

Internal Home Service HCA In-Service Worksheet

HCA Name _____ 240.1535(a)(3)(C)(i-xxiii) DOH _____

TOPICS	Yes	No	Hours	Date	Required Documentation
Promoting client dignity, independence, self-determination, privacy, choice and rights;			1.0		
Special characteristics of the elderly population; physical, emotional and developmental needs of the client:			1.0		
Recognizing client abuse, neglect and/or exploitation; abuse and neglect prevention and reporting requirements;			1.0		
Confidentiality of client information;			0.5		
Communication skills;			0.5		
Universal precautions, blood-borne pathogens and infection control;			1.0	4qr	
Fire and life safety, under the including agency's all emergency hazards procedures disaster to be operations plan;			1.0		
Dealing with adverse behaviors, e.g., mental illness, depression and aggression;			1.0		
Family dynamics;			1.0		
Diseases of the elderly; understanding Alzheimer's Disease and dementia;			1.0		
Body mechanics and normal range of motion, transfer techniques and positioning;			1.0		
Chronic illness, death and dying;			1.0		
Medicaid fraud and abuse;			0.5	4qr	
Cultural diversity;			0.5	4qr	
Food, nutrition and meal planning and preparation, including special diets;			1.0	4qr	
Maintenance of a clean, safe and healthy environment, Including laundry and house cleaning skills:			1.0		
Appropriate and safe techniques in performing and assisting with personal care;			1.0		
Assistance with self-administered medications;			0.5		
Recognizing changes in bodily functions that should be reported to the supervisor;			0.5	4qr	
Respiratory services;			0.5		
Use of seclusion and restraint;			0.5		
First aid and/or CPR;			0.5		
Understanding advance directives; and			0.5		
Progress towards certification in a related field (e.g., CNA) may be used for up to 3 hours of In-Service training per calendar year.			---		
Other:					
Total Number Hours of In-Service Training			18		