|  |
| --- |
| **Skills Practice Procedure Checklist for Home Care AidesDSHS Approved**This skills practice procedure checklist is to be used by Home Care Aides learning skills taught by training programs on the job or by community instructors using the Fundamentals of Caregiving curricula or other approved training materials. The bolded checkpoints in this procedure guide are critical to the safe performance of the skill. Tasks highlighted below are not a part of the Prometric exam, however, *all* of these tasks supporting activities of daily living, are required to be demonstrated, in the presence of a qualified instructor as a part of any home care aide certification class. Have fun and happy training! Table of Contents Page NumberCommon Care Practices 1Communication and Client Rights 1S.W.I.P.E.S 1Hand Washing 1Put on Gloves 2Take Off Gloves 2Use Personal Protective Equipment (PPE) 2Assist a Client to Walk 2Transfer a Client from Bed to Chair or Wheelchair 2 / 3Turn and Position a Client in Bed 3Mouth / Oral Care 4Clean and Store Dentures 4Fingernail Care 4 / 5 Foot Care 5General Tips for Nail Care 6Assist Client with a Weak Arm to Dress 6Put Knee High Elastic Stocking on a Client 6Passive Range of Motion (ROM) for One Shoulder 6 / 7Passive ROM for One Knee and Ankle 7Assist a Client to Eat 7Assist a Client with a Bed Bath 7 / 8Assist with Perineal Care 8Catheter Care 9Condom Catheter Care (pending review, demonstrate if applicable) 9Medication Assistance 10Assist a Client with Use of Bedpan 10Shave with a Safety Razor 10**VERIFICATION OF COMPLETION**: this page ***must*** be sent to the TrainingApprovalTPA@dshs.wa.govin-box for ***each*** student who has completed *OJT* skills training at an ALF, AFH, or ESF 11Please Note: All skills tasks must be taught by an approved instructor and demonstrated by the Home Care Aide candidate. Home care aide skills performance may be evaluated by using an anatomically correct mannequin. Additional Resources*:*[Prometric Home Care Aide Checklist](https://www.prometric.com/sites/default/files/WAHCACHECKLISTWITHHEAVIESTWEIGHTCHECKPOINTS20130529.pdf)[Washington State Department of Health Home Care Aide Exam Preparation Materials](https://www.prometric.com/test-takers/search/wadoh/washington-state-department-health-1%20) |
|  |  **Skills Practice Procedure Checklist for Home Care Aides DSHS Approved** |
| **Common Care Practices - for you to successfully demonstrate this skill you need to:** |
|  YES NOIdentify yourself to the client when beginning care [ ]  [ ] Use infection control measures and standard precautions to protect the client and yourself through procedures [ ]  [ ] Promote client’s social and human needs throughout procedures [ ]  [ ] Promote client’s **rights** throughout procedures [ ]  [ ] Promote client’s **safety** throughout procedures [ ]  [ ] Promote client’s **comfort** throughout procedures [ ]  [ ] Leave common use items within client’s reach at end of care, e.g., phone, glasses, remote,tissues, glass of water) [ ]  [ ]  |
| **Communication and Client Rights - for you to successfully demonstrate this skill you need to:** |
|  YES NOExplain what you are doing [ ]  [ ] Speak slowly, clearly, and respectfully [ ]  [ ] Engage client and listen attentively [ ]  [ ] Observe client for changes [ ]  [ ] Support client’s choice and independence [ ]  [ ] Respect client’s need for privacy [ ]  [ ]  |
| **S.W.I.P.E.S. - for you to successfully demonstrate this skill you need to:** |
|  YES NOGather **Supplies** before starting task [ ]  [ ] **Wash** your hands before contact with a client [ ]  [ ] **Identify** yourself by telling the client your name [ ]  [ ] **Provide** privacy throughout care with a curtain, screen, or door [ ]  [ ] **Explain** what you are doing for the client [ ]  [ ] **Scan** the area to be sure everything is back in place after the task is done [ ]  [ ]  |
| **Hand Washing - for you to successfully demonstrate this skill you need to:** |
|  YES NOMake sure supplies are within easy reach so no contaminated surface is touchedthroughout task [ ]  [ ] Turn on warm water at sink [ ]  [ ] **Wet hands and wrists thoroughly** [ ]  [ ] Apply soap to hands [ ]  [ ] **Lather all surfaces of fingers and hands, including above the wrists, producing friction for at least 20 seconds, keeping fingers pointed down** [ ]  [ ] Thoroughly rinse all surfaces of hands and wrists without contaminating hands(keeping fingers pointed down) [ ]  [ ] Use clean paper towel(s) to dry all surfaces of fingers, hands, and wrists starting at fingertips [ ]  [ ] Use clean, dry paper towel or clean, dry area of paper towel to turn off faucet without contaminating hands [ ]  [ ] Dispose of used paper towels in wastebasket immediately after shutting off faucet [ ]  [ ] End procedure with clean hands avoiding contamination (e.g., direct contact with faucetcontrols, paper towel dispenser, sink, or trash can) [ ]  [ ]  |
| **Put on Gloves - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Wash your hands before contact with gloves [ ]  [ ] Check each glove for holes or other deterioration before using [ ]  [ ] Grasp glove at cuff and pull onto hand [ ]  [ ] Grasp other glove at cuff and pull onto other hand [ ]  [ ] Check to make sure gloves fit snugly over each finger [ ]  [ ]  |
| **Take off Gloves - for you to successfully demonstrate this skill you need to:** |
|  YES NOWith one gloved hand, grasp the other glove just below the cuff on the outside [ ]  [ ] Pull glove down over hand so it is inside out [ ]  [ ] Keep holding removed glove with gloved hand and crumple it into a ball [ ]  [ ] With two fingers of bare hand, reach under cuff of the second glove [ ]  [ ] Pull glove down inside out so it covers the first glove [ ]  [ ] Remove gloves, dispose of gloves in trash can, and wash hands [ ]  [ ]  |
| **Follow the Centers for Disease Control and Prevention (CDC) guidelines to identify when to use Personal Protective Equipment (PPE) and for donning and removing PPE - to successfully complete these skills, follow the link below to review and practice all current PPE protocols with your skills instructor.** |
|  YES NO [Using Personal Protective Equipment (PPE) | CDC](https://www.cdc.gov/infectioncontrol/pdf/strive/PPE101-508.pdf) [ ]  [ ]  |
| **Assist a Client to Walk - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Stand in front of and face client [ ]  [ ] Assist client to put on and properly fasten non-skid footwear [ ]  [ ] Explain walking destination before client begins walking [ ]  [ ] Prepare client for standing by positioning knees at a 90 degree angle with feet flat on the floor [ ]  [ ] Have client lean forward on the chair seat before standing [ ]  [ ]  Place transfer belt (if needed) around client’s waist, assist client to stand [ ]  [ ] Cue client to push up with arms from chair to stand [ ]  [ ] Place hand on client’s arm, back, waist, or hold transfer belt while client stands [ ]  [ ] Ask how client feels after standing or while walking [ ]  [ ] Walk slightly behind and to one side (weaker side, if any) of client for the full distance [ ]  [ ] Cue positioning before client sits, with legs centered against seat of chair for safe sitting [ ]  [ ] Cue client to reach for chair before sitting [ ]  [ ] Place hand on client’s arm, back, waist or, if used, hold transfer belt when client sits. Remove transfer belt. [ ]  [ ] Leave client sitting safely in chair with hips against the back of the seat [ ]  [ ] Wash hands [ ]  [ ] **For the HCA skills test, the client requires stand by assistance to walk. No assistive devices are used. The client is seated in a chair when care begins.** |
| **Transfer a Client from Bed to Chair or Wheelchair - for you to successfully demonstrate this skill you need to:**  |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Position chair or wheelchair close to bed with the arm of the wheelchair almost touching the bed [ ]  [ ] **Lock wheels on wheelchair** [ ]  [ ] Fold up or remove footrests [ ]  [ ] Assist client to roll toward side of bed [ ]  [ ] Provide support holding behind client shoulders or back and hips, assist client to a sittingposition [ ]  [ ]  |
| **Transfer a Client from Bed to Chair or Wheelchair - for you to successfully demonstrate this skill you need to (continued):**  |
|  YES NOAssist client to put on non-skid footwear [ ]  [ ] Make sure client’s feet are flat on floor before standing [ ]  [ ] Apply transfer / gait belt (if needed) over clothing, around client’s waist with enough room to allow for placement of flat of hand only between belt and clients body [ ]  [ ] Stand in front of client [ ]  [ ] Grasp transfer belt on sides or around back when assisting client to stand and throughout transfer [ ]  [ ] Brace one or both of client’s legs with your own legs, then cue client to stand [ ]  [ ] Turn client upon standing so that back of legs are centered against seat of wheelchair [ ]  [ ] Cue client to hold onto armrests before sitting in wheelchair [ ]  [ ] Provide controlled gentle lowering into the wheelchair seat [ ]  [ ] Reposition client with hips touching the back of the wheelchair and makes sure client’s body is aligned with chair [ ]  [ ] Remove transfer / gait belt [ ]  [ ] Position client’s feet on footrests, lock / unlock wheelchair per client choice and/or safety [ ]  [ ] Leave client in wheelchair with proper body alignment and feet positioned on footrest [ ]  [ ] Wash hands [ ]  [ ] **For the HCA skills test care begins with the client lying in bed. The client can stand but is unable to walk. A transfer belt is used.** |
| **Turn and Position a Client in Bed - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Flatten the head of the bed, if it’s not flat already [ ]  [ ] Stand on the side of the bed opposite the direction you plan to turn the client [ ]  [ ] Cue the client to scoot toward you [ ]  [ ] If the client is unable to scoot toward you, assist by getting the client’s entire body in alignment and near youso you can safely roll the client [ ]  [ ] Place both hands beneath the client’s head / shoulders and move that portion of the body toward you [ ]  [ ] Place both hands beneath the client’s trunk and bottom and move that portion of the body toward you [ ]  [ ] Place both hands beneath the client’s thighs and lower legs and move that portion of the body towards you [ ]  [ ] Return to the side of the bed you plan to turn the client [ ]  [ ] Place client’s arm on top of their chest and ensure their legs are crossed in the direction you will be turning the client onto their side [ ]  [ ] Place your hands on the client’s hip and shoulder and gently roll the client over on their side toward you(**Tip: make sure there is room to roll the client**) [ ]  [ ] **Position client a safe distance from the edge of bed when turned onto side** [ ]  [ ] Position client in proper body alignment [ ]  [ ] Head supported by pillow [ ]  [ ] Shoulder adjusted so client is not lying on arm and top arm is supported. Leave client’s lower arm and shoulder free from being tucked under side [ ]  [ ] Back supported by supportive device. Position device (e.g., padding, pillow) against back rolled and tucked to maintain client’s side lying position [ ]  [ ] Top knee flexed, top leg supported by supportive device with hip in proper alignment. Use device(e.g., padding, pillow) to support top leg, maintain alignment of top hip, leave top knee flexed [ ]  [ ] Leave client in side-lying position, avoiding direct pressure on hipbone with their ankles and knees separated [ ]  [ ] Support top arm with supportive device [ ]  [ ] Cover client with top sheet, remove gloves (if used) and wash hands [ ]  [ ] **For the HCA skills test the client is lying on their back in bed when care begins.** |
| **Mouth / Oral Care - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Ensure client is in an up-right sitting position [ ]  [ ] Wash hands and put on gloves [ ]  [ ] Offer to place a towel across client’s chest before providing mouth care [ ]  [ ] Prior to starting, ask client about any mouth pain [ ]  [ ] Moisten toothbrush or toothette and apply toothpaste [ ]  [ ] Clean all surfaces of teeth with brush or toothette, using gentle circular motions [ ]  [ ] Offer to brush client’s tongue [ ]  [ ] Offer client clean water to rinse their mouth [ ]  [ ] Hold basin near client’s chin to collect rinse water [ ]  [ ] Pat dry client’s lips and face, and remove towel [ ]  [ ] Rinse and dry basin and rinse toothbrush before storing [ ]  [ ] Remove and dispose of gloves. Wash hands. [ ]  [ ] **For the HCA skills test the client is sitting at a table while this care is provided.** |
| **Clean and Store Dentures - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Put on gloves [ ]  [ ] Use technique to reduce the risk of denture breakage if dropped during cleaning (e.g., brushing denturedirectly over sink lined with washcloth / paper town / towel, filled with water inside basin) [ ]  [ ] Prevent contamination of denture throughout procedure (e.g., floating in sink water or setting denture directlyon unprotected surface [ ]  [ ] Obtain dentures from client. If the client is unable to remove them, gently remove dentures from the client’s mouth. Take the lower denture out first, then the upper denture [ ]  [ ] Rinse dentures in cool running water before brushing [ ]  [ ] Apply toothpaste or denture cleanser to toothbrush [ ]  [ ] Brush dentures on all surfaces [ ]  [ ] Rinse all surfaces of denture under cool, running water [ ]  [ ] Assist client with replacing or storing dentures [ ]  [ ] Rinse denture cup before putting dentures in it [ ]  [ ] Place dentures in clean denture cup with solution or cool water [ ]  [ ] Dispose of sink liner or other soiled items. Remove and dispose of gloves. Wash hands [ ]  [ ] **For the HCA skills test the client is sitting at a table or lying in bed while this care is provided.** |
| **Fingernail Care - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Wash hands and put on gloves [ ]  [ ] Put water in a bowl. Confirm the water is safe and at a comfortable temperature for the client. Adjust if necessary [ ]  [ ] Place water at a comfortable level for client [ ]  [ ] Put client’s fingers in water and allow to soak [ ]  [ ] Pat dry client’s hand including between fingers, prior to shaping or cleaning client’s fingernails [ ]  [ ] Dry client’s hand by patting with towel, not rubbing [ ]  [ ] Clean under nails with orange stick. Wipe orange stick on towel after cleaning each nail [ ]  [ ] Groom nails with file or emery board [ ]  [ ] Move back and forth with an emery board and do not go too deeply into the corners as this can cause the nail tosplit and weaken nails [ ]  [ ] File nails from one side to the other in one direction only or file each nail tip from corner to center [ ]  [ ]  |
| **Fingernail Care - for you to successfully demonstrate this skill you need to (continued):** |
|  YES NO Cuticles act as a barrier to infection. Do not clip cuticles [ ]  [ ] Finish with nails smooth and free of rough edges [ ]  [ ] Offer to apply lotion [ ]  [ ] Empty, clean water bowl(s), store equipment, dispose of used linen(s) and trash appropriately and leave the table dry at completion of procedure [ ]  [ ] Remove gloves, wash hands [ ]  [ ] **If a client has a circulatory problem or diabetes, a Home Care Aide should not usean orange stick on the client’s fingernails.****For the HCA skills test the client is sitting at a table while this care is provided.** |
| **Foot Care - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Wash hands and put on gloves [ ]  [ ] Inspect the client’s foot carefully before starting the procedure by checking between the toes and the heels of the foot. Inquire whether the client has any pain or sensitive areas before beginning [ ]  [ ] Put water in basin, filling it no less than halfway full [ ]  [ ] Ask client if water temperature is comfortable before foot is completely submerged. Adjust if necessary [ ]  [ ] Put the client’s foot completely in the water [ ]  [ ] Supporting foot and ankle properly throughout procedure, remove foot from water, wash entire foot, including between toes, with soapy washcloth. **Keep water in basin soap free for use as rinse water by: (1) washing foot with washcloth with soap applied directly to the washcloth instead of adding soap into basin of water; or (2) using two separate basins of water: one for washing and one for rinsing** [ ]  [ ] Be sure to add the soap to the wet washcloth rather than directly in the water [ ]  [ ] Wash client’s entire foot including between toes with soapy washcloth after soaking [ ]  [ ] Rinse to remove soap from foot and in between toes [ ]  [ ] Prior to cleaning dirt out from under client’s nails, gently pat their foot dry including between their toes [ ]  [ ] Clean under nails with orange stick. Wipe orange stick on towel after cleaning each nail [ ]  [ ] Groom nails straight across with file or emery board [ ]  [ ] Move back and forth with an emery board and do not go too deeply into the corners as this can cause the nail to split and weaken [ ]  [ ] File nails from one side to the other in one direction only or file each nail tip from corner to center [ ]  [ ] Cuticles act as a barrier to infection. Do not clip cuticles [ ]  [ ] Finish with nails smooth and free of rough edges [ ]  [ ] Ask if client would like lotion applied. If so, put lotion in your hand and apply lotion to the client’s entire foot making sure not to put lotion in-between the toes. Remove excess lotion (if any) with towel [ ]  [ ] Assist client to replace socks and shoes [ ]  [ ] Empty, rinse, wipe bath basin, and return to proper storage [ ]  [ ] Remove gloves and wash hands [ ]  [ ] **If a client has a circulatory problem or diabetes, a Home Care Aide should not usean orange stick on the client’s toenails.****For the HCA skills test the client is sitting in a chair while this care is provided.** |
| **The following are general tips when helping a client with nail care:** |
|  YES NOInspect your client’s feet and hands regularly for changes in color (especially redness), temperature, blisters, cuts or scratches, cracks between the toes / fingers, or other changes. Document and report any swelling or redness you notice around the area. Always verify the client’s care plan prior to performing nail care [ ]  [ ] Monitor minor cuts and keep them clean [ ]  [ ] Do not put lotion in-between the toes – the lotion causes moisture that promotes fungal growth [ ]  [ ] Do not cut down the corners of a client’s nails or dig around the nail with a sharp instrument for any client [ ]  [ ] Smooth, clean nails provide comfort and safety for a client. Jagged or sharp nails can catch and tear onclothing and may cause injury to the toes / fingers. Always handle a client’s feet and hands gently and carefully [ ]  [ ]  |
| **Assist Client with a Weak Arm to Dress - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Ask client what they would like to wear [ ]  [ ] Put on all items, moving client’s body gently and naturally, avoiding force and over-extension of limbs and joints [ ]  [ ] Assist client to put the weak arm through the correct sleeve of the shirt, sweater, or slip before placing garment on the unaffected side. Place shirt sleeve over weak arm before putting on non-affected arm [ ]  [ ] Cue client with dressing [ ]  [ ] Ensure client is sitting when putting feet and legs into pants and when assisting with non-skid footwear [ ]  [ ] Provide support to client when pulling up and securing pants [ ]  [ ] Finish with client dressed appropriately (clothing right side out, zippers / buttons fastened, etc.) [ ]  [ ] Wash hands [ ]  [ ] **For the HCA skills test the client is able to stand. The client is wearing a T-shirt and underwear and needs to be dressed in a shirt, pants, socks, and shoes. The client will be dressed over their own clothing.** |
| **Put a Knee High Elastic Stocking on Client - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Prepare stocking for application by turning stocking inside out, at least to heel area [ ]  [ ] Place foot of stocking over toes, foot, and heel, moving client’s foot and leg naturally, supporting extremity and avoiding force or over-extension of limb and joints [ ]  [ ] Pull top of stocking over foot, heel, and leg [ ]  [ ] Make sure stocking is smooth, with no twists or wrinkles, and is not too tight over the client’s toes [ ]  [ ] Complete application of stocking over foot with the toes and heel in proper position per stocking design [ ]  [ ] Leave stocking raised to knee and wrinkle free [ ]  [ ] Wash hands [ ]  [ ] **For HCA skills test the client is lying in bed while this care is provided.** |
| **Passive Range of Motion for One Shoulder - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] While supporting the limb through the following exercises, move joint gently, slowly, and smoothly through the range of motion to the point of resistance. Stop if pain occurs [ ]  [ ] Ask the client about their comfort level throughout the exercise. Stop if pain occurs [ ]  [ ] Support client’s arm holding under elbow and wrist, while performing range of motion for shoulder [ ]  [ ]  |
| **Passive Range of Motion for One Shoulder - for you to successfully demonstrate this skill you need to (continued):** |
|  YES NO Raise client’s straightened arm toward ceiling, back towards the Head of Bed (HOB) and return to a flat position as one repetition (shoulder flexion / extension). Repeat at least three (3) times [ ]  [ ] Move client’s straightened arm away from side of body towards HOB and return client’s straightened arm to midline of client’s body as one repetition (shoulder abduction / adduction). Repeat at least three (3) times [ ]  [ ] Place client’s flexed elbow at client’s shoulder level, rotate forearm toward HOB and rotate forearm down towards hip. Repeat at least three (3) times [ ]  [ ] Wash hands [ ]  [ ] **For the HCA skills test the client is lying in bed while this care is provided.** |
| **Passive Range of Motion for One Knee and Ankle - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] While supporting the client’s limb through the following exercises, move joint gently, slowly, and smoothly through the range of motion to the point of resistance [ ]  [ ] **Knee:** support the client’s leg at knee and ankle joints, while performing range of motion for knee [ ]  [ ] Ask the client how they feel during the exercise. Stop if pain occurs [ ]  [ ] Bend the knee back to the point of resistance and then return leg flat to bed (followed by straightening knee as one repetition – knee flexion / extension). Repeat at least three (3) times [ ]  [ ] **Ankle:** support foot and ankle while performing range of motion for ankle [ ]  [ ] Push the foot forward towards the leg, and in a separate motion push the foot pointed down towardto the foot of bed as one repetition (ankle flexion / extension). Repeat three (3) times [ ]  [ ] Wash hands [ ]  [ ] **For the HCA skills test the client is lying in bed while this care is provided.** |
| **Assist a Client to Eat - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] **Ensure client is sitting upright in chair before assistance begins** [ ]  [ ] Offer client a clothing protector [ ]  [ ] Sit at client’s eye level to assist the client to eat [ ]  [ ] Offer food in bite-size pieces, alternating types of food offered or ask client’s preference for each bite [ ]  [ ] Offer a beverage to the client during the meal [ ]  [ ] Make sure the client’s mouth is empty before offering the next bite or sip of beverages [ ]  [ ] Engage client in conversation throughout the meal [ ]  [ ] Wipe food from client’s mouth and hands as necessary and at the end of the meal [ ]  [ ] Remove clothing protector, if worn, and dispose of in proper container [ ]  [ ] Remove leftover food [ ]  [ ] Leave table clean, dry, and clear of food items [ ]  [ ] Wash hands [ ]  [ ] **For the HCA skills test the client is sitting at a table when care begins for this skill.** |
| **Assist a Client with a Bed Bath - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Put on gloves [ ]  [ ] Remove or fold back top bedding. Keep client covered with bath blanket or top sheet [ ]  [ ] Remove client’s gown / sleepwear [ ]  [ ] Ensure the water temperature is safe and confirm with the client it is at a comfortable temperature for them.Adjust if necessary [ ]  [ ]   |
| **Assist a Client with a Bed Bath - for you to successfully demonstrate this skill you need to (continued):** |
|  YES NO Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap applied directly to the washcloth instead of adding soap into the basin of water; or (2) using two separate basins of water: one for washing and one for rinsing [ ]  [ ] Replace water anytime it gets soapy, cool, or dirty [ ]  [ ] Place a dry towel behind the client’s head / neck [ ]  [ ] Wet washcloth (no soap) and begin with eyes. Use a different area of the washcloth for each eye,washing inner to outer corner [ ]  [ ] Wash the rest of the face, ears, and neck using soap (if the client prefers) [ ]  [ ] Rinse, dry area with a towel – pat, don’t rub [ ]  [ ] Expose one arm and place a towel underneath it. Support the client’s arm with the palm of your handunderneath the client’s elbow. Wash the client’s arm, shoulder, and armpit. Rinse and pat dry [ ]  [ ] Place the client’s hand in the water basin. Wash the client’s hand, rinse, and pat dry. Repeat with theother arm and hand [ ]  [ ] Wash, rinse, and pat dry the client’s chest and abdomen [ ]  [ ] Uncover one of the client’s legs and place a towel lengthwise under the foot and leg. Bend the kneeand support the leg with your arm. Wash the leg, rinse, and pat dry [ ]  [ ] Slide the client’s foot into the water basin. Wash the client’s foot, rinse, and pat dry. Repeat with theleg and foot [ ]  [ ] Assist the client to turn on their side, away from you. Place a bath blanket or towel alongside their backWash the client’s back and buttocks, rinse, and pat dry [ ]  [ ] Assist the client to their back. Provide privacy and let the client perform their own perineal care (if able);if not, this task is covered separately [ ]  [ ] Leave client covered with top sheet and/or blanket at the end of care [ ]  [ ] Remove bedding that may have gotten wet [ ]  [ ] Place soiled clothing and linen in proper container [ ]  [ ] Empty, rinse, clean, sanitize bath basins and return to proper storage [ ]  [ ] Remove and dispose of soiled gloves [ ]  [ ] Wash hands [ ]  [ ]  |
| **Assist with Perineal Care - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Fill basin with water, use water that is a safe and comfortable temperature for the client. Adjust as requested [ ]  [ ] Wear gloves while providing perineal care, while rinsing and drying equipment and handling soiled linens [ ]  [ ] Protect client’s bedding from getting wet with a towel or disposable bed pad [ ]  [ ] Uncover the perineal area. Make sure the client’s privacy is maintained [ ]  [ ] Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap applied directly to the washcloth instead of adding soap into the basin of water; or (2) using two separate basins of water: one for washing and one for rinsing [ ]  [ ] Gently wash entire perineal area with a soapy washcloth. Use a clean area of the washcloth for eachstroke. Clean from front to back of perineal area [ ]  [ ] Rinse entire perineal area with a clean washcloth. Use a clean area of the washcloth for each stroke. Rinse from front to back of perineal area [ ]  [ ] Gently pat dry perineal area, moving from front to back [ ]  [ ] **Assist client with rolling to side. Make sure client is a safe distance from the edge of bed** [ ]  [ ] Wash, rinse, and pat dry buttocks and peri-anal area. Use a clean area of the washcloth for each stroke. Wipe from front to back to avoid contaminating the perineal area [ ]  [ ] Replace bed pad or bottom sheet, if necessary [ ]  [ ] Minimize exposure of the client’s body during the procedure [ ]  [ ] Leave client covered with top sheet and/or blanket at the end of care [ ]  [ ] Remove soiled or wet washcloths, towels, bed pads, bedding, or clothing. Dispose of in proper containers [ ]  [ ] Remove and dispose of soiled gloves [ ]  [ ] Wash hands [ ]  [ ] **For the HCA skills test the client is a female mannequin. The client is lying in bed while this care is provided.This skill will be performed using soap and water not wipes.**  |
| **Catheter Care - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Test water temperature in basin. Determine if water temperature is safe and verify with client it is comfortable adjust if necessary [ ]  [ ]  Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap and apply directly to the washcloth instead of adding soap into the basin of water; or (2) using two separate basins of water: one for washing and one for rinsing [ ]  [ ] Minimize exposure of the client’s body during care [ ]  [ ] Wear gloves, before handling catheter, tubing, urinary drainage bag or beginning cleansing and throughout the procedure while providing catheter care, while rinsing and drying equipment and handling soiled linens [ ]  [ ]  **Position client a safe distance from the edge of the bed if turned on side during care** [ ]  [ ]  Place towel or pad under catheter tubing before washing as to not get client’s sheets or clothing wet during cleaning [ ]  [ ] Uncover area surrounding catheter only [ ]  [ ] Use soapy washcloth to cleanse catheter [ ]  [ ] Change spot on washcloth for each washing and rinsing stroke. Do not tug catheter. Hold catheter near opening where it enters the body to avoid tugging it [ ]  [ ] Clean at least four inches of the catheter nearest the opening of the urethra, moving from the opening downwards away from the body. Use a clean area of the washcloth for each stroke [ ]  [ ] Using a different washcloth, rinse at least four inches of the catheter nearest the opening, move from the opening downwards away from the body, using a clean area of the washcloth for each stroke [ ]  [ ] Pat dry any area of client’s skin that may have gotten wet [ ]  [ ]  Leave skin areas that become wet during care and bed sheets dry at completion of care [ ]  [ ] Keep the urinary drainage bag positioned lower than bladder throughout care and at the end of the procedure. Make sure there are no kinks in catheter tubing [ ]  [ ] Dispose of towels and other items in proper containers [ ]  [ ] Leave client covered with top sheet at the end of care [ ]  [ ] Remove and dispose of gloves and wash hands [ ]  [ ] **For the HCA skills test the client is lying in bed while this care is provided.** |
| **Condom Catheter Care**  |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Put on gloves [ ]  [ ]  Uncover genital area only [ ]  [ ]  Wash and dry penis carefully, cut long hairs [ ]  [ ]  Observe skin of penis for open areas [ ]  [ ] If sores or raw areas are present, do not apply condom [ ]  [ ] Put skin adhesive over penis [ ]  [ ] Roll condom catheter over penis area [ ]  [ ] Attach condom to tubing. Check that the tip of the condom is not twisted [ ]  [ ] Secure tubing to the client’s leg. Ensure bag is below the level of the bladder [ ]  [ ] Remove and dispose of gloves and wash hands [ ]  [ ]  |
| **Medication Assistance - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Check client’s medication schedule [ ]  [ ]  Remind the client it is the scheduled time to take their prescribed medication [ ]  [ ]  **Select the correct medication bottle, labeled with client’s name** [ ]  [ ] Take the medication container from where it is stored, look at the label, and verify the 5 Rights -medication, client, amount, route, and time [ ]  [ ]  Open the container, look at the label and verify the 5 Rights again [ ]  [ ] Pour the medication from the bottle to the lid cap without touching medication [ ]  [ ] Give client the correct number of pills by pouring them from the lid cap to their hand withouttouching the medication [ ]  [ ] Cue client to take medication [ ]  [ ] **Assist the client to take medication without having your hand over the client’s hand or tipping the client’s hand to place pill(s) into the client’s mouth, or placing the pill directly into the client’s mouth** [ ]  [ ] Offer the client a full glass of fluid (for oral medications) [ ]  [ ] Observe and make sure the medication is taken. Ask client or check if medication is swallowed [ ]  [ ] Close the medication container and put it back in the appropriate place; verify the five (5) rights again. [ ]  [ ] Document that the client has taken the medication. If they have not, document that too [ ]  [ ] Wash hands [ ]  [ ] **For the HCA skills test the client is sitting a table while this care is provided.**  |
| **Assist Client with use of Bedpan - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills [ ]  [ ] Before placing bedpan, lower the head of the bed [ ]  [ ]  Wear gloves to place bedpan correctly under client’s buttocks (standard bedpan: positions bedpan so wider end of the pan is aligned with the client’s buttocks; fracture pan: position bedpan with handle toward foot of bed). Have client bend knees and raise hips (if able) [ ]  [ ]  Raise head of bed after placing bedpan under the client [ ]  [ ]  Put toilet tissue within client’s reach [ ]  [ ] Ask client to let you know when they are finished [ ]  [ ] Offer to cover client with a bed sheet or blanket [ ]  Lower the head of the bed before removing the bedpan [ ]  [ ] Put on gloves before removing the bedpan [ ]  [ ] Remove bedpan and empty contents into toilet [ ]  [ ] Provide perineal care (follow checklist procedures) [ ]  [ ] Clean and sanitize equipment as per protocol. Return to proper storage [ ]  [ ] Remove and dispose of gloves and wash hands [ ]  [ ]  |
| **Shave with a Safety Razor - for you to successfully demonstrate this skill you need to:** |
|  YES NOUse S.W.I.P.E.S. skill [ ]  [ ] Put on gloves [ ]  [ ]  Ask client if they wear dentures. If so, make sure they are in their mouth [ ]  [ ]  Wash face with warm wet washcloth [ ]  [ ]  Apply shaving lather to the area to be shaved [ ]  [ ] Hold razor securely [ ]  [ ] Hold skin taut with free hand and shave with smooth even movements in direction of hair [ ]  [ ] Rinse safety razor in warm water between strokes to keep the razor clean and wet [ ]  [ ] Shave sides first, then nose and mouth [ ]  [ ] Wash, rinse, and dry face [ ]  [ ] Clean and put away equipment [ ]  [ ] Remove and dispose of gloves and wash hands [ ]  [ ]  |

|  |  |
| --- | --- |
|  |  **Skills Practice Procedure Checklist for Home Care Aides DSHS Approved** **Verification of HCS On The Job Skills Practice Training  Provided by Facility Instructor(s) in an AFH, ALF, or ESF** |
| **This page *must* be sent to the DSHS Training Unit for *each* Home Care Aide candidate who has completed On-The-Job skills training at your facility.**Email, **this page only** to the TrainingApprovalITPA@dshs.wa.gov inbox. Enter “Facility On-The-Job Training” as the subject line. |
|  has successfully demonstrated, while working with a client, in  NAME OF STUDENTthe presence of an approved DSHS facility instructor, all critical steps required for personal care tasks included on this procedure checklist. |
| FACILITY NAME | FACILITY TRAINING NUMBER**WA** |
| INSTRUCTOR’S SIGNATURE | PRINT INSTRUCTOR’S NAME | INSTRUCTOR’S TRAINING CODE NUMBER |
| STUDENT’S SIGNATURE  | PRINT STUDENT’S NAME | DATE OF COMPLETION |
| Please Note: All skills tasks must be taught by an approved facility instructor and demonstrated by the Home Care Aide worker/employee. When needed, if no client is available or no client agrees to participate in a particular skills training procedure, home care aide skills performance may be evaluated by using a mannequin or training partner.**This page is not required to be completed and sent back to DSHS if home care aide skills training was taught by a DSHS contracted Community Instructor in a skills lab.** |