

## New Curriculum Form

### Orientation & Safety, Population Specific, Continuing Education

#### When do I use this form?

Use this form if you developed your own curriculum (courses) for DSHS to approve as long-term care worker training. Community instructors and facilities will use this form.

#### Section 1: Training Program or Facility Information

Today's Date		Submitter's Name	
Training Program/ Facility Name		Submitter's Phone	( ) -
Training Program #		Submitter's E-mail	
AFH/ALF/ESF License #		New Applicant <input type="checkbox"/>	Returning Applicant <input type="checkbox"/>

**Course Materials:** You must document the competencies and learning objectives you plan to meet with these materials. For each learning objective, list where in the student materials it is covered. This may be pages in a student manual or other materials. It is a requirement that you send in a list of competencies and learning objectives. If you plan to enhance DSHS curriculum indicate where and what you are including as enhancements. If you are required to submit additional materials, a Program Manager will contact you. (Course example below).

1. Start with a competency
2. List the learning objectives required to meet that competency.
3. For each learning objective, indicate where materials are covered.
4. Repeat until you have listed all competencies and learning objectives for the course.
5. For Orientation and Safety refer to the [ORSA Instruction Sheet](#).

#### Example of Course Request:

<b>Course Title:</b> Navigating Challenging Behaviors with the Dementia Client	<b>Course type:</b> <input type="checkbox"/> Orientation <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Population Specific <input checked="" type="checkbox"/> Continuing Education	<b>Delivery mode/modes: Check all that apply</b> <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Online Course <input type="checkbox"/> Webinar	<b>Hours</b> 5.5
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**Summary** Give a brief course description (a few sentences) of the main topic/subject areas to be covered.

This course focuses on handling challenging behaviors. We will use the DSHS Navigating Challenging Behaviors curriculum and add a DVD and activities focusing on challenging behaviors and dementia.

Required Materials	Tools/Methods	Time Allotment
Table of Contents	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Student learning outcomes</li> <li>• Course content and materials</li> <li>• Closing/questions</li> </ul>	10 minutes
Competencies	The student will offer person-centered caregiving when working with a client who has challenging behaviors due to symptoms of dementia.	10 minutes
Learning Objectives	<p>The student will identify 3 challenging behaviors of a client with dementia.</p> <p>The student will identify 3 activities corresponding to the behaviors in order to promote independence of the client.</p>	10 minutes
Course Outline	<p><b>1. When behavior becomes challenging – 1.0 hour</b></p> <ul style="list-style-type: none"> <li>• Steps to navigating challenging behaviors</li> <li>• Take person-centered action to handle the situation respectfully</li> <li>• Best practices in handling challenging behaviors</li> <li>• Good self-care after a challenging situation</li> </ul> <p><b>2. Prevent or minimize challenging behaviors – 1.5 hours</b></p> <ul style="list-style-type: none"> <li>• Handling a client’s anger</li> <li>• When anger turns to possible violence</li> <li>• Handling sexual behavior</li> <li>• Anxiety</li> </ul> <p><b>3. Working with challenging behaviors and dementia - 2.5 hours</b></p> <ul style="list-style-type: none"> <li>• <i>Alzheimer’s Dementia Hands on Caregiving DVD</i></li> <li>• Activity: Group discussion of DVD</li> <li>• Activity: Scenarios and role plays using techniques covered in DVD</li> </ul>	<p>1.0 hour(s)</p> <p>1.5 hour(s)</p> <p>2.5 hour(s)</p>
Student Materials/Handouts	Attached are the student worksheets and Power Point for the course. Also attached are the guiding questions and scenarios for group activities.	
Video/DVD/YouTube	<i>Alzheimer’s Dementia Hands on Caregiving DVD: It’s All in Your Approach</i> with Teepa Snow; Pines Institute of SW Florida. I have permission to use the DVD and own my copy.	
Instructor Materials/References	<i>Navigating Challenging Behaviors</i> and DVD <i>Dementia</i> enhancements from <i>It’s All in Your Approach</i> with Teepa Snow	

Online or Hybrid Log-in/Password	N/A	
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### Section 3: Course Content

<b>Course Title:</b>	<b>Course Type:</b> <input type="checkbox"/> Orientation <input type="checkbox"/> Safety <input type="checkbox"/> Population Specific <input type="checkbox"/> Continuing Education <i>* No more than 24 class hours may be submitted.</i>	<b>Delivery Mode / Modes:</b> <input type="checkbox"/> Classroom <input type="checkbox"/> Online Course <input type="checkbox"/> Webinar <input type="checkbox"/> Hybrid Online/classroom	<b>Hours:</b>
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**Summary:** Give a brief course description (a few sentences) of the main topic/subject areas to be covered.

Required Materials	Tools/Methods	Time Allotment
Table of Contents		
Competencies		
Learning Objectives		
Course Outline		
Student Materials/Handouts		
Video/DVD/YouTube (if applicable)		
Instructor Materials/References		
Online or Hybrid Login/Password		

<b>Course Title:</b>	<b>Course Type:</b> <input type="checkbox"/> Orientation <input type="checkbox"/> Safety <input type="checkbox"/> Population Specific <input type="checkbox"/> Continuing Education <i>* No more than 24 class hours may be submitted.</i>	<b>Delivery Mode / Modes:</b> <input type="checkbox"/> Classroom <input type="checkbox"/> Online Course <input type="checkbox"/> Webinar <input type="checkbox"/> Hybrid Online/classroom	<b>Hours:</b>
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**Summary:** Give a brief course description (a few sentences) of the main topic/subject areas to be covered.

Required Materials	Tools/Methods	Time Allotment
Table of Contents		
Competencies		

Learning Objectives		
Course Outline		
Student Materials/handouts		
Video/DVD/YouTube <i>(if applicable)</i>		
Instructor Materials/References		
Online or Hybrid Log-in/Password		

**For more Course Request forms, [click here](#).**

**If you indicated online training, please review; [ALTSA Online Training Standards](#)**