

AIT INVENTORY OF KNOWLEDGE

A Self -Directed Learning Tool

Oregon Board of Nursing Home Administrators

INVENTORY OF KNOWLEDGE

After the initial phase of the orientation program has been completed, it then becomes necessary to create the training program for the Administrator-in-Training (AIT). In most cases, Oregon requires the AIT training program consist of a minimum 960 hours.

Usually the AIT rotates through each department of the facility and spends the allocated amount of time as determined by their approved training program. It is important that the program include some time spent on the weekends and on each shift. As the norm, and AIT will spend 35 to 50 percent of their training time in administration; 15 to 20 percent in nursing services; 10 to 15 percent in dietary; and about 8 to 10 percent in each of the following: resident activities, social work, medical records, laundry, housekeeping and maintenance.

It is critical that the AIT and preceptor work together and are jointly aware of the knowledge and experiences the AIT possesses that will assist in the development or the training program or any modifications made to the existing program. To assist with that the following "Self-Directed Learning Tool" was created. The tool is not to be considered 'the training program' but instead it is designed to be an aid in the development of the training program. The list is also not to be regarded as all inclusive. Blank spaces have been inserted at the end of each category to encourage the preceptor to adapt the instrument to the facility.

It is recommended that after the AIT completes the inventory, it is reviewed with the preceptor to verify each answer and develop validity. Some preceptors administer the same survey near the completion of the AIT program as a review and save it as a final check-list at the culmination of the program.

**ADMINISTRATOR-IN-TRAINING
SELF-DIRECTED LEARNING TOOL**

Pre Post

AIT _____ Date: _____

Facility _____

Preceptor _____

This is **NOT** a test or an examination to be graded. This is an inventory to assess your current knowledge and experience as it relates to nursing facility administration. It could also be used as a post assessment. The results of this inventory will assist in the development of your administrator-in-training program. It is very important that you make an honest evaluation of your current knowledge and experience. This will then assist you and your preceptor to develop an adequate training program so that you may professionally and capably perform your responsibilities as a nursing facility administrator.

Please place an "X" in the appropriate column. Ask yourself **honestly**, "What do I know about the items listed in the following sections?" Rate your present knowledge and experiences as: (1) Nothing, (2) Some, (3) Knowledgeable, (4) Very knowledgeable.

INDEX OF TOPICS

- A. Dietary Management
- B. Environmental (Housekeeping, laundry, maintenance)
- C. Financial Management
- D. General Management
- E. Governmental Regulations
- F. Legal Management
- G. Personnel Management
- H. Public Relations and Marketing
- I. Resident Activities
- J. Resident Care
- K. Social Services
- L. Miscellaneous

A. DIETARY MANAGEMENT

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. Aseptic Techniques				
2. Calculating Food Costs				
3. Change Orders				
4. Changes in menus				
5. Cleaning Schedules				
6. Consultant Reports (ADA)				
7. Cooking Equipment				
8. Dietary (a) health standards				
(b) record keeping				
(c) scheduling				
(d) staffing				
(e) tray cards				
9. Diets (a) bland				
(b) liquid				
(c) low sodium				
(d) mechanical				
10. Dining room seating				
11. Dining room service				
12. Dishing washing procedures				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
13. Dress Code				
14. Emergency Supplies/menus				
15. Feeding devices - rehabilitation				
16. Fire Prevention in the kitchen				
17. Food (a) complaints				
(b) delivery system				
(c) from outside				
(d) preference surveys				
(e) preparation				
(f) substitutions				
18. Garbage disposal				
19. Infection Control (CDC Guidelines)				
20. Inventory Control				
21. Leftovers				
22. Menu (a) posted				
(b) records				
(c) rotations				
(d) schedules				
23. Food Temperatures				
24. Pest control				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
25. Portion control				
26. Purchasing/ordering				
27. Quality control				
28. Reading labels on food				
29. Recommended daily allowances				
30. Resident dietary assessment/MDS				
31. Room tray service				
32. Sanitation				
33. Selective Menus				
34. Dining styles				
35. Snacks				
36. Staff meals				
37. Food storage				
38. Food supplements				
39. Temperature control (a) cooking				
(b) serving				
(c) storing				
40. Theft				
41. Therapeutic diets				
42. Weight control				

B. ENVIRONMENTAL (Housekeeping, Laundry, Maintenance)

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. Accident prevention				
2. Building standards (ANSI Codes)				
3. Cleaning schedules				
4. Contracts				
5. Disposal (a) body fluids				
(b) food				
(c) general				
(d) hazardous				
(e) infectious				
(f) sharps				
(g) trash				
6. Emergency (a) generator				
(1) check				
(2) fuel supply				
(3) test				
(b) lighting/outlets				
(c) planning				
(d) water				
7. Energy Conservation				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
8. Equipment lease/purchase				
9. Equipment Repair				
10. Fire (a) alarm systems				
(b) control				
(c) doors				
(d) department inspections				
(e) orientation/in-service				
(f) safety				
11. Floor care				
12. Furniture maintenance				
13. Ground maintenance				
14. Heating and cooling equipment				
15. Infection control				
16. Isolation requirements				
17. Labeling				
18. Laundry procedures				
19. Laundry staff requirements				
20. Life safety code				
21. Lighting requirements				
22. Linen requirements, control. storage				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
23. Linen transportation				
24. Maintenance scheduling				
25. Odor control				
26. OSHA (a) inspections				
(b) logs				
(c) posters				
27. Painting				
28. Parking				
29. Pest control				
30. Plumbing				
31. Preventive maintenance				
32. Renovations				
33. Safety programs				
34. Security systems/resident wandering				
35. Smoke detectors				
36. Sprinkler range hoods				
37. Sprinkler system (fire)				
38. Ventilation				
39. Water temperatures				

C. FINANCIAL MANAGEMENT

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. Accounts payable				
2. Accounts receivable and aging accounts				
3. Accrual accounting				
4. Amortization schedules				
5. Assets				
6. Audits				
7. Balance sheet				
8. Balancing check books				
9. Banking				
10. Bankruptcy				
11. Bed tax				
12. Bids				
13. Billing procedures				
14. Bond financing				
15. Budgets				
16. Canceled checks				
17. Capital expenditures				
18. Cash accounting				
19. Cash flow-cash management				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
20. Census				
21. Changes (a) adjustment				
(b) allowable				
(c) direct				
(d) indirect				
22. Chart of accounts				
23. Collections/bad debts				
24. Computer printouts				
25. Corporations				
26. Contracts				
27. Cost accounting				
28. Cost reports				
29. Cost control				
30. Credit				
31. Daily cash balance				
32. Depreciation schedules				
33. Discounts				
34. Donations, gifts, contributions				
35. Dues, subscriptions, and fees				
36. Employee benefits (unemployment insurance)				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
37. Employee job credits				
38. Equity				
39. Expense accounts				
40. False claims				
41. Fees for services				
42. FICA (Federal Insurance Contribution Act)				
43. Financial ratios (a) acid test				
44. Financial statements				
45. Fiscal Intermediary				
46. Fiscal year				
47. FUTA (Federal Unemployment Tax Act)				
48. Garnishments				
49. Grant management				
50. Insurance – types and coverage				
51. Inventory control				
52. Investment credit				
53. Journals (various)				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
54. Lease and purchase options				
55. Ledgers				
56. Liabilities				
57. Lines of credit				
58. Liquidity				
59. Negotiated rate controls (Title XIX)				
60. Net profit				
61. Partnership				
62. Payrolls				
63. Petty cash system				
64. Pledging accounts				
65. Private pay schedules				
66. Profit margin				
67. Profit/loss statement				
68. Proforma				
69. Property control				
70. Purchasing/purchase orders				
71. Quarterly tax reports				
72. Rate structure – cost reimbursement (a) managed care				
(b) Medicaid				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
(c) Medicare				
(d) Rehabilitation				
(e) Therapy				
(f) Veterans Administration				
73. Replacement reserve accounts				
74. Resident accounts and trust funds				
75. Retirement, pension, IRA				
76. Safe Harbor Roles				
77. Social Security				
78. Security Bond				
79. Tax returns				
80. Taxes (Federal, state, local, sales tax)				
81. Vendor agreements				
82. Writing Checks				

D. GENERAL MANAGEMENT

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. Authority				
2. Chain of command				
3. Communications				
4. Controlling				
5. Coordination				
6. Corporate bylaws				
7. Credentials review				
8. Decision making				
9. Delegation				
10. Directing				
11. Establishing goals and objectives				
12. Ethics				
13. Ethics Committee				
14. Family council				
15. Feasibility of outside resources				
16. Fire, disaster, safety				
17. Giving instructions				
18. Industrial relations				
19. Interdepartmental relations				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
20. Key control				
21. Leadership				
22. Organizational structure				
23. Organizing				
24. Parliamentary rules				
25. Philosophy				
26. Plan of Correction				
27. Planning principles				
28. Policy making				
29. Policy manuals				
30. Priority/Time management				
31. Problem solving				
32. Procedural manuals				
33. Quality Improvement				
34. Resident Council				
35. Responsibility				
36. Staff meetings				
37. Strategic Planning				
38. Supervision				

E. GOVERNMENTAL REGULATIONS

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. ADA (American Disabilities Act)				
2. ANSI (American National Standards Institute)				
3. Boiler inspections and licensing				
4. Building codes				
5. CDC (Center for Disease Control and Prevention)				
6. CFR (Code of Federal Regulations)				
7. COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985)				
8. CON (Certificate of Need)				
9. Community Advisory Board				
10. Contaminated Waste				
11. CEU-s (Continuing Education Credits)				
12. County, city laws and regulations				
13. DEA (Drug Enforcement Act)				
14. DHH (Department of Health and Hospitals)				
15. CCMU (Continuous Care Monitoring Unit)				
16. DHS (Department of Human Services)				
17. EEOC (Equal Employment Opportunity)				
(a) Title VI				
(b) Title VII				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
(c) Title XVIII				
(d) Title XIX				
(e) Section 504				
(f) ADA				
(g) Pregnancy Discrimination				
18. FASB (Financial Accounting Standards Board)				
19. FDA (Food and Drug Administration)				
20. FLSA (Fair Labor Standards Act)				
21. FMCS (Federal Mediation & Conciliation Service)				
22. FMLA (Family Medical Leave Act)				
23. Forms – federal, state, corporate and business				
24. Fraud and abuse laws				
25. Hazardous Waste (EPA)				
26. CMS (Center for Medicaid/Medicare Services)				
27. INS (Immigration and Naturalization Services)				
28. Licensing agencies - State				
29. MDR (Medical Device Reporting)				
30. NAB (National Association of Board of Examiners for Nursing Home Administrators)				
31. NFPA (National Fire Protection Association)				
32. NLRB (National Labor Relation Board)				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
33. Nonprofit organizations				
34. Nurses Practice Act				
35. OBRA (Omnibus Budget Reconciliation Act of 1987)				
36. OSHA (Occupational Safety and Health Act) (a) Hepatitis B				
(b) Right to Know				
(c) Standard precautions				
38. Office of Human Rights				
39. Ombudsman				
40. Pollution control				
41. Professional licensing (RN, LPN, NHA)				
42. Resident Rights				
43. SMDA (Safe Medical Devices Act)				
44. Safe Harbor Act				
45. Sanitation Codes				
46. Social Security Administration				
47. Standards for payment – cost reimbursement				
48. Title XVII (Medicare)				
49. Title XIX (Medicaid)				
50. Unemployment compensation				
51. USDA (United States Department of Agriculture)				

<p>Place an "X" in the appropriate column. Ask yourself honestly, "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.</p>	Nothing	Some	Knowledgeable	Very Knowledgeable
52. VA (Veterans Administration)				
53. Wage and Hour regulations (Fair Labor Standards)				
54. Worker's compensation				
55. Zoning laws				

F. LEGAL MANAGEMENT

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. Abandonment				
2. Adjudicator of incompetence				
3. Advanced directives				
4. Affidavits				
5. Agreements				
6. Arbitration				
7. Assault and battery				
8. Attorneys				
9. Authorizations				
10. Business law				
11. Civil rights				
12. Competency				
13. Complaint laws and procedures				
14. Confidentiality				
15. Conflict of Interest				
16. Contracts				
17. Convictions				
18. Corporate Responsibilities				
19. Disposition of corpse				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
20. Drug laws				
21. Durable power of attorney (Healthcare)				
22. Employee rights				
23. Ethics				
24. Evictions				
25. Facility rights				
26. Felony				
27. Fraud and abuse				
28. General corporate law				
29. Guardianship				
30. Indictment				
31. Informed consent				
32. Insurance				
33. Interdiction				
34. Kidnapping				
35. Leases				
36. Legal guardian				
37. Liability				
38. Libel				
39. Lie detectors				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
40. Living wills				
41. Malpractice				
42. Negligence				
43. Organ donation				
44. Power of attorney				
45. Record retention				
46. Required legal notice				
47. Residents' rights				
48. Responsible party				
49. Restraints (a) physical				
(b) chemical				
50. Right to die				
51. Risk management program				
52. Search and seizure				
53. Sexual harassment				
54. Slander				
55. Solicitation				
56. Subpoena				
57. Suicide				
58. Torts				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
59. Trespassing				
60. Trust				
61. Wills				
62. Witnessing document				

G. PERSONNEL MANAGEMENT

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. Affirmative action				
2. Agency register				
3. Agenda preparation				
4. AIDS (Testing)				
5. Alcohol and drug testing				
6. Alleged accident/incident reports				
7. Annual license review (RN, LPN, NHA) and consultants				
8. Applications for employment				
9. Attendance records – time clocks				
10. C.N.A. testing and registry				
11. Continuing education				
12. Correcting employees				
13. Counseling employees				
14. Criminal background check				
15. Cross training				
16. Daily staffing reports				
17. Delegating authority				
18. Disciplinary action				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
19. Discrimination				
20. Dress code				
21. Drug screening				
22. Employees assistance program				
23. Employee handbook				
24. Employee references				
25. Employee safety programs				
26. Evaluating employees				
27. Exit interviews (Terminations)				
28. Fringe benefits (Holidays, vacation, sick leave)				
29. Full-time equivalents (FTE)				
30. Grievance procedure				
31. Health requirements				
32. Hiring practices				
33. Incentive programs				
34. In-service training programs				
35. Interviewing employees				
36. Job analysis				
37. Job classification				
38. Job descriptions				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
39. Job satisfaction				
40. Labor laws/wage and hour				
41. Labor relations				
42. Measuring productivity				
43. Morale				
44. Motivation				
45. Organizational chart				
46. Organizing employee files				
47. Orientation programs				
48. Personnel forms				
49. Personnel policies				
50. Problem solving				
51. Recognition programs				
52. Recruiting				
53. Release of information				
54. Resident abuse				
55. Resident rights				
56. Retention of employees				
57. Reviewing employment applications				
58. Salary schedules				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
59. Scheduling work				
60. Sexual abuse/harassment				
61. Sitter regulations				
62. Staff meetings				
63. Staffing				
64. Strikes				
65. TQM (Total quality management)				
66. Turnover rates (employee)				
67. Unemployment hearings				
68. Uniform allowance				
69. Union contracts				
70. Volunteers				
71. Warning procedures				
72. Wellness programs				
73. Writing 'help wanted' ads				
74. W-2, W-4, 1099, 1-9				

H. PUBLIC RELATIONS AND MARKETING

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. AAHSA – American Association of Homes and Services for the Aging				
2. AARP – American Association for Retired Persons				
3. ACHCA - American College of Health Care Administrators				
4. AHCA – American Health Care Association				
5. Advertisements				
6. Advocacy Groups				
7. Civic organizations				
8. Community advisory groups				
9. Community awareness				
10. Community resources				
11. Conducting facility tours				
12. Correcting deficiencies				
13. Decision makers				
14. Demographic analysis				
15. Educational institutions				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
16. Expanding services				
17. Family councils				
18. Feedback				
19. Fire and disaster				
20. Fund raising				
21. Government surveyors/inspectors				
22. Group dynamics				
23. Hospital and institutional relations				
24. Image building techniques				
25. JCAHC – Joint Commission for Accreditation of Health Care				
26. Landscaping				
27. Lobbying-legislative affairs				
28. Marketing survey				
29. Multimedia				
30. Open house				
31. Peer review				
32. Physician relations				
33. Professionalism				
34. Public speaking				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
35. Publications – pamphlets and brochures				
36. Referrals				
37. Religious services				
38. Resident complaints				
39. Resident recruitment				
40. Signs				
41. Special events				
42. State health care associations (a) Oregon Alliance of Senior & Health Services (b) Oregon Health Care Association				
43. Support groups				
44. Surrogate roles				
45. Swing beds				

I. RESIDENT ACTIVITIES

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. Activity calendars				
2. Activity schedule				
3. Auxiliaries/Volunteers				
4. Consultants				
5. Exercise program				
6. Family Council				
7. High school and university extension courses				
8. Horticulture therapy				
9. Music therapy				
10. Pet therapy				
11. Reality orientation				
12. Recreational therapy				
13. Re-motivation				
14. Resident (a) council				
(b) evaluation				
(c) interactions				
(d) involvement				
(e) transportation				
15. Useful (purposeful) services				

J. RESIDENT CARE

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. AIDS – Acquired Immune Deficiency Syndrome				
2. ADL – Activities of Daily Living				
3. Acute care				
4. Adjusting resident's bed				
5. Admission and discharge				
6. Alleged accident reports				
7. Allergies				
8. Ancillary services				
9. Aseptic Services				
10. Assessments				
11. Body functions				
12. Body mechanics				
13. Bowel/bladder training				
14. B/P Blood Pressure				
15. Catheter				
16. Charting and documentation				
17. Clinitron therapy				
18. Consultants				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
19. Continuous Quality Improvement				
20. Correcting charting errors				
21. DRG (Diagnostic Related Groups)				
22. Day care services				
23. Death and dying				
24. Dental care				
25. Discharge planning				
26. Drugs (a) administration				
(b) destruction				
(c) dispensing				
(d) dosage				
(e) prescription				
(f) storage				
27. Emergency Drug Kits				
28. Form management				
29. Geriatric psychiatry				
30. Geriatric psychology				
31. Goal-directed therapy				
32. Grooming				
33. HMO (Health Maintenance Organization)				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
34. Handling drugs				
35. Home health				
36. Hospice care				
37. Incident reports				
38. Infection control				
39. Isolation				
40. Laboratory reports				
41. Levels of care				
42. Life safety methods				
43. Long-term care				
44. MDS (Minimum Data Set)				
45. Managed care				
46. Medical (a) abbreviations				
(b) director				
(c) prefixes				
(d) records				
(1) closing				
(2) confidential				
(3) content				
(4) errors				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
(5) storage				
(e) services				
(f) suffixes				
(g) terminology				
47. Medication distribution systems				
48. Medication errors				
49. Medication records				
50. Monthly summary				
51. Narcotic records				
52. Nursing (a) assessment				
(b) general				
(c) manuals				
(d) staff requirements				
53. Occupational therapy				
54. Oral hygiene				
55. Outpatient services				
56. Oxygen safety rules				
57. PDR (Physician's Desk Reference)				
58. PPO (Preferred Physicians Organization)				
59. PRN orders				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
60. Pharmacist services				
61. Physical therapy				
62. Physician orders				
63. Physicians' telephone orders (PO's)				
64. Plans of care				
65. Prescreening				
66. Pressure sores (decubitus ulcers)				
67. Psychotropic medication				
68. Quality Improvement				
69. Range of motion				
70. Rehabilitation				
71. Release of deceased body				
72. Resident (a) call system				
(b) care plans				
(c) personal effects				
(d) product information				
(e) rights				
73. Respiratory therapy				
74. Respite care				
75. Restraint orders and restraint reduction				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
76. Scheduled drugs				
77. Scheduling employees				
78. Self-medication				
79. Sexual needs				
80. Skin care				
81. Smoking control				
82. Speech therapy				
83. Standard precautions				
84. Standing orders				
85. Stop orders				
86. Supplies/equipment				
87. TPR (temperature, pulse, respiration)				
88. Terminal care				
89. Times of dosages				
90. Transferring				
91. Transportation				
92. Treatments				
93. Tube feeding				
94. Utilization review				
95. Ventilator dependent				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
96. Visiting hours				
97. Wandering management				
98. Whirlpool baths				

K. SOCIAL SERVICES

	1	2	3	4
Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
1. Admission and discharge				
2. Advanced directives				
3. Consultants				
4. Counseling				
5. Crisis intervention				
6. Death and dying				
7. Durable power of attorney				
8. Family relations				

Place an "X" in the appropriate column. Ask yourself honestly , "What do I know about the items listed in the following sections?" Rate your present knowledge and experience.	Nothing	Some	Knowledgeable	Very Knowledgeable
9. Grievance policy (resident and family)				
10. Inquiries				
11. Living wills				
12. Psychology of aging				
13. Social history				
14. Social records				
15. Social Security				
16. Socio-psychological needs				
17. Waiting list				

