Public Health Nursing
HHA Training – Standard Curriculum

Examples (Sweetwater County)
Delmar Home Care Video (State Office)

Required HH Content *Subject /Skill Areas*	**PHN Content** *(Supplemental/Orientation)*	**Textbook, Videos, Web** *(Required and Supplemental Content)*	**Theoretical Training** *Time (hrs)*	**In-home Training** *Time (hrs)*	**Total Training hour**
_____	Organization, Philosophy, Programs e.g. Medicare rules and regulations	Nursing without Walls" Video Tape 1			
Communication skills		Tape 2			
Observation, reporting, & documentation of patient status & the care or services furnished	PHNI Timeliness for documentation Aide Flow sheet & charting Communicating with supervising nurse	PHNI Training CD Tape 2, 6			
Reading & recording temperature, pulse, & respiration.		Tape 6			
Basic infection control procedures, including: hand washing; universal precautions;	BBP exposure Airborne Pathogens	BBP WDH Exposure Policy A200X Infection Control Updates *(has both BBP and Airborne)* Tape 5			
Basic elements of body functioning and changes in body function that must be reported to an aide's supervisor.		Tape 2			
Maintenance of a clean, safe, & healthy environment.		Maintaining a Clean, Safe, and Healthy Environment" Video Tape 4			
Recognition of emergencies & knowledge of emergency procedures, including Heimlich maneuver; and CPR.	CPR & Heimlich First Aid for the Home Care Worker	ARC or AHA Certification First Aid for the Home Care Worker Video Tape 12			

Required HH Content *Subject /Skill Areas*	**PHN Content** *(Supplemental/Orientation)*	**Textbook, Videos, Web** *(Required and Supplemental Content)*	**Theoretical Training** *Time (hrs)*	**In-home Training** *Time (hrs)*	**Total Training hour**
Physical, emotional, & developmental needs of and ways to work with the populations served by the Home Health Aide, including: • Respect for the patient • Respect for his/her privacy • Respect for his/her property.	Patient involvement in care planning	Tape 1, 3			
Appropriate & safe techniques in personal hygiene & grooming, including: • bed bath; • sponge, tub, & shower bath; • shampoo, sink, tub, or bed; • nail & skin-care; • oral hygiene, including assisting in brushing teeth; • Toileting and elimination including perineal care and catheter care.	Skin Care	Skin Care update Video Tape 7, 11, 12			
Safe transfer techniques & ambulation.	Gait belt assignments and use.	Fall Prevention Video Tape 9			
Normal range of motion & positioning.		Tape 8			
Adequate nutrition & fluid intake and output.		Tape 4			

Required HH Content *Subject /Skill Areas*	**PHN Content** *(Supplemental/Orientation)*	**Textbook, Videos, Web** *(Required and Supplemental Content)*	**Theoretical Training** *Time (hrs)*	**In-home Training** *Time (hrs)*	**Total Training hour**
Other tasks, including: • making an occupied bed; • making an unoccupied bed; • assisting with elastic stockings; • other e.g. blood pressure		Tape 10			
--	Ethics/Legal HIPPA Limitation to assigned tasks only Medication policy	WDH CD and Website. Sign Agreement Tape 1 WSBN Rules and Regs (Chp. 7)			
--	Agency Specifics Assistance with medications Referrals to agency and process of opening to services Policies regarding supervision In-service requirements Criminal background check Cell phone use Dress code Assignment of equipment, including scrubs for BBP exposure	Tape 1, 12			
				Total Hours (Minimum of 16 hrs required)	

OTHER REQUIREMENTS

Instructor Qualifications for HHA training and in-services:

The theoretical training and the supervision of practical/clinical portion must be performed by or under the general supervision of a registered nurse who possesses a minimum of 2 years of nursing experience, at least 1 year of which must be in the provision of home health care. Maintain documentation of qualifications.

Annual In-service Calendar:

CNAs are required to document 12 CEUs/year. HHAs need in-service that applies to home health care at the CNA level. Maintain documentation of in-service calendar for agency and proof of CEUs in each HHA file.

Certificate of Completion:

The board suggests agencies provide a certificate of completion to the HHA for their records. They may be able to use this certificate to document HHA training for future employment in other HH agencies.

Competency Check List:

Complete the HHA Competency Checklist for all new HHAs regardless of who provided initial training. The checklist completed after initial training should be sent to the Wyoming Board of Nursing, so HHA training can be added to the database and eventually to the CNA certificate during renewal periods.

Resources:

Wyoming State Board of Nursing (http://nursing.state.wy.us)

- Nurse Practice Act (statute)
- Rules and Regulations, Chapter 7
- Competency Evaluation Checklist
- Training Program Site Visit Form (when available)
- Certificate of Completion – Sample Form (when available)

Code of Federal Regulation (CFR) Title 42: Public Health, PART 484 (Home Health Services), Subpart C (Furnishing Services)

- 484.36 Condition of participation: Home health aide services
- http://ecfr.gpoaccess.gov

Resources (con't)

Delmar's Home Care Aide Video Series (available at state office)
Second Edition
Publish Date: 10/31/1997

Description:

This video series is designed for basic home care aide training and continuous in-service courses for homcare aides. These videos provide realistic client care situations to give the viewer a greater understanding of job responsibilities. Skills and procedures are shown in detail, and medical terminology is illustrated with on-screen windows. The revision includes all new footage specifically in a home care setting. New coverage reflect changes in the organization of home care agencies, medicare reimbursement, the impact of managed care on home services, maternal/child care, clients with specific disorders and much more. (in-service, videos, home care aide, home health aide, home health agency training, infection control, restorative care, home care, home care training, home care in-service, homemaking services, home safety, managed care, cerebrovascular accident, AIDS) ALSO AVAILABLE Instructor's Manual ISBN: 0-8273-8604-4

Table of Contents: (see attached content list)

Tape 1: Home Care Services and Professionalism
Tape 2: Communication and Documentation Skills
Tape 3: Care of Different Client Populations
Tape 4: Practical Skills in Home Management
Tape 5: Standard Precautions and Infection Control in the Home
Tape 6: Vital Signs and Indicators of Changes in Client's Condition
Tape 7: Skin Care and Bathing
Tape 8: Body Mechanics and Positioning
Tape 9: Tranfers and Ambulation
Tape 10: Bedcare and Dressing/Undressing the Client
Tape 11: Bladder and Rectal Care
Tape 12: Special Procedures and Emergency Care

Delmar's Home Care Aide Video Series

Second Edition

1 Home Care Services and Professionalism (33:37)

Orientation to Home Care Services

- Need for Home Care Services (01:52 to 03:23)
- Home Care Agency (03:25 to 04:23)
- Home Care Team (04:25 to 10:46)
- Funding for Home Care Services (10:48 to 12:24)
- Types of Clients (12:26 to 13:53)
- Client Bill of Rights (13:55 to 16:48)
- Professionalism: Your Career as a Home Care Aide (16:50 to 17:43)
- Personal Characteristics, Appearance, and Attitudes (17:45 to 20:04)
- Training and Competencies (20:06 to 22:11)
- Responsibilities to Clients (22:13 to 23:20)
- Responsibilities to Self (23:22 to 23:59)
- Responsibilities to the Agency (24:01 to 25:15)
- Agency Responsibilities to Its Employees (25:17 to 26:38)
- Legal and Ethical Issues (26:40 to 30:43)
- Equipment to be Carried by the Home Care Aide (30:45 to 32:53)

2 Communication and Documentation Skills (27:04)

Communication Skills

- Clear Communication and Good Listening Skills (01:34 to 06:40)
- Five Essential Components of Communication (06:42 to 08:02)
- Four Key Therapeutic Communication Skills (08:04 to 14:46)
- Inappropriate Communication (14:48 to 17:51)
- Use of Touch in Communication (17:53 to 20:21)
- Summary of Communication Skills (20:23 to 20:47)

Documentation Skills

- Structure of Care Plan (20:51 to 23:02)

Recording and Reporting Observations

- Service Report or Worksheet (23:04 to 23:45)
- Incident Report (23:47 to 26:20)

3 Care of Different Client Populations (49:59)

- Basic Human Needs (01:20 to 03:50)
- Clients Who are Elderly (03:52 to 05:54)
- Clients with Arthritis (05:56 to 09:27)
- Clients with Diabetes (09:29 to 12:43)
- Clients with Circulatory Disorders (12:45 to 14:37)
- Clients with Coronary Heart Disease (14:39 to 16:13)
- Clients with Strokes (16:15 to 19:10)
- Clients with Dementia (19:12 to 21:54)
- Clients with Multiple Sclerosis (21:56 to 25:15)
- Clients with Cancer (25:17 to 29:56)
- Clients Who are Terminally III (29:58 to 34:06)
- Advance Directives (34:08 to 35:03)
- Clients with Tuberculosis (35:05 to 37:51)
- Clients with Chronic Obstructive Pulmonary Disease (37:53 to 40:36)

Newborn and Infant Care

- Assist with Breast Feeding and Breast Care (40:40 to 43:25)
- Assist with Bottle Feeding (43:27 to 44:33)
- Changing a Diaper (44:35 to 47:33)
- Colicky Baby (47:35 to 49:15)

4 Practical Skills in Home Management (30:23)

- Plan and Prioritize Home Care Activities Based on Care Plan (01:19 to 04:38)
- Marketing and Food Preparation (04:40 to 07:57)
- Nutrition (07:59 to 17:13)
- Assistive Devices for Eating (17:15 to 17:56)
- Assist Clients with Feeding (17:58 to 19:21)
- Wash Dishes (19:23 to 20:25)
- Clean the Kitchen (20:27 to 21:17)
- Clean the Bathroom (21:19 to 23:33)
- Handle Routine Laundry (23:35 to 24:13)
- Handle Soiled Laundry (24:15 to 25:09)
- Safety in Home for the Client and Aide (25: 11 to 29:39)

5 **Standard Precautions and Infection Control in the Home (24:59)**

- Transmission of Disease (01:35 to 05:28)
- Standard Precautions (05:30 to 07:41)
- Handwashing (07:43 to 11:08)
- Gloving (11:10 to 14:36)
- Personal Protective Equipment (14:38 to 16:21)
- Disinfection and Sterilization (16:23 to 18:08)
- Infection Control in the Home (18:10 to 20:42)
- Strip a Soiled Bed (20:44 to 22:13)
- Contaminated Waste (22:15 to 24:15)

6 Vital Signs and Indicators of Changes in Client's Condition (24:44)

- Use Glass Thermometer to Take an Oral Temperature (01:27 to 06:04)
- Use Digital Thermometer to Take an Oral Temperature (06:06 to 07:41)
- Use an Electronic Thermometer to Take a Rectal Temperature (07:43 to 10:24)
- Use Tympanic Membrane Thermometer (10:26 to 11:48)
- Take Radial Pulse and Count Respirations (11:50 to 14:09)
- Take a Blood Pressure (14:11 to 18:55)
- Weigh the Client (18:57 to 19:53)
- Symptoms and Signs Which Indicate Change in Client's Condition (19:55 to 24:00)

7 **Skin Care and Bathing** (43:36)

- Preventive Skin Care and Pressure Sores (01:22 to 09:45)
- Assistive Devices to Prevent Pressure Scores (09:47 to 11:13)
- Give Female Perineal Care (11:15 to 16:28)
- Give Male Perineal Care (16:30 to 19:14)
- Shampoo Client's Hair in Bed (19:16 to 21:48)
- Shave Male Client (21:50 to 26:22)
- Give Bed Bath and Backrub (26:24 to 33:53)
- Give Nail Care (33:55 to 36:22)
- Assist with Tub Bath (36:24 to 40:54)
- Assist with Client's Shower (40:56 to 42:52)

8 Body Mechanics and Positioning (35:30)

- Body Mechanics for the Home Care Aide (01:30 to 04:34)
- Use of Body and Gait (Transfer) Belts (Safety) (04:36 to 07:27)
- Body Alignment for the Client (07:29 to 09:40)
- Position Client in Supine (Dorsal Recumbent) Position (09:42 to 11:58)
- Move Client From Center to Side of Bed (Used When Turning Client to Side) (12:00 to 13:40)
- Change from Supine to Sitting and Sitting to Supine Positions (13:42 to 15:21)
- Change Supine to Lateral Position (15:23 to 17:58)
- Sims' Position (18:00 to 18:50)
- Fowler's and Semi-Fowler's Positions (18:52 to 21:30)
- Turn Client Towards You (21:32 to 22:52)
- Move Client With Drawsheet with Help of Family Member (22:54 to 24:37)
- Assist Client to Dangle (24:39 to 27:23)
- Use a Mechanical Lift (27:25 to 34:45)

9 Transfers and Ambulation (31:10)

- Passive Range of Motion Exercises (01:16 to 07:19)
- General Guidelines for Transferring Clients (07:21 to 08:35)
- Transfer From Bed to Wheelchair (08:37 to 10:30)
- Transfer From Wheelchair to Bed (10:32 to 12:26)
- Transfer From Wheelchair to Toilet and Back to Wheelchair (12:28 to 17:01)
- Transfer From Bed to Commode and Back to Bed (17:03 to 19:19)
- Transfer From Wheelchair to Bath Bench and Back (19:21 to 22:58)

- Assist Client to Use Crutches (23:00 to 25:13)
- Assist Client to Use Walker and Cane (25:15 to 28:24)
- Care of Falling Client (28:26 to 30:27)

10 Bedmaking and Dressing/Undressing the Client (37:48)

- Make an Unoccupied Bed (01:09 to 06:59)
- Make an Occupied Bed (07:01 to 13:36)
- Place a Drawsheet (13:38 to 15:56)
- Give and Empty the Bedpan (15:58 to 21:00)
- Give and Empty the Urinal (21:02 to 24:06)
- Dress and Undress the Client (24:08 to 31:45)
- Assistive Devices for Dressing (31:47 to 35:19)
- Apply Elasticized Stocking (35:21 to 37:03)

11 Bladder and Rectal Care (41:43)

- Routine Urinary Care (01:24 to 03:45)
- Indwelling Catheter Care (03:47 to 08:21)
- Disconnect the Catheter (08:23 to 10:22)
- Empty a Urinary Drainage Unit (10:24 to 12:20)
- Connect a Leg Bag (12:22 to 15:24)
- Apply a Male External Urinary Collecting System (15:26 to 19:06)
- Measure and Record Intake and Output (19:08 to 24:04)
- Collect Clean Catch (Mid-stream) Urine Specimen (24:06 to 28:22)
- Collect Stool Specimen (28:24 to 30:58)
- Insert Rectal Suppository (31:00 to 34:01)
- Administer Enemas (34:03 to 41:00)

12 Special Procedures and Emergency Care (35:52)

- Assist With Routine Oral Hygiene (01:25 to 04:38)
- Special Oral Hygiene (04:40 to 07:05)
- Denture Care (07:07 to 11:07)
- Care of Hearing Aid (11:09 to 13:21)
- Care of Eyeglasses (13:23 to 14:06)
- Assist With Self-Administered Medications (14:08 to 18:58)
- Assist With Oxygen Therapy (19:00 to 21:15)
- Apply Cold or Hot Pack (21: 17 to 25:04)
- Collect Sputum Specimen (25:06 to 27:25)
- Postmortem Care (27:27 to 30:19) Emergency Procedures
- Abdominal Thrusts (Heimlich Maneuver) (30:23 to 31:12)
- Principles of First Aid (31:14 to 35:08)