license
  - 11. Others
- E. Relationships among providers and regulators

**VII. The Elderly**

**[16 hours]**

- A. Trends in aging
- B. Myths and stereotypes of aging
- C. Developing sensitivity to one's own attitudes and responses toward aging and older persons
- D. Age-related physical changes
  - 1. Sensory changes
    - a. Vision
    - b. Hearing
    - c. Other senses
  - 2. Physical appearance
    - a. Skin
    - b. Musculoskeletal changes
    - c. Central nervous system changes
- E. Age-related psychological changes
  - 1. Intelligence
  - 2. Learning and memory

3. Personality

F. Social aspects of aging

1. Role changes
2. Financial issues
3. Psychosocial needs
4. Loss and grief issues
5. Societal attitudes

G. Common health problems of older adults

1. Sensory problems
2. Musculoskeletal degeneration
  - a. Arthritis
  - b. Osteoporosis
3. Diabetes
4. Cancer
5. Incontinence
6. Cardiovascular problems
7. Stroke
8. Depression
9. Dementia

H. Working with the family

I. Residents' rights

J. Using community resources

**VIII. Residents with Long-term Disabilities or Special Needs [20 hours]**

A. History of deinstitutionalization

A. Developing sensitivity to one's own attitudes and responses toward disabilities and special needs

B. Mental illness

C. Mental retardation

D. Dual diagnoses

E. Substance abuse

F. Cognitive deficits

G. Aggressive behavior

- H. Physical disabilities
- I. Working with the family
- J. Residents' rights
- K. Using community resources

**IX. The Residents' Culture and Services**

**[24 hours]**

- A. Assessment and individualized planning
- B. Health services
  - 1. First aid techniques\*
  - 2. Medication management
  - 3. Restraint use and reduction
  - 4. Concepts and principles of rehabilitation
  - 5. Personal care services
  - 6. Regular health/dental services
  - 7. Restorative care
  - 8. External support services
  - 9. Injury prevention
  - 10. Infection control
- C. Food and nutrition services
  - 1. Menu planning
    - a. Nutritional considerations
    - b. Aesthetic considerations (color, taste, and texture)
  - 2. Special diet requirements
  - 3. Cultural and ethnic food patterns
  - 4. Food purchasing and storage
  - 5. Issues in food preparation
  - 6. Serving meals
- D. Social and recreational activities
  - 1. Reasons for social activities
  - 2. Reasons for physical recreation
  - 3. Need for intellectual stimulation
  - 4. Planning activities for the elderly and disabled
  - 5. Cultural and ethnic considerations
  - 6. Motivating the resident to participate
  - 7. Family involvement in activities
  - 8. Community involvement in activities

E. Other considerations

1. Prevention of abuse, neglect, and exploitation
2. Maintaining maximum independence
3. Communicating with residents
4. Residents' involvement in planning and decision making

F. Keeping records on residents

1. Case records
2. Financial records
3. Special accounts/funds

G. Reviewing the holistic social approach to care

Total contact hours needed to complete the curriculum = **114**. Additional time to complete assignments and take tests may be needed.

\*First aid and CPR class recommended in addition to the above 114 hours of classes.

Credentials of Trainers:

Sections I and VI must be taught by a person with an understanding of ALFs and laws/regulations. Sections II, III, IV, and V must be taught by a person qualified to teach business/management in a community college. Sections VII, VIII and IX must be taught by a licensed health professional with expertise in the topic or a person qualified to teach the topic in a community college.

All training counting toward this requirement of department-approved training must have been obtained in the five years preceding becoming an administrator.