



**Standard Home Care, Inc.
Community Care Program**

Training

All new In Home Aides are required to complete 24 hours of pre-service training.

New employees may be exempt from pre-service training if the employee:

Has had previous documented and supervised training within the past 2 years prior to this employment, equivalent to 24 hours of homecare aide pre-service training, as determined by the provider with appropriate documentation in the employee's personnel file; or

Has successfully completed RN, LPN, MD, physician assistant or CNA training in the past and has been employed in the field within the past 2 years; or

Has been employed as a Community Care Program homecare aide within the past year.

Pre-Service Training will include:

1. Job duties and limitations
2. Observation and reporting techniques and documentation requirements
3. Communication skills, including communicating with special participant populations
4. Special service components of in-home services such as shaving, hair shampooing, bathing, toileting, dressing, respiratory services, brushing and cleaning teeth or dentures, positioning and transferring client and assisting client with exercise
5. Introduction to use of specific adaptive equipment
6. Basic hygiene and infection control practices
7. Tips on maintaining a clean, safe and healthy environment
8. Use of seclusion and restraint
9. Recognizing emergencies and basic knowledge of emergency procedures
10. Confidentiality of client's personal, financial and health information
11. Knowledge and understanding of abuse and neglect prevention and reporting requirements

12. ABCs of Respiratory services

13. All In Home Aides are mandated to attend in-service training a minimum of 12 hours per calendar year. The in-service training for homecare aides will includes at least 9 hours of the following topics:

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Training cont.

- 1) Communication skills
- 2) Promoting client dignity, independence, self-determination action, privacy, choice and rights
- 3) Special characteristics of the elderly population: physical, emotional and developmental needs of the client
- 4) Recognizing client abuse, neglect and/or exploitation; abuse and neglect prevention and reporting requirements
- 5) Cultural diversity
- 6) Food nutrition and meal planning and preparation, including special diets
- 7) Maintenance of a clean, safe, and healthy environment, including laundry and house cleaning skills
- 8) Appropriate and safe techniques in performing and assisting with personal care
- 9) Assistance with self-administered medications
- 10) Universal precautions, blood-borne pathogens and infection control
- 11) Fire and life safety, including emergency procedures to be implemented under the agency's all hazards disaster operations plan
- 12) Dealing with adverse behaviors, e.g., mental illness, depression and aggression.
- 13) Family dynamics
- 14) Diseases of the elderly; understanding Alzheimer's Disease and dementia
- 15) Body mechanics and normal range of motion, transfer techniques and positioning
- 16) Chronic illness, death and dying.
- 17) Medicaid fraud and abuse
- 18) Appropriate and safe techniques in performing and assisting with personal care
- 19) First aid and/or cardiopulmonary resuscitation (CPR)
- 20) Understanding advance directives
- 21) Respiratory services
- 22) Use of seclusion and restraint
- 23) First aid and/or CPR