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Personal Care Assistant

Format: Self-Pace Online / eLearning
Program Duration: 6 Months
Course Contact Hours: 750

The Personal Care Assistant Profession

Personal Care Assistants provide assistance to elderly, disabled, ill, and mentally disabled persons who live in their own homes or in a residential care facility. Some Personal Care Assistants work with families in which a parent is incapacitated and small children need care. Others help discharged hospital patients who have relatively short-term needs. The U.S. Bureau of Labor Statistics (BLS) reported that hiring of personal care assistants is expected to increase by 26% from 2014 to 2024. Numerous job openings with excellent opportunities are expected. Job opportunities will be prevalent in hospitals, clinics, rehab centers, home care, longterm care facilities, hospice and assisted living facilities.

The Personal Care Assistant Program

This comprehensive program prepares students for a position as a Personal Care Assistant. Emphasis is on giving personal care in a client's home, communications, working with ill persons, basic human needs, eldercare, nutrition, special diets, and home management. Many individuals require assistance in daily tasks, assistance with minor medical tasks, and companionship because they are ill, elderly, or disabled in some way. This program will ensure students are prepared to provide a variety of essential services for their clients including health care management and monitoring, assistance with activities of daily living (ADLs) ranging from bathing, dressing, eating, using the bathroom, housekeeping and laundry to medication reminders and/or management, recreational activities and companionship, security and transportation.

Education and Certifications

- Students should have or be pursuing a high school diploma or GED.
- There are no state approval and/or state requirements associated with this program.
- National Certification:
 - **Microsoft Office Specialist (MOS) Certification Exam**

Program Objectives

- At the conclusion of this program, students will be able to:
- Describe long-term care in terms of the target populations, environment, care options
- Describe the physiological, psychological, and sociological changes related to aging
- Describe physical, cognitive, and social growth and development characteristics

- Describe memory care needs and options
- Explain proper procedures for infection control in a home or residential environment
- Perform basic housekeeping procedures and safety for residents, staff, and visitors
- Explain procedures and strategies for planning, purchasing, and serving food
- Explain the proper procedures for safely assisting an individual in activities of daily living
- Explain procedures for preventing fluid overload and dehydration
- Explain proper procedures for applying a variety of warm and cold applications
- Explain procedures involved in caring for individuals with special needs
- Describe effective and appropriate care of an individual who is dying
- Explain proper care for infants and children in the home or residential setting
- Explain how to assist individuals in a home or residential environment
- Explain common preoperative and postoperative care procedures

Personal Care Assistant Program Detailed Student Objectives

The Residential Care Environment

THE LONG TERM CARE ENVIRONMENT

- Define long-term care
- Describe the type of individual who might require long-term care solutions
- Distinguish between the various types of long-term care options and environments
- Identify the common tasks performed and responsibilities by the caregivers in long-term care environments
- Describe typical costs and payment solutions for long-term care
- List individual rights and expectations of those for whom care is given
- Identify the roles and responsibilities of various healthcare professionals
- Describe current role of ethics in medicine
- Examine ethical issues including privacy and confidentiality
- Describe characteristics of professional behavior in the long-term care environment

PHYSIOLOGY, PSYCHOLOGY, AND SOCIOLOGY OF AGING

- Describe aging and characteristics of the aging population
- Describe the physical changes of the older adult
- Identify common disease conditions of older adults
- Describe the social and psychological concerns related to aging
- Identify common behavioral health disorders of older adults
- Discuss the safety issues and guidelines for the older adult resident
- Explain how to meet the older adult's social and psychological needs

GROWTH & DEVELOPMENT

- Distinguish between growth and development
- Discuss the growth characteristics of distinct age groups
- Recognize key developmental milestones
- Explain the impact that illness and injury have growth and development
- Identify the developmental tasks at various chronological ages
- Identify appropriate care behaviors for various age groups

MEMORY CARE

- Explain the different types of dementia including risk factors, signs and symptoms, causes, diagnosis, and treatment
- Compare dementia with the normal age-related memory changes
- Describe the type of options available for memory care
- Discuss best practices in memory-care facilities
- Explain effective strategies for caring for patients with dementia and their families

Homemaking and Safety Skills

INFECTION CONTROL IN A RESIDENTIAL ENVIRONMENT

- Explain the importance of and procedure for proper hand washing
- Describe the procedures for ensuring infection control in the home health or residential environment
- Explain the proper care for individuals with transmittable diseases
- Identify Standard Precautions of the CDC
- Describe how to put on and remove nonsterile gloves
- Describe the basic isolation techniques that can be used in a residential environment
- Discuss how to manage medical waste
- Discuss how and when to use a mask and gown

HOMEMAKING AND SAFETY IN THE RESIDENTIAL ENVIRONMENT

- Identify the homemaking tasks of the caregiver in a residential environment
- Explain basic procedures involved in housekeeping
- Explain how to make a bed that is occupied and not occupied
- Describe safety rules that should be applied to the home
- Discuss fire-prevention strategies and steps for putting out a fire after it starts
- Discuss specific guidelines related to poisons
- Discuss specific guidelines related to oxygen safety
- Explain restraints and positioning devices
- Explain body mechanics and how these concepts are applied

PLANNING, PURCHASING AND SERVING FOOD TO PATIENTS

- Identify the basic anatomy and functions of the digestive system
- Explain the standards for a healthy diet
- Describe important considerations associated with planning and shopping for meals
- Describe important considerations associated with storing food
- Describe important considerations and guidelines associated with preparing a meal
- Discuss the steps to serving a meal to an individual
- Identify the purpose of common therapeutic diets
- Explain the effects of chemotherapy and radiation on an individual's diet

Basic Care Skills

BASIC PERSONAL CARE

- Identify areas in which patients or residents may need assistance in personal care
- Describe procedures for ensuring oral hygiene
- Describe procedures for dressing and undressing
- Describe procedures for assisting with bathing
- Describe procedures for giving a backrub

- Describe procedures for hair care
- Describe procedures for shaving a beard
- Describe procedures for assisting with toileting
- Describe procedures for performing nail and foot care
- Describe procedures for performing skin care
- Describe procedures for taking vital signs

PREVENTING FLUID OVERLOAD AND DEHYDRATION

- Explain the concept of fluid balance in the body
- Describe how to properly record fluid intake and output
- Explain how to care for individuals who require fluid monitoring
- Explain the procedure for straining urine

WARM & COLD APPLICATIONS

- Differentiate the purpose of warm and cold applications
- Describe different methods of warm and cold applications using moist and dry techniques
- Describe how to keep the individuals comfortable and safe during warm and cold applications

Skills for Special Populations

CARE OF INDIVIDUALS WITH SPECIAL NEEDS

- Explain common care of patients with cancer
- Explain common care of individuals with immunosuppression disorders
- Explain common care of residents with mental health issues
- Explain common care of those with substance abuse disorders
- Explain how to care for those with other common diseases

CARE OF THE DYING

- Explain the grieving process, including the stages of grieving
- Identify possible emotional needs of the dying person
- Explain the role of the caregiver with a dying individual
- Explain advance directives for healthcare
- Identify potential tasks involved in the physical care of the dying
- Explain the role of the caregiver during the moment of death
- Discuss various options for postmortem care in the home

NEONATAL AND PEDIATRIC CARE

- Define the developmental age groupings most commonly used for neonatal and pediatric patients
- Explain the procedures involved in neonatal care, including feeding, diapering, and bathing
- Discuss the considerations for a circumcised infant
- Discuss the considerations related to the umbilical cord
- Discuss infant and pediatric safety
- Discuss the nursing care of pediatric patients
- Explain strategies for communicating with pediatric patients

Advanced Care Skills

REHABILITATION AND RETURN TO SELF-CARE

- Distinguish between rehabilitation and restorative care
- Explain the holistic approach to patient care
- Identify examples of a rehabilitation program
- Discuss OBRA requirements for nursing facilities
- Identify roles and responsibilities of the professional rehabilitation team
- Discuss the psychological and psychosocial aspects of rehabilitative care
- Explain procedures involved in the personal care of the rehabilitative patient
- Define subacute care
- Explain ventilator care

SPECIAL PROCEDURES FOR RESIDENTIAL CARE

- Describe how to assist a person in taking his or her medication
- Explain safety precautions related to oxygen therapy
- Describe the procedure for changing a nonsterile dressing
- Explain procedures related to catheter care
- Describe how to assist a person who is on intravenous therapy
- Describe procedures appropriate to cast care
- Explain procedures related to ostomy care
- Describe how to create a seizure-safe environment
- Describe blood and urine testing procedures for diabetic individuals
- Explain how to assist individuals in performing deep-breathing exercises
- Explain the uses of saline solution
- Describe how to assist with total parenteral nutrition
- Describe how to take a urine sample

CARE OF THE SURGICAL PATIENT

- Describe the different types of surgery
- Describe the procedures for preoperative care
- Describe the procedures for postoperative care
- Discuss anesthesia and postoperative complications

MICROSOFT OFFICE

- Use an integrated software package, specifically the applications included in the Microsoft Office suite
- Demonstrate marketable skills for enhanced employment opportunities
- Describe proper computer techniques for designing and producing various types of documents
- Demonstrate the common commands & techniques used in Windows desktop
- List the meaning of basic PC acronyms like MHz, MB, KB, HD and RAM
- Use WordPad and MSWord to create various types of documents
- Create headings and titles with Word Art
- Create and format spreadsheets, including the use of mathematical formulas
- Demonstrate a working knowledge of computer database functions, including putting, processing, querying and outputting data
- Define computer terminology in definition matching quizzes
- Use the Windows Paint program to alter graphics
- Use a presentation application to create a presentation with both text and graphics
- Copy data from one MS Office application to another application in the suite
- Use e-mail and the Internet to send Word and Excel file attachments
- Demonstrate how to use the Windows Taskbar and Windows Tooltips
- Explain how copyright laws pertain to data and graphics posted on the Internet
- Take the college computer competency test after course completion
- Follow oral and written directions and complete assignments when working under time limitations

Note: Although the Microsoft Office Module is not required to successfully complete this program, students interested in pursuing the Microsoft Office Specialist (MOS) Certification exam will need to complete this module, in order to be prepared to sit for the Microsoft Office Specialist (MOS) Certification exam.