

TO BE RESCINDED

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 this rule, 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 those residing in nursing homes
- (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) Facility administration
- (2) Planning, organizing, directing, controlling, staffing, coordinating and budgeting
- (3) Human relations
 - (a) Management/employee interrelationships

(b) Employee/employee interrelationships

(c) Employee interrelationships with the persons served

(d) Employee/family interrelationships

(4) Training of personnel

(a) Training of employees to become sensitive to the needs of the persons served

(b) Ongoing in-service training/education

(D) Psychology of 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) Care planning
- (2) Activity programming
 - (a) Participation of the persons served
 - (b) Recreation
- (3) Environmental adjustment - interrelationship between the persons served and:
 - (a) Other persons served
 - (b) Staff (staff sensitivity to the needs of the person served as a therapeutic function)
 - (c) Family and friends
 - (d) Administrator
 - (e) Management (self-government/resident council)
- (4) Rehabilitation and restorative activities
 - (a) Training in activities of daily living
 - (b) Techniques of group therapy

(5) Interdisciplinary interpretation of individuals' care to:

- (a) The person served
- (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 behavior as related to overall care
- (3) Interdisciplinary evaluation and revision of care plans and procedures
- (4) Unique aspects and requirements of geriatric care
- (5) Professional staff interrelationships with individual'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 persons served
- (9) Need 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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