

LIFE CARE HOME ATTENDANT ORIENTATION



Introduction &
Instructions

INTRODUCTION AND INSTRUCTIONS

INTRODUCTION

The Life Care Home Attendant Orientation Manual is part of an Orientation Plan designed to educate Bureau of Home and Community Services employees to perform job tasks and understand operations of the work environment with the overall purpose of providing quality home care services.

Under the Direction of the Home Care Director, the Life Care Supervisor and Life Care Manager have an active role in all Life Care employees' orientation. The LC Supervisor/Manager must refer to each specific discipline's guidelines for the most current educational programs/requirements available. The LC Supervisor/Manager has a key role in assuring that all employees are properly trained.

The LC Manager and Area Home Care Director are responsible to ensure training for all LC employees is completed according to Medicaid, Operating Agency, ADPH policy and any other requirements that are license, discipline or program specific.

Orientation and training may be initiated by the Life Care Manager or Designee starting with General Orientation. The orientation will then proceed to the Life Care Home Attendant Orientation.

Life Care Home Attendant Orientation consists of informal and formal training. For the Life Care Home Attendant, orientation begins at the time of the first contact with the prospective employee. Once the employee is hired, the orientation and training are designed to include classroom, lecture, on-line training, skills lab, and joint home visits. Successful completion of all orientation sections are required prior to the Home Attendant making home visits to ensure the Medicaid and Operating Agency requirements are met.

All training is to be completed as supervised practical training in the home environment by a qualified Licensed Nurse. The Life Care Home Attendant Orientation Manual outlines the instructional plan as directed by Medicaid's Scope of Services for the Elderly and Disabled and HIV/AIDS Waivers. The orientation plan also serves to provide standardized and comprehensive information for the new Life Care Home Attendant.

REFERENCES

[Medicaid's Elderly and Disabled Waiver Policy and Procedure Manual](#)

[Medicaid's HIV/AIDS Policy and Procedure Manual](#)

ALL LIFE CARE HOME ATTENDANTS ARE ORIENTED AND ANNUALLY TRAINED TO MEET THE MINIMUM AMA WAIVER SERVICES REQUIREMENTS FOR PERSONAL CARE.

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The Life Care Home Attendant Orientation Plan is designed to be completed in five working days.

THE NEW EMPLOYEE CANNOT PROVIDE INDEPENDENT PATIENT CARE UNTIL ALL SECTIONS HAVE BEEN SUCCESSFULLY COMPLETED AND THE EMPLOYEE'S SKILLS VALIDATED

LIFE CARE HOME ATTENDANT ORIENTATION RECOMMENDED SCHEDULE

SECTION	SCHEDULE
I. Introduction to Life Care with General Orientation	Day 1
II. Caring for Patients with General Orientation	Day 1
III. Personal Care, ADLs, Home Making and Skills	Day 2
IV. First Aid, Emergencies and CPR	Day 2 & Day 3
V. Nutrition and Meal Planning	Day 3 & Day 4
VI. Role of the Home Attendant	Day 5

MINIMUM TRAINING REQUIREMENT FOR HOME ATTENDANT

The Sections of the Home Attendant Orientation contain the *minimum training requirements* of Waiver Services set forth in the Alabama Medicaid Agency as outlined in the Waiver Policy and Procedure Manuals, Scope of Services. All ADPH Home Attendants are trained to perform the personal care level of services. **All information must be covered prior to the home attendant providing services in the home.** The information can be enhanced with additional content, outside speakers, games, role play opportunities and other training methods, however no sections can be omitted.

From the AMA Policy and Procedures Manuals for Waiver Services

The Personal Care training program should stress the physical, emotional and developmental needs of the population served, including the need for respect of the client, his/her privacy, and his/her property. The minimum training requirement must be completed prior to initiation of service with a client. The DSP is responsible for providing/or conducting the training. The Personal Care training program must be approved by the Operating Agency. Proof of the training must be recorded in the personnel file. Individual records will be maintained on each PCW to document that each member of the staff has met the requirements below.

Minimum training requirements must include the following areas:

- a. *Activities of daily living, such as,*
 - *bathing (sponge, tub) personal grooming*
 - *personal hygiene*
 - *meal preparation*
 - *proper transfer technique (assisting clients in and out of bed)*
 - *assistance with ambulation*
 - *toileting*
 - *feeding the client*

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- b. *Home support, such as,*
 - *cleaning*
 - *laundry*
 - *home safety*

- c. *Recognizing and reporting observations of the client, such as,*
 - *Physical condition*
 - *Mental condition*
 - *Emotional condition*
 - *Prompting the patient of medication regime*

- d. *Record keeping such as,*
 - *Service record signed by the patient or family member/responsible person and the Home Attendant to document the services were provided in relation to the Plan of Care.*
 - *Submit a written summary to the Home Attendant Supervisor of any problems with client, client's home or family. (The Supervisor will report these findings to the Case Manager.)*

- e. *Communication Skills*

- f. *Basic infection control/Universal Precautions*

- g. *First Aid and Emergency Situation*

- h. *Fire and Safety measures*

- i. *Client's Rights and Responsibilities*

- j. *Other areas of training as appropriate or as mandated by the Operating Agency.*

TRAINER QUALIFICATIONS

The Area Home Care Director and Life Care Manager are responsible for the orientation and ongoing in-service training for the Home Attendants. ADPH requires the Life Care Manager to participate in the training of the Home Attendants. Aspects of the training may be delegated to qualified instructors based on their area of responsibilities such as: Life Care Supervisor, Life Care Clerical staff, Area Home Care Business Manager, Home Health Educator, others as indicated.

PRIOR TO CLASS

1. Complete/review the [Background Check](#) documentation to ensure the employee has been screened and passed the:
 - a. Pre-employment screening for OIG Sanctions Exclusions
 - b. National Sex Offender Public Website
 - c. Alabama Certified Nurse Aide Registry

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- d. Alabama Background Check Conducted by the Alabama Criminal Justice Information Center (ACJIC)
2. Schedule time for Skills Lab demonstration and check offs.
3. Schedule CPR training.
4. Prepare handouts, notebooks, forms and other orientation materials for the new employee.
5. Begin the 2 step TB skin testing if possible.

DURING ORIENTATION

1. Complete the Life Care Home Attendant Orientation Checklist as each section is completed.
2. Complete the Home Attendant Skills Validation Checklist as each section is completed.
3. If a new employee is unable to successfully complete a skill after several attempts, provide the employee additional training. Document the unsuccessful skill demonstration and the additional training separately from the Life Care Home Attendant Orientation Checklist. Attach the additional documentation to the Life Care Home Attendant Validation Checklist and document the successful completion of the skill, when the skill is successfully demonstrated.