

4751-1-06

**Subjects for examination.**

Every applicant for a license as a nursing home administrator, after meeting the requirements for qualification for examination as set forth in these rules and regulations, shall successfully pass a written or oral examination or a combination thereof which shall include the following subject areas:

**CORE OF KNOWLEDGE IN NURSING HOME ADMINISTRATION****(A) Applicable standards of environmental health and safety:**

- (1) hygiene and sanitation
- (2) communicable diseases
- (3) management of isolation
- (4) the total environment (noise, color, orientation, stimulation, temperature, lighting, air circulation)
- (5) elements of accident prevention
- (6) special architectural needs of nursing home patients
- (7) drug handling and control
- (8) safety factors in oxygen usage

**(B) Pertinent federal, state and local health and safety laws and rules.****(C) General administration:**

- (1) institutional administration
- (2) planning, organizing, directing, controlling, staffing, coordinating and budgeting
- (3) human relations
  - (a) management/employee interrelationships

(b) employee/employee interrelationships

(c) employee/patient interrelationships

(d) employee/family interrelationships

(4) training of personnel

(a) training of employees to become sensitive to patient needs

(b) on-going inservice training/education

(D) Psychology of patient care:

(1) anxiety

(2) depression

(3) drugs, alcohol and their effect

(4) motivation

(5) separation reaction

(E) Principles of medical care:

(1) anatomy and physiology

(2) psychology

(3) disease recognition and prevention

(4) disease processes

(5) nutrition

(6) aging processes

- (7) medical terminology
- (8) materia medica (pharmacology)
- (9) medical social service
- (10) utilization review
- (11) professional and medical ethics

(F) Personal and social care:

- (1) resident and patient care planning
- (2) activity programming
  - (a) patient participation
  - (b) recreation
- (3) environmental adjustment - interrelationship between patient and:
  - (a) patient
  - (b) staff (staff sensitivity to patient needs as a therapeutic function)
  - (c) family and friends
  - (d) administrator
  - (e) management (self-government/patient council)
- (4) rehabilitation and restorative activities
  - (a) training in activities of daily living
  - (b) techniques of group therapy

(5) interdisciplinary interpretation of patients' care to:

- (a) the patient
- (b) the staff
- (c) the family

(G) Therapeutic and supportive care and services in long-term care:

- (1) individual care planning as it embraces all therapeutic care and supportive services
- (2) meaningful observations of patient behavior as related to total patient care
- (3) interdisciplinary evaluation and revision of patient care plans and procedures
- (4) unique aspects and requirements of geriatric patient care
- (5) professional staff interrelationships with patient's physician
- (6) professional ethics and conduct
- (7) rehabilitative and remotivational role of individual therapeutic and supportive services
- (8) psychological, social and religious needs, in addition to physical needs of the patients
- (9) needs for dental services

(H) Departmental organization and management

- (1) criteria for coordinating establishment of departmental and unit objectives
- (2) reporting and accountability of individual departments to administrator
- (3) criteria for departmental evaluation (nursing, food service, therapeutic services,

maintenance, housekeeping)

(4) techniques of providing adequate professional, therapeutic, supportive and administrative services

(5) the following departments may be used in relating matters of organization and management:

(a) nursing

(b) housekeeping

(c) dietary

(d) laundry

(e) pharmaceutical services

(f) social services

(g) business office

(h) recreation

(i) medical records

(j) admitting

(k) physical therapy

(l) occupational therapy

(m) medical and dental services

(n) laboratories

(o) x-ray

(p) maintenance

(I) Community interrelationships:

- (1) community medical care, rehabilitative and social services resources
- (2) other community resources
  - (a) religious institutions
  - (b) schools
  - (c) civil and voluntary service agencies
  - (d) government agencies
- (3) third-party payment organizations
- (4) comprehensive health planning agencies
- (5) volunteers and auxiliaries

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Certification

09/25/2003

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Date

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