

HOME HEALTH AIDE

COURSE OVERVIEW

Infection Control

The Center for Disease Control (CDC) standard precaution guidelines, especially hand-washing and personal protective equipment must be strictly adhered to and is included throughout all units.

COURSE: HOME HEALTH AIDE
MODULE: INTRODUCTION TO BEING A HOME HEALTH AIDE
TOPICS: Orientation to Home Care and the Agencies
Qualifications/Responsibilities of a Home Health Aide
Terminology

7. Define the purpose and goals of the client's care plan

8. Define and name the seven health related tasks

COURSE: HOME HEALTH AIDE
MODULE: INTRODUCTION TO BEING A HOME HEALTH AIDE
TOPIC: Orientation to Home Care and the Agencies

2.
 - d. **Identify the caregiver's role in admissions, transfers and discharges (other than death) of a client**

COURSE: HOME HEALTH AIDE
MODULE: INTRODUCTION TO BEING A HOME HEALTH AIDE
TOPIC: Qualifications/Responsibilities of a Home Health Aide

4. **Special Condition, Materials or Equipment: none**
Action: The student will define the purpose and goals of the client's care plan.
Level of Mastery: four out of four, a degree of accuracy and completeness acceptable to the instructor

In order to do this the student must be able to:

- a. **Discuss the development of the plan by team members**
- b. **Identify the role of the case manager**
- c. **Identify the tasks on the care plan**
- d. **Maintain a copy of the care plan in the home; maintain confidentiality**

COURSE: HOME HEALTH AIDE
MODULE: INTRODUCTION TO BEING A HOME HEALTH AIDE

58. Health related task

COURSE: HOME HEALTH AIDE
MOUDLUE: COMMUNICATION AND THE CLIENT
TOPICS: Verbal and Nonverbal Skills
Nervous System and Sensory Organs
Terminology
Freedom from Pain

9. Discuss effects of pain and pain management

COURSE: HOME HEALTH AIDE
MODULE: COMMUNICATION AND THE CLIENT
TOPIC: **Freedom from pain**

PERFORMANCE OBJECTIVES/SUPPORTING COMPETENCIES

1. Special Condition, Materials or Equipment: none

Action: The students will discuss the effects of pain on the client's functionality.

Level of Mastery: a degree of accuracy and completeness acceptable to the instructor

In order to do this, the student will be able to discuss:

- a. Cultural differences in responding to pain**
- b. Impact of pain management**
- c. How clients demonstrate pain and pain relief**
- d. Characteristics of pain and how to report it**

COURSE: HOME HEALTH AIDE
MODULE: MEDICAL ASEPSIS
TOPICS: Infection Control
Isolation
Terminology

- 6. List work practices to prevent exposure to sharps/sharps containers, contaminated supplies and body fluids/spills**
- 7. State procedures for all exposure incidents**

COURSE: HOME HEALTH AIDE
MODULE: MEDICAL ASEPSIS
TOPIC: Infection Control

2. e. **Demonstrate appropriate use of personal protective equipment**

COURSE: HOME HEALTH AIDE
MODULE: MEDICAL ASEPSIS
TOPIC: Isolation

3. Special Condition, Materials or Equipment: none

Action: The student will list work practices to prevent exposure to sharps and contaminants.

Mastery: three out of three

In order to do this, the student must be able to:

- a. Demonstrate proper handling of sharps and sharps containers
- b. Demonstrate handling of contaminated supplies, body fluids/spills
- c. Discuss OSHA standards as they relate to infection control

4. Special Condition Materials or Equipment: none

Action: The student will be able to state procedures if an exposure incident occurs.

Mastery: degree of accuracy and completeness acceptable to the instructor

In order to do this the student must be able to:

- a. Discuss agency and OSHA policies as they relate to post-exposure procedures

COURSE: HOME HEALTH AIDE
MODULE: MEDICAL ASEPSIS

42. PPE

COURSE: HOME HEALTH AIDE
MODULE: PERSONAL CARE
TOPICS: Bed-making
Hygiene
Positioning and Range of Motion
Integumentary System and Special Baths
Terminology

5. Demonstrate assisting with a vaginal irrigation/**douche**

COURSE: HOME HEALTH AIDE
MODULE: PERSONAL CARE
TOPIC: Positioning and Range of Motion

1. Special Condition, Materials or Equipment: a simulated situation
Action: The student will assist with active, passive and assistive **range of motion**.
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor

- c. Differentiate between active, passive and **resistive range of motion**

COURSE: HOME HEALTH AIDE
MODULE: PERSONAL CARE
TOPIC: Integumentary System and Special Baths

4. Special Condition, Materials or Equipment: a simulated situation
Action: The student will assist a client with a vaginal irrigation/**douche**
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor
- c. List the steps to follow when assisting with a vaginal irrigation/**douche** and discuss the rationale for each step (**including commercially prepared douche**)

COURSE: HOME HEALTH AIDE
MODULE: PERSONAL CARE
TOPIC: Integumentary System and Special Baths

5. Special Condition, Materials or Equipment: none

Action: The student will list five measures to prevent a decubitus ulcer/**pressure ulcer and stasis dermatitis and discuss five measures to prevent these conditions and the related nursing care for each condition.**

Level of Mastery: three out of five, a degree of accuracy and completeness acceptable to the instructor

- b. Describe the causes of a decubitus ulcer/**pressure ulcer and stasis dermatitis**
- c. Describe the areas prone to decubitus ulcers/**pressure ulcers and stasis dermatitis**
- d. Describe the prevention of a decubitus ulcer/**pressure ulcer and stasis dermatitis**

COURSE: HOME HEALTH AIDE
MODULE: PERSONAL CARE

- 137. active range of motion
- 138. passive range of motion
- 139. pressure ulcer
- 140. resistive range of motion
- 141. stable skin
- 142. stasis dermatitis
- 143. unstable skin

COURSE: HOME HEALTH AIDE
MODULE: NUTRITION
TOPIC: Maintaining Client Nutrition

1. g. **Describe what to observe, record and report when assisting with the preparation of complex modified diets**

COURSE: HOME HEALTH AIDE
MODULE: NUTRITION
TOPIC: Digestive System and Food Preparation

3. **h. Demonstrate use of glucometer**

4. **d. Identify the factors to be considered when purchasing food, e.g., budget, dietary preferences/requirements and **ethnic and cultural considerations****

COURSE: HOME HEALTH AIDE
MODULE: NUTRITION
TOPIC: Digestive System and Food Preparation

5. f. Describe how to measure and mix prescribed supplements

COURSE: HOME HEALTH AIDE
MODULE: NUTRITION
TOPIC: Terminology

124. glucometer

COURSE: HOME HEALTH AIDE
MODULE: ELIMINATION PROCEDURES

4. Describe a colostomy, ileostomy and **urostomy**
5. Provide colostomy/ileostomy/**urostomy** hygiene

COURSE: HOME HEALTH AIDE
MODULE: ELIMINATION PROCEDURES

3. Special Condition, Materials or Equipment: simulated situation
Action: The student will assist in enema administration (**commercially prepared and soap solution**).
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor

COURSE: HOME HEALTH AIDE
MODULE: ELIMINATION PROCEDURES

6. Special Condition, Materials or Equipment: appropriate equipment
Action: The student will provide colostomy/ileostomy/**urostomy** hygiene.
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor
- e. (*i*) Practice **procedures** using performance checklists
(*ii*) **Assist with changing an ileostomy or colostomy pouch**
(*iii*) **Assist emptying an open-end ileostomy or colostomy pouch**
(*iv*) **Assist with cleaning a reusable pouch**

COURSE: HOME HEALTH AIDE
MODULE: ELIMINATION PROCEDURES

- 58. colostomy pouch**
- 59. commercially prepared enema**
- 60. external/condom catheter**
- 61. ileostomy pouch**
- 62. open-end ileostomy/colostomy pouch**
- 63. reusable pouch**
- 64. soap solution enema**
- 65. urostomy**

COURSE: HOME HEALTH AIDE
MODULE: LIFTING, MOVING, TRANSPORTING

3. **Assist client to a sitting position, to dangle** and transfer client using the stand-pivot and the slide board techniques

7. **Identify physical disabilities**
8. **Identify home care worker's role in caring for a client with a physical disability**

COURSE: HOME HEALTH AIDE
MODULE: LIFTING, MOVING, TRANSPORTING

2. Special Condition, Materials or Equipment: Diagrams/models of the muscular and skeletal system
Action: The student will assist clients to a **sitting position, dangle client** and transfer clients, using the stand-pivot and slide board techniques.
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor
- c. List the guidelines for **sitting, dangling** and transferring a client using stand/pivot/slide board techniques

COURSE: HOME HEALTH AIDE
MODULE: LIFTING, MOVING, TRANSPORTING

- 8. Special condition, materials or equipment: none**
Action: The student will define physical disability and identify the resulting care.
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor

In order to do this, the student will be able to:

- a. Discuss temporary and permanent disabilities**
- b. Identify broad goals of caring for people with disabilities**
- c. Describe social and cultural and environmental influences in caring for people with physical disabilities**

COURSE: HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPICS: Circulatory
Respiratory

12. Assist with postural drainage

COURSE: HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPIC: Circulatory

3. b. Review guidelines for measuring vital signs: **electronic and glass thermometer—axillary and rectal**

COURSE: HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPIC: Respiratory

2. b. Identify devices used in the administration of oxygen: **oxygen tank, liquid oxygen reservoir, medication nebulizer, air compressor, CPAP**

3. **Special Condition, Materials or Equipment: none**
Action: The student will demonstrate assisting with postural drainage.
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor

In order to do this, the student must be able to:

- a. **Explain procedure to the client**
- b. **Wash hands**
- c. **Assemble equipment**
- d. **Put on gloves, as necessary**
- e. **Assist the client into the position written on the Care Plan**
- f. **Take and record client's pulse and respiratory rate**
- g. **Clap or vibrate the chest of the client for length of time according to Care Plan. (DONE BY AIDE UNDER SPECIAL CIRCUMSTANCES)**
- h. **Observe client for any problems during and after the procedure; stop the procedure if the client complains of fatigue, feeling faint, is breathing rapidly or has chest pain**
- i. **Encourage the client to cough up mucous following postural drainage**
- j. **Dispose of used tissue in appropriate receptacle**
- k. **Wash hands**
- l. **Record and report the position used for postural drainage and the length of time for the procedure, the color and odor of mucous and any difficulty client had during procedure**

COURSE: HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPIC: Respiratory

4. f. Discuss the emotional discomforts associated with tracheostomy care **and describe the effects tracheostomy has on the functioning of the body**

COURSE: HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE
TOPIC: Respiratory

6.
 - i. **Identify specialize respiratory equipment, i.e., nebulizer, humidifiers, etc.**

COURSE: HOME HEALTH AIDE

MODULE: CIRCULATORY AND RESPIRATORY CARE

- 126. humidifier**
- 127. nebulizer**

COURSE: HOME HEALTH AIDE
MODULE: CIRCULATORY AND RESPIRATORY CARE

- 136. air compressor**
- 137. CPAP**
- 138. liquid oxygen reservoir**
- 139. medication nebulizer**
- 140. oxygen concentrator**
- 141. oxygen tank**
- 142. postural drainage**

COURSE: HOME HEALTH AIDE
MODULE: LIFE CHANGES AND ADAPTATIONS

5. Assisting with prescribed exercise program

COURSE: HOME HEALTH AIDE
MODULE: LIFE CHANGES AND ADAPTATIONS

1. Special Condition, Materials or Equipment: none

Action: The student will assist with a prescribed exercise program.

Level of Mastery: a degree of accuracy and completeness acceptable to the instructor

In order to do this, the student must be able to:

a. Define and discuss the benefits of a prescribed exercise program:

- 1. muscular system**
- 2. cardiovascular system**
- 3. skin**
- 4. skeletal**
- 5. respiratory system**
- 6. weight maintenance**
- 7. psychosocial**

b. Discuss the role of the Home Health Aide with a prescribed exercise program

- 1. tasks permitted**
- 2. tasks never permitted**

c. Discuss the benefits of a prescribed exercise program for a client with specific illnesses or disabilities

d. Observe, record and report problems, changes, pain or refusal

e. Discuss attitudes and feeling of a HHA regarding assisting with prescribed exercise program

COURSE: HOME HEALTH AIDE
MODULE: LIFE CHANGES AND ADAPTATIONS

7. exercise program

COURSE: HOME HEALTH AIDE
MODULE: MENTAL ILLNESS/MENTAL RETARDATION

- 6. Discuss the ways the care worker can maintain safety for the mentally ill client**

COURSE: HOME HEALTH AIDE
MODULE: MENTAL ILLNESS/MENTAL RETARDATION

- 6. Special condition, materials or equipment: none**
Action: Maintain safety for the client and caregiver.
Level of Mastery: five out of five

In order to do this the student must be able to:

- a. Discuss plan of care with the nurse supervisor**
- b. Maintain a safe home environment**
- c. Supervise the client as directed**
- d. Observe and report noncompliance with medication/psychiatric treatment**
- e. Call 911 for extreme behavioral changes**

COURSE: HOME HEALTH AIDE
MODULE: WORKING WITH PEOPLE WITH DEVELOPMENTAL DISABILITIES
TOPICS: Understanding developmental disabilities
Developmental disabilities and home care

Goal The purpose of this module is to provide the student with the knowledge to understand developmental disabilities. This information will enable the home care worker to work effectively with developmentally disabled clients and their families.

Description: This module addresses the needs of the developmentally disabled clients and their families.

Skills, knowledge and behaviors to be developed

Upon completion of this module, the student will be able to:

1. Define developmental disabilities
2. List two causes of developmental disabilities
3. Identify three current trends in the field of developmental disabilities
4. Identify skills needed by the home care worker in assisting individuals and their families
5. Demonstrate the use of effective communication skills with individuals and their families

Performance objectives/supporting competencies

1. **Special condition, materials or equipment:** none
Action: Discuss types and causes of developmental disabilities at various life stages.
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor

In order to do this the student must be able to:

- a. Define mental retardation and its causes
- b. Define cerebral palsy and its causes
- c. Define autism and its causes
- d. Define neurological impairments and its causes
- e. Define multiple disabilities and their causes
- f. Differentiate between mental illness and developmental disabilities

COURSE: HOME HEALTH AIDE
MODULE: WORKING WITH PEOPLE WITH DEVELOPMENTAL DISABILITIES
TOPICS: Understanding developmental disabilities
Developmental disabilities and home care

2. **Special condition, materials or equipment:** none
Action: Discuss methods of assisting individuals with developmental disabilities.
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor
In order to do this the student must be able to:
 - a. Identify levels of functioning
 - b. Identify different care needs and skills needed to provide care
 - c. Recognize and discuss current trends in assisting client with developmental disabilities

3. **Special conditions, materials or equipment:** none
Action: Demonstrate use of proper communication skills when assisting individuals with developmental disabilities.
Level of Mastery: a degree of accuracy and completeness acceptable to the instructor
In order to do this the student must be able to:
 - a. Recognize and respect cultural differences and an individual's desires, needs and values
 - b. Discuss importance of providing choices when possible
 - c. Demonstrate sensitivity and respect when communicating with individuals with developmental disabilities and their families

COURSE: HOME HEALTH AIDE

MODULE: ASSISTING A SELF-DIRECTED CLIENT WITH MEDICATION

- c. List the steps to follow in assisting in administration of medication, i.e., right client, right medication, right dose, right time, right route, and **right documentation**