

PERSONAL CARE CERTIFICATION

Training qualifications:

- Instructor **RN**
- Content and duration of personal care aide training and documentation of personal care aid training and certification.
- Must submit training program documentation to Division of Medical Services.

Documentation of instruction must include:

1. Number of hours of classroom instruction and supervised practical training.
2. Names and qualifications of instructors and copies of licenses of supervising RNs.
3. Addresses and physical locations of training sites.
4. Submit sample of forms used to document practical training.
5. Course outline.
6. Lesson plans.
7. Methods of supervising trainees during practical training.
8. Methods and standards for determining whether a trainee can read and write well enough to perform satisfactorily the duties of a personal care aide.
9. Method of evaluating written tests, oral exams (if any), skills tests.
10. Program's minimum standard for successful completion
11. Evidence and documentation of successful completions (certification supports by internal records).

Classroom and supervised practical training must total at least 40 hours:

1. Minimum classroom training time is 24 hours.
2. Min for practical training is 16 hours (24 min. hours before undertaking any supervised practical training at an actual service delivery site). Consent needed for this, copy kept in trainee file. Client's daily service documentation must include the names of the supervising RN and personal care aid trainees.
 - “Supervised practical training” includes:
 - a. Trainee demonstrates knowledge of performing tasks on an individual while the trainee is supervised.
 - b. They must complete 16 hours of classroom training before practical training. See above.

* According to the Medicaid Provider Manual (Personal Care) section 222.00 E, a qualified training program (paraprofessional module training) may waive the training component of personal care aide certification requirements for individuals who can document previous experience as personal care aides, nurse's aides or similar occupations requiring the same skills needed by personal care aides.

1. The qualified training program must verify the individual's previous experience.
2. The individual must pass the personal care aid examinations and skills test.

Certified Nursing Assistants with current valid credentials are deemed qualified personal care aides.

Certified Home Health Aides with current valid credentials are deemed qualified personal care aides.

Training subject areas:

1. Correct conduct toward clients, respect for client, client's privacy and property.
2. Understanding and following spoken and written instructions.
3. Communication skills, especially the skills needed to:
 - a. Interact with clients.
 - b. Report relevant and required information to supervisors.
 - c. Report events accurately to public safety personnel and to emergency and medical personal.
4. Record-keeping, including:
 - a. The role and importance of record keeping and documentation.
 - b. Service documentation requirements and procedures, especially all documentation Medicaid requires of personal care aides, as described in Medicaid Personal Care Program policy statements current at the time of training.
 - c. Reporting and documenting non-medical observations of client status.
 - d. Reporting and documenting, when pertinent, the client's observations regarding their own status
 - e. Plan of care (which shall include as applicable, medication, dietary, treatment, activities).
 - f. Daily log.
5. Recognizing and reporting, to the supervising RN or QMRP, when changes in the client's condition or status require aide to perform tasks differently than instructed.

6. State law regarding delegation of nursing tasks to unlicensed personnel. This includes taking vital signs, as well as medication assistance. Assistance shall be limited to reminding a patient to take a medication at a prescribed time, opening, and closing a medication container and returning a medication to a proper storage area.
7. Basic elements of body functioning, and the types of changes in body function, easily recognizable by a lay person, that an aide must report to a supervisor.
8. Safe transfer techniques and ambulation, as well as appropriate exercise (if applicable), use and maintenance of assistive technology.
9. Normal range of motion and positioning.
10. Recognizing emergencies and knowledge of emergency procedures (basic first aid and CPR).
11. Basic household safety (including Universal Precautions) and fire prevention.
12. Maintaining a clean, safe, and healthy environment.
13. Instruction in appropriate and safe techniques in personal hygiene and grooming that include to how to assist the client with:
 - a. Bed bath
 - b. Sponge, tub, or shower bath
 - c. Shampoo; sink, tub or bed
 - d. Nail and skin care
 - e. Oral hygiene
 - f. Toileting and elimination, charting input and output
 - g. Assistance with eating
 - h. Assistance with dressing
 - i. Efficient, safe and sanitary meal preparation, including principles of nutrition
 - j. Basic housekeeping procedures
14. Understanding developmental stages and mental status of clients.

In-Service Training:

Personal Care Aides are required to participate in at least 12 hours of in service training every 12 months after achieving the certification. Documentation by provider and personal care aide must be maintained. Each session must be at least 1 hour in length.

**PERSONAL CARE CERTIFICATION
NECESSARY DOCUMENTATION**

Documentation of instruction (by RN) must include:

1. Number of hours of classroom instruction and supervised practical training.
2. Names and qualifications of instructors and copies of licenses of supervising RNs.
3. Addresses and physical locations of training sites.
4. Submit sample of forms used to document practical training.
5. Course outline.
6. Lesson plans.
7. Methods of supervising trainees during practical training.
8. Methods and standards for determining whether a trainee can read and write well enough to perform satisfactorily the duties of a personal care aide.
9. Method of evaluating written tests, oral exams (if any), skills tests.
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11. Evidence and documentation of successful completions (certification supports by internal records).

PERSONAL CARE CERTIFICATION CHECKLIST

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 - e. Oral hygiene ____
 - f. Toileting and elimination, charting input and output ____
 - g. Assistance with eating ____
 - h. Assistance with dressing ____
 - i. Efficient, safe and sanitary meal preparation, including principles of nutrition ____
 - j. Basic housekeeping procedures ____
 14. Understanding the developmental stages and the mental status of clients. ____