

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~~Hygiene and sanitation
- (2) ~~communicable~~Communicable diseases
- (3) ~~management~~Management of isolation
- (4) ~~the~~The total environment (noise, color, orientation, stimulation, temperature, lighting, air circulation)
- (5) ~~elements~~Elements of accident prevention
- (6) ~~special~~Special architectural needs of those residing in nursing ~~home~~ patients
homes
- (7) ~~drug~~Drug handling and control
- (8) ~~safety~~Safety factors in oxygen usage

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

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

- (b) ~~employee~~Employee/employee interrelationships
 - (c) ~~employee/patient interrelationships~~Employee interrelationships with the persons served
 - (d) ~~employee~~Employee/family interrelationships
- (4) ~~training~~Training of personnel
- (a) ~~training~~Training of employees to become sensitive to ~~patient~~the needs of the persons served
 - (b) ~~on-going~~On-going inservice training/education

(D) Psychology of ~~patient~~ care:

- (1) ~~anxiety~~Anxiety
- (2) ~~depression~~Depression
- (3) ~~drugs~~Drugs, alcohol and their effect
- (4) ~~motivation~~Motivation
- (5) ~~separation~~Separation reaction

(E) Principles of medical care:

- (1) ~~anatomy~~Anatomy and physiology
- (2) ~~psychology~~Psychology
- (3) ~~disease~~Disease recognition and prevention
- (4) ~~disease~~Disease processes
- (5) ~~nutrition~~Nutrition

- (6) ~~aging~~Aging processes
- (7) ~~medical~~Medical terminology
- (8) ~~materia~~Materia medica (pharmacology)
- (9) ~~medical~~Medical social service
- (10) ~~utilization~~Utilization review
- (11) ~~professional~~Professional and medical ethics

(F) Personal and social care:

- (1) ~~resident and patient care~~Care planning
- (2) ~~activity~~Activity programming
 - (a) ~~patient participation~~Participation of the persons served
 - (b) ~~recreation~~Recreation
 - (3) ~~environmental~~Environmental adjustment - interrelationship between ~~patient~~persons served and:
 - (a) ~~patient~~Other persons served
 - (b) ~~staff~~Staff (staff sensitivity to ~~patient~~ needs of the persons served as a therapeutic function)
 - (c) ~~family~~Family and friends
 - (d) ~~administrator~~Administrator
 - (e) ~~(self-government/patient)~~managementManagement
(~~self-government/patient~~self-government/resident council)
- (4) ~~rehabilitation~~Rehabilitation and restorative activities

- (a) ~~training~~Training in activities of daily living
- (b) ~~techniques~~Techniques of group therapy
- (5) ~~interdisciplinary~~Interdisciplinary interpretation of ~~patients'~~individuals' care to:
 - (a) ~~the~~The ~~patient~~person served
 - (b) ~~the~~The staff
 - (c) ~~the~~The family

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

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

(H) Departmental organization and management

- (1) ~~criteria~~Criteria for coordinating establishment of departmental and unit objectives
- (2) ~~reporting~~Reporting and accountability of individual departments to administrator
- (3) ~~criteria~~Criteria for departmental evaluation (nursing, food service, therapeutic services, maintenance, housekeeping)
- (4) ~~techniques~~Techniques of providing adequate professional, therapeutic, supportive and administrative services
- (5) ~~the~~The following departments may be used in relating matters of organization and management:
 - (a) ~~nursing~~Nursing
 - (b) ~~housekeeping~~Housekeeping
 - (c) ~~dietary~~Dietary
 - (d) ~~laundry~~Laundry
 - (e) ~~pharmaceutical~~Pharmaceutical services
 - (f) ~~social~~Social services
 - (g) ~~business~~Business office
 - (h) ~~recreation~~Recreation
 - (i) ~~medical~~Medical records
 - (j) ~~admitting~~Admitting
 - (k) ~~physical~~Physical therapy
 - (l) ~~occupational~~Occupational therapy

(m) ~~medical~~Medical and dental services

(n) ~~laboratories~~Laboratories

(o) ~~x-ray~~X-ray

(p) ~~maintenance~~Maintenance

(I) Community interrelationships:

(1) ~~community~~Community medical care, rehabilitative and social services resources

(2) ~~other~~Other community resources

(a) ~~religious~~Religious institutions

(b) ~~schools~~Schools

(c) ~~civil~~Civil and voluntary service agencies

(d) ~~government~~Government agencies

(3) ~~third-party~~Third-party payment organizations

(4) ~~comprehensive~~Comprehensive health planning agencies

(5) ~~volunteers~~Volunteers and auxiliaries

Effective:

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Certification

Date

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