



Syllabus

SOCIAL SERVICE

Course Description:

This course is designed to give the student training and insight in working with the Social Service Department in long term care. Student will be able to work in long term care as an employee in Social Services.

Context:

This course is a 45 hour course.

Textbook:

Long Term Care, Martini, Weeks, Wirth 7th edition

ISBN-13: 978-1611580617

ISBN-10: 1611580617

References:

Various instructor texts, library materials and websites will be utilized by the instructor.

Prerequisites/Cancellations/Refunds/Placement Services:

- Prerequisites – Student must be at least 16 years of age.
- Cancellations – No cancellations will be made due to low enrollment. Power failure could delay course. Students would be notified if a power failure occurs and time would be extended should this happen.
- Refunds – The student has a right to cancel this enrollment agreement and obtain a refund. If student wishes to withdraw totally from the program, they may cancel this enrollment agreement by calling We Care Online at 888-932-2501. Course will not be refunded once the student has been enrolled in Canvas.
- Placement Services – No placement service available

Methods of Instruction:

Threaded discussions, didactic questions, practice exercises and interactive games, lecture materials, assignments and links to various studies.

Learner Objectives:

Upon completion of this course, the learner will:

Core Course Objectives

- Express a philosophy of person-centered, long-term care based on individual resident needs, preferences and choices.
- Demonstrate a basic knowledge of the aging process, including misconceptions, physical changes and psychosocial aspects.
- Demonstrate knowledge of applicable state and federal regulations.
- Show understanding of the rights of individuals who reside in long-term care facilities.

- Demonstrate knowledge of the admission and discharge process.
- Demonstrate an understanding of the principles of documentation.
- Demonstrate ability in basic performance skills, such as teamwork, communication skills and working with administrative staff and other disciplines.
- Discuss issues involved in the management of internal support staff, budgeting, supplies, and outside resources.
- Show understanding of methods of identifying resident interests and needs and the use of assessment in care plan development.
- Evaluate a care plan for effectiveness.

Role and Function Objectives

- Demonstrate a basic knowledge of the history, philosophy and current need for social services in the long-term care environment.
- Explain what social service do.
- Prepare for possible facility expectations.
- Identify who social service work with.
- Fulfill the social service's responsibility in documentation.
- Identify and work with area resources.
- Prepare for additional "nuts and bolts" issues involved in working as a social service employee.

Demonstrate competency by successfully passing four-unit exams and one final exam.

Assessment of Outcomes:

Each student will be evaluated by online exams developed by the instructor(s). Students must receive a grade of at least 75 percent on all tests for successful completion of the course.

- The assignments must be 100% complete for each unit.
- The student must participate in each unit discussion board and do group assignments as instructed.
- Assignment due dates must be met.
- Students must complete their own assignments. It will be permitted to ask questions to other students or the instructor in the discussion board regarding assignments.
- A discussion forum will be left open for the entire course. Please take part in the discussions.

Attendance Requirements

- A class forum will be left open the entire course for class and instructor communication.
- All assignments and tests must be submitted at the time specified by the instructor.
- Make-up work must be approved by the instructor.

Course Evaluation:

An anonymous course evaluation will be completed at the end of course. Honest constructive feedback is requested.

Cheating

“Cheating means getting unauthorized help on an assignment, quiz, or examination.”

You must not accept help with the answers on any assignment or exam. You are responsible for your own work. You must not make copies of the test unless authorization has been given by the instructor.

Course Outline:

Core section of 20 hours consist in unit one and two. The role and function found in units three and four consist of

25 hours.

Unit 1

- History of long-term care (0.5 hrs)
- Philosophy of person-centered care (0.5 hrs)
- Basic knowledge of the aging process (0.5 hrs)
- Misconceptions (0.5 hrs)
- Physical Changes (0.5 hrs)
- Cognitive changes: Dementia, Alzheimer's (2 hrs)
- Mental Health/Illness (1 hr)
- Psychosocial needs (1 hr)
- Overview of applicable regulations (1 hr)
- The Survey Process (1 hr)
- OBRA resident rights (1.5 hrs)
- Advocacy in self-determination (1 hr)
- Resident/family councils (1 hr)

Unit 2

- Types and techniques used for the admission and discharge process (2 hrs)
- Principles of documentation (1 hr)
- Basic performance skills (0.5 hrs)
- Management of internal support staff, budgeting, supplies and outside resources (1 hr)
- Getting to know the person (1 hr)
- Person Centered Care Plan Development (1.5 hrs)
- Evaluation of care plan effectiveness (1 hr)

Unit 3

- History and Philosophy (0.5 hrs)
- Code of Ethics of the National Association of Social Workers and other ethical issues.(1.5 hrs)
- Role of the supervisor (0.5 hrs)
- Admission Process (2 hr)
- Discharge (1 hr)
- Advocacy (0.5 hrs)
- Mediation (0.5 hrs)
- Problem solving (0.5 hrs)
- Supportive services (1 hr)
- Assist with financial planning (0.5 hrs)
- Assist with legal issues (0.5 hrs)
- Professionalism (0.5 hrs)
- Marketing (1 hr)
- Orientation (0.5 hrs)
- Transportation and appointments (0.5 hrs)

Unit 4

- Social services employee and the rest of the team. (0.5 hrs)
- Social services employee and the resident (0.5 hrs)
- Social services employee and the family (0.5 hrs)
- Social services employee and the community (0.5 hrs)

- Social history (1 hr)
- Resident Assessment Instrument (RAI) - Social services provide input, but may not complete (2 hrs)
- Individualized Care Plan (2 hrs)
- Progress notes (1 hr)
- Intervention notes(1 hr)
- Hospice (1 hr)
- Medicare/Medicaid (1 hr)
- SRS (1 hr)
- Adult Protective Services (1 hr)
- Prepare for additional "nuts and bolts" issues involved in working as a Social Services employee. (0.5 hrs)

Course Schedule: Assignment due dates are as follows:

- Unit 1 assignments due on first Tuesday (one week from class start date).
- Unit 2 assignments due on the second Tuesday.
- Unit 3 assignments due on the third Tuesday.
- Unit 4 assignments due on the fourth Tuesday.

Instructor Contact Information

Online Instructor:

Cindy Blattner, RN

cindyg@wecareonlineclasses.com

Phone: 1-888-932-2501 Ext. 105

1. Every attempt will be made to respond to e-mail or phone calls within 24 hours, excluding weekends or holidays.
2. If the instructor is not available for an unforeseen reason, an instructor that has been trained to teach the web based classes will be available.
3. If you have questions or concerns regarding the course content notify the instructor. The ending date of the course will be extended in case of power failure until students have access to internet again. Extended time will be allowed on a per student need/instructor approved basis.
4. Discussion forum will be left open for the entire class. You must participate in each discussion. An anonymous course evaluation will be completed at the end of course. The evaluation will be included in your last assignment.
5. Computer with internet connection and valid email address are needed for the course.

ADA: If you have a disability and require accommodations, please let your instructor know before the first day of course.