

**Body of Knowledge**  
**Topics for Continuing Education**  
CURRICULUM CONTENT FOR ACTIVITY PROFESSIONALS

**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
  - Ethics
  - Tasks of Vital Aging
  - Prayer — Scripture
  - Personal Growth
  - Wisdom in Aging
- 4) Biology of Aging
  - Changes — Physical & Sensory
  - Sexuality
  - Medications
  - Nutrition
  - Healthy Aging
  - Illness and Dysfunction
- 5) Sociology of Aging
  - Involvement — Isolation
  - Dependence/Independence
  - Living Alone — Social Networks
  - Cultural Attitudes
  - Social Histories
  - Long Term Care/Aging/Social Needs
  - Living Arrangements — Retirement Housing, Elder Communities, Long-Term Care, Adult Day Services
  - Foreign Language
  - Elder Abuse
- 6) Psychology of Aging
  - Leisure & Aging
  - Psychological Choices — Depression, Anxiety, Fears
  - Drugs & Alcohol
  - Security
  - Successful adaptations
  - Hospice
  - Counseling Techniques
  - Stereotypes — Myths
  - Confusion/Disorientation
  - Institutionalization

- 7) Leisure and Aging
  - Recreation — Definition, Types, Philosophy
  - Lifestyles
  - Retirement Living
  - Attitudes — Motivation
  - Analysis of Leisure Time
  - Client Interests
  - Client Rights — Different Categories
  - Volunteerism
  - Creativity in Aging
  - Leisure Education
  - Barriers to Leisure
- 8) Basic Health
  - First Aid
  - Health Precautions
  - Personal Health Issues
- 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
  - Overview of P.T., O.T., Speech Therapy, Recreation Therapy, Art Therapy, Dance Therapy, Music Therapy, Drama Therapy, Validation, Poetry Therapy, Reality Orientation, Remotivation, Horticulture Therapy, etc.
  - Restorative Programs — Feeding Training, ADL Skills, etc.
  - Patient Physical Transfer Techniques
  - Therapeutic Approach — Meaningful, Purposeful, How it Helps
- 11) With Residents & Staff
  - Types of Communication
  - Listening Skills
  - Responding Skills
  - Communication with Frail
  - Communication with Confused
  - Intercultural Concerns
  - Morale Building
  - Dealing with Dif.cult 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 — Newsletters, Bulletin Boards, Posters, Graphic Techniques
  - Letters of Appreciation
  - Volunteer Programs

- Fund Raising
- Marketing Activity Importance
- 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
- 15) Motivation
  - Of Clients, Families, Staff, Volunteers
  - Professional Improvement
- 16) Community Services/Support/Relations
  - Recreation Resources
  - Service Clubs
  - Religious Resources
  - Mainstreaming
  - Adult Health Services — Alzheimer's, Ostomy Clubs
  - Business — Chamber of Commerce
  - Family Open Houses
- 17) Regulations
  - State & Federal Activities, Regulations & Standards — OSHA, ADA & Professional Standards
  - Survey Process
  - Legislative Updating
  - JCAHO, CARF, Specialty Standards

## **PROGRAMMING**

- 18) Individualized Care Planning
  - Assessment — MDS & RAP
  - Interdisciplinary Team
  - Care Planning, Approach, Progress Notes
  - Professional Standards
  - Legal — Ethical Issues
  - Medical Terms
  - Charting — Confidentiality
  - Patient — Resident Involvement
  - For Participant Learning
  - Quality Indicators
- 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
- 20) Computer Skills
  - Word Processing
  - Database
  - Charting
  - Desktop Publishing
  - Games
  - Participant Learning
  - Internet
- 21) Program Types — Theory and Practice
  - Supportive
  - Maintenance
  - Empowerment
  - Exercise — General, Volleyball, e.g., Wheelchair
  - 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
  - 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
  - In-Room — e.g., Adapt Out-of-Room Activities
  - Sensory — e.g., Braille Materials, Any Sensory Stimulation, Pet, Food Related
  - 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, Ear Training
    2. Recreational — Rhythm Instruments, Musical Games, Movement, Literature for the Aged
  - Community Oriented e.g., Intergenerational, Community Groups in the Facility
  - Computer Based

## **MANAGEMENT/PERSONNEL**

### **LEGAL & 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 Care Plan 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 Council
  - Record Keeping
  - Dealing with Challenging People
  - Stress Management
  - Memory Improvement
  - Family Council
  - Violence in the Workplace
- 24) Management Writing Skills
- Documentation Chart Auditing
  - Job Descriptions
  - Policies & Procedures Manuals
  - Incident Records/Reports
  - Letters of Request — Direct Mail
  - Grant Writing
- 25) Financial Management
- Reimbursement
  - Budget Writing
  - Record Keeping
  - Expense Control
  - Establishing Non-Profit Status
  - Fund Raising
- 26) Professional Development
- Certification
  - Professional attitude toward residents
  - Professional associations
  - Business expectations
  - Professional standards — Ethics
- 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