

HOME HEALTH AIDE-SUPPLEMENTAL (40 Hours)

Course No.: 77-80-70

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. INTRODUCTION TO HOME HEALTH AIDE ROLE

(Theory 2 hrs)

- _____ 1. Home health aide work vs. work in facility
- _____ 2. Personal qualities needed by the home health aide
- _____ 3. Nursing procedures aide is allowed to perform
- _____ 4. Nursing tasks home health aide can't perform
- _____ 5. Uniform of the home health aide
- _____ 6. Identify/describe credentials of an agency
- _____ 7. Function of the home health agency
- _____ 8. Organization of agency & the chain of command
- _____ 9. Methods of paying for home care services
- _____ 10. Job opportunities and locating openings
- _____ 11. Items need to complete an application form
- _____ 12. Information needed on résumé
- _____ 13. Describe various parts of interview process
- _____ 14. Resigning from a position
- _____ 15. Nursing code of ethics

B. PSYCHOSOCIAL NEEDS OF CLIENTS (Theory 5 hrs)

- _____ 1. Physical needs shared by all human beings
- _____ 2. Psychological needs shared by all human beings
- _____ 3. Actions that meet basic psychological needs
- _____ 4. Define family
- _____ 5. Functions of the family
- _____ 6. Role of each family member
- _____ 7. Common problems confronting aged person
- _____ 8. Role in maintaining safe environment for aged
- _____ 9. Physical changes of the aged by body system
- _____ 10. Signs of mental change in the elderly
- _____ 11. Social changes that affect behavior of elderly
- _____ 12. Notifying agency or hospice of client's death
- _____ 13. Care of the body after death
- _____ 14. Basic physical & emotional needs of children
- _____ 15. Safe environment for a child
- _____ 16. Care provider's role in reporting cases of abuse

- _____ 17. Care of the infant in the home
- _____ 18. Safe methods of carrying an infant
- _____ 19. Assisting with breast-feeding
- _____ 20. Preparing formula
- _____ 21. Various techniques of bottle-feeding
- _____ 22. Cleansing perineum from front to back/diapering
- _____ 23. Methods of bathing the baby safely
- _____ 24. Psychosocial differences for all stages of life

C. PERSONAL CARE SERVICES (Theory 5 hrs/ Clinical 15 hrs)

- _____ 1. Adapt principles of body mechanics to home
- _____ 2. Assessing patient to get optimal movement
- _____ 3. Positioning techniques
- _____ 4. Safety rules used for ambulation in home
- _____ 5. Routine skin care for various age groups
- _____ 6. Decubitus ulcer prevention/treatment
- _____ 7. The back rub procedure
- _____ 8. Skin care for radiation/chemotherapy patient
- _____ 9. Dressing care for various conditions/disorders
- _____ 10. Supplies/procedures for personal care in home
- _____ 11. Vital sign measurement
- _____ 12. Normal ranges for vital signs
- _____ 13. Record/report normal/abnormal vital signs
- _____ 14. Collecting various body specimens
- _____ 15. Role of aide in assisting with medication
- _____ 16. Application & care of non-sterile dressings
- _____ 17. Care of various types of tubing
- _____ 18. Cast care, signs & symptoms of problems
- _____ 19. Body mechanics when positioning/ambulating
- _____ 20. Demonstrate types of skin care
- _____ 21. Demonstrate dressing and undressing techniques
- _____ 22. Demonstrate various types of personal care
- _____ 23. Demonstrate measuring vital signs
- _____ 24. Record/report normal & abnormal vital signs

- ____ 25. Demonstrate collection of body specimens
- ____ 26. Apply & care of ace bandages & T.E.D. hose
- ____ 27. Demonstrate care of various tubing
- ____ 28. Demonstrate cast care

D. NUTRITION (Theory 5 hrs/Clinical 3 hrs)

- ____ 1. List 6 nutrients & food example of each
- ____ 2. Need for water in the body
- ____ 3. List 2 nutrients from each of the food groups
- ____ 4. Cultural/religious restrictions in menu planning
- ____ 5. Food preferences of various age groups
- ____ 6. Planning a menu for various therapeutic diets
- ____ 7. Factors aides must consider in purchasing food
- ____ 8. Discuss unit pricing of food
- ____ 9. Optimum storage for various types of food
- ____ 10. Cleanliness & food preparation
- ____ 11. List steps in preparing the client for a meal
- ____ 12. Ways to encourage optimum nutritional intake
- ____ 13. Kinds of therapeutic diets & purpose of each
- ____ 14. Safety factors employed when feeding a client
- ____ 15. Planning meals using the basic food groups
- ____ 16. Demonstrate cleanliness in food preparation
- ____ 17. Demonstrate preparing the client for a meal
- ____ 18. Demonstrate serving and feeding a client

**E. HOUSEHOLD MANAGEMENT (Theory 3 hrs/
Clinical 2 hrs)**

- ____ 1. General rules of home safety
- ____ 2. Safety hazards found in each room of home
- ____ 3. Preventing falls in each room of the home
- ____ 4. Explain causes of a fire
- ____ 5. What to do to prevent fires
- ____ 6. Safety rules for various circumstances
- ____ 7. Phone nos. for aide in case of emergency
- ____ 8. Methods of maintaining cleanliness in the home
- ____ 9. Laundry techniques to maintain infection control
- ____ 10. Handwashing & universal precautions
- ____ 11. Sterilization methods employed in the home
- ____ 12. Universal precautions for sharps & body fluids
- ____ 13. Various safe practices to prevent injury
- ____ 14. Maintain a list of emergency phone numbers
- ____ 15. Demonstrate cleanliness in laundry techniques
- ____ 16. Demonstrate universal precautions