



**NMG Core Competencies
Percentage on Exams
January 2016**



What is a Core Competency?

CGC relies upon a written survey to identify topic areas, or competencies, that should be covered in the National Master Guardian certification examination. The purpose of the survey is to describe the "job" of a master guardian in sufficient detail to ensure that the examination content is job-related.

National Master Guardians across the country participate in the survey. They are asked to rank the topics that are grouped into seven "core competencies." Multiple choice exam questions are coded to the appropriate competency and assigned to the exams according to the priorities the survey participants determined. The examination is designed to allow applicants to demonstrate the different skill sets and knowledge National Master Guardians must be able to apply to adequately carry out their responsibilities.

- 1. PROFESSIONAL PRACTICES of a MASTER GUARDIAN – 20%**
Knowledge and application of guardianship principles as they relate to the professional roles of the guardian (includes but not limited to):
 - 1.1 Ethics/Standards/Professional Conduct
 - 1.2 Conflict of Interest
 - 1.3 Confidentiality
 - 1.4 Quality Assurance
 - 1.5 Business Practices / fees

- 2. GUARDIANSHIP PLANNING PROCESS – 15%**
Knowledge of the personal aspects of a person under guardianship's life and ability to address those special situations or circumstances affecting a person under guardianship (includes but not limited to):
 - 2.1 Family Dynamics / diversity
 - 2.2 Social History, Values and Beliefs
 - 2.3 Abuse, Neglect, Exploitation
 - 2.4 Difficult Clients
 - 2.5 Special Populations
(DD/Aging/MI/Others)
 - 2.6 Person-centered planning

- 3. APPLICATION OF SURROGATE DECISION-MAKING – 13%**
Knowledge of theory and application of decision making principles and limitations in making surrogate decisions (includes but not limited to):
 - 3.1 Decisional Standards Alternatives
(Substituted Judgment/Best
Interests/Supported Decision making)
 - 3.2 Informed Consent
 - 3.3 Capacity
 - 3.4 Guardianship Alternatives
 - 3.5 Least Restrictive Alternatives
 - 3.6 Personal Rights



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4. KNOWLEDGE OF LAWS, COURTS AND LEGAL PROCESSES - 17%

Knowledge of laws, courts and legal processes governing guardianship and the guardian's responsibility to modify, terminate or limit a guardianship (includes but not limited to):

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| 4.1 Guardianship Procedures (Laws and Practices) | 4.3 Compliance with Court Monitoring and Supervision |
| 4.2 Types of Guardianship (Including Limited Guardianship) | 4.4 Guardian Authority |
| | 4.5 Due Process |
| | 4.6 Modification of orders |

5. PERSONAL MANAGEMENT – 12%

Knowledge and application of the responsibilities of the guardian of the person including planning for and overseeing supports and services (includes but not limited to):

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| 5.1 Guardianship Plan | 5.5 Knowledge of Resources, Supports and Services |
| 5.2 Residential Options/Least Restrictive Alternatives | 5.6 Visitation |
| 5.3 Well-being Oversight and Monitoring | 5.7 Restoration of Rights |
| 5.4 Functional Assessment | |

6. FINANCIAL MANAGEMENT – 10%

Knowledge and application of the responsibilities for financial management of a person under guardianship's estate and assets (includes but not limited to):

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| 6.1 Inventory/Marshal Resources/Estate Plan | 6.3 Public Benefits (SSA, VA, Railroad, Medicare, etc.) |
| 6.2 Personal & Real Property Management | 6.4 Investing and Protecting Assets |
| | 6.5 Accountings/Reporting Requirements |

7. MEDICAL DECISION-MAKING – 13%

Knowledge and application of the principles and responsibilities surrounding surrogate medical decisions, including the ability to identify issues that have legal and ethical consequences for both the guardian and the person under guardianship (includes but not limited to):

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| 7.1 Making Medical Treatment Decisions | 7.4 Medical Advocacy |
| 7.2 End-of-Life Care | 7.5 DNR/Withhold/Withdraw |
| 7.3 Special Medical Decisions/Conditions | 7.6 Power of Attorney for Health Care |