

PHASE II

1. People Centeredness – Person Centered Care

2. Legal and Ethical Issues

- Legal & ethical issues responsibilities of DCWS
- Invasion of Privacy/ The Health Insurance Portability and Accountability ACT(HIPPA)
- Clients Rights and Power to Exercise these Rights
 - Clients
 - Power of Attorney
 - Guardian
- Awareness of issues for workers employed through families (Example: client is incompetent but has no legal representative)
- Abuse , Neglect and Exploitation
 - Defining abuse, neglect and exploitation
 - Understanding the difference between criminal and regulatory definitions
 - Preventing abuse, neglect and exploitation
 - Reporting requirements

3. Nurse Aide Registry

- What it is
- Types of Listings
- How it works

4. Health Care Personnel Registry

- What it is
- Types of Listings
- How it is different from NA Registry
- How it works

5. Effective Communication

- Effective Communication
 - Active Listening
 - Asking Questions
 - Verbal vs. non-verbal
 - Maintaining personal space and boundaries
 - Written communication to other health care workers
 - Basic medical terms in lay person's language
- Barriers to Communication
 - Cultural Diversity
 - Ethnicity & Race*

Religious practices and observances
Sexual orientation

Stereotypes

Biases and Prejudices

Language

Physical and emotional disabilities

6. Family Organization

- Traditional and non-traditional families, such as, sexual orientation, cherished pet.
- Definition of family
- How family is changing

7. Working with the Aging Population

- The nature of aging and its positive aspects
- Physical and emotional changes – differentiating between aging and disease processes
- Sensory losses
- Types of Dementia and related cognitive impairments
 - Alzheimer's disease & others
 - Behavioral aspects of dementia/cognitive impairments
- Myths of aging

8. Sexual Sensitivity Issues

- Sexuality of older adults
- Sexuality of adults with disabilities

9. Other Life Cycle Illnesses and Conditions

- Introduction to Mental Illness
- Introduction to Developmental Disabilities
- Introduction to other disabilities -Traumatic Brain Injury
- Other Illnesses and Conditions

10. Sensitivity Training

- "Into Aging" activities
- Activities for other populations and conditions

11. Personal Rights/Employee Rights

- Physical, emotional, mental social and spiritual components
- What employees can expect from their employers
- Orientation
- Peer Mentoring
- Benefits

- Career ladder
- Worker rights
Definition of abandonment, etc.
- “Just Culture” – Speaking up when you make a mistake

12. Making Alternative Plans to Maintain Work Schedule

Such as

- How to get to work
- Bus not running
- School calls to pick up child
- No baby sitter
- Day Care closed

13. Community Resources That Enable DCW to Continue Working

- Children’s Health Insurance Program for Kids (CHIPs)
- Subsidized day care
- Accessing public transportation
- Other public benefits

14. Safety

- Personal
- Criminal Activity in work setting/What to do
- Environmental
- Client Safety
- Workplace violence
- Emergency responses
- Infection Control
- Body mechanics
- Personal expressions- How they affect safety (Dress, nails, etc.)

15. Stress Management, Time management &Coping Skills

Expand from Phase I

16. Home Management and Personal Care Skills Training for Home Care Aide – Non Nurse Aide Level

- Delineation between what a Nurse Aide I can do and what the In-Home Aide Can Do
- Home Management Skills
 - Housekeeping
 - Cooking
 - Bill paying
 - Shopping

- Other non-personal care skills
- Personal Care Skills Training – **Limited Assistance**¹
 - Bathing
 - Dressing
 - Toileting
 - Feeding
 - Ambulation
- “Cans and cannots” in helping client with medications
- Assistive Technology
 - What is it?
 - Devices used in HC settings
- Common diseases and body systems
- Early Warning Tool – Interact II
(adopt for this level of training)

17. Career Options (Role; places in the health care continuum)

Consumer directed and/or individual families, Home Care Agencies, Mental Health Facilities, Facilities For The Developmentally Disabled, Group Homes, Nursing Homes, Assisted Living Facilities, Hospitals, Health Clinics, Doctors’ offices

By end of Phase II, student will have been tested for basic reading, math and writing skills.

¹ "**Limited Assistance**" means care to a client who requires hands-on care involving guided maneuvering of limbs with eating, toileting, bathing, dressing, personal hygiene, self- monitoring of medications or other tasks assigned that require weight bearing assistance half the time or less during the activity and does not meet the definition of extensive assistance in Item (9) of this Rule.

"**Extensive Assistance**" means a client is totally dependent or requires weight-bearing support more than half the time while performing part of an activity, such as guiding or maneuvering of limbs, and meets one of the following criteria:

- (a) Requires extensive assistance in more than two activities of daily living (ADLs), as defined in Item (1) of this Rule; or
 - (b) Needs an in-home aide to perform at least one task at the nurse aide II level; or
 - (c) Requires extensive assistance in more than one ADL and has a medical or cognitive impairment as defined in Item (19) of this Rule.
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