



## HOME HEALTH AIDE

**OD28605**

**MEETS OSDH NURSE AIDE REGISTRY CERTIFICATION REQUIREMENTS**

## Competency-Based Education: OKLAHOMA'S RECIPE FOR SUCCESS

### *BY THE INDUSTRY FOR THE INDUSTRY*

Oklahoma's *CareerTech* system of competency-based education uses industry professionals and certification standards to identify the knowledge and abilities needed to master an occupation. This industry input provides the foundation for development of instructional materials that help prepare the comprehensively trained, highly skilled employees demanded by our workplace partners.

### *TOOLS FOR SUCCESS*

*CareerTech* relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

**Skills standards** provide the foundation for competency-based instruction in Oklahoma's *CareerTech* system. The skills standards outline the knowledge, skills, and abilities needed to perform related jobs within an industry. Skills standards are aligned with national skills standards; therefore, a student trained to the skills standards possesses technical skills that make him/her employable in both state and national job markets.

**Curriculum materials** contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources provide supplemental activities to enhance learning and provide hands-on training experiences.

**Competency Assessments** test the student over material outlined in the skills standards and taught using the curriculum materials. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Although each of these components satisfy a unique purpose in competency-based education, they work together to reinforce the skills and abilities students need to gain employment and succeed on the job.

### *MEASURING SUCCESS*

Written competency assessments are used to evaluate student performance. Results reports communicate competency assessment scores to students and provide a breakdown of assessment results by duty area. The results breakdown shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Group analysis of student results also provides feedback to instructors seeking to improve the effectiveness of career and technology training. Performance patterns in individual duties indicate opportunities to evaluate training methods and customize instruction.

### *TRUE TO OUR PURPOSE*

"Helping Oklahomans succeed in the workplace" defines the mission of Oklahoma *CareerTech* and its competency-based system of instruction. Skills standards, curriculum, and assessments that identify and reinforce industry expectations provide accountability for programs and assure *CareerTech*'s continued role in preparing skilled workers for a global job market

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**HOME HEALTH CARE  
NURSE AIDE  
SKILLS STANDARDS  
Frequency and Criticality Ratings**

**DUTY A: Demonstrate a Basic Understanding of the Health Care Industry**

**DUTY B: Demonstrate Legal and Ethical Behaviors**

**DUTY C: Protect and Promote Client Rights**

**DUTY D: Communicate Effectively with Clients, Families, and Co-workers**

**DUTY E: Provide Assistance With Activities of Daily Living**

**DUTY F: Understand and Use Infection Control Measures**

**DUTY G: Provide for Client Safety**

**DUTY H: Demonstrate Basic Nursing Skills**

**DUTY J: Demonstrate Psychosocial Care Skills**

**DUTY K: Provide Care for Clients with Alzheimer's/Dementia**

**Frequency:** represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

- 1 = less than once a week
- 2 = at least once a week
- 3 = once or more a day

**Criticality:** denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

- 1 = slight
- 2 = moderate
- 3 = extreme

**DUTY A: Demonstrate a Basic Understanding of the Health Care Industry**

CODE	TASK	F/C
A.01	Name and describe the function of health care facilities	1/2
A.02	Name and describe the role of the health care team members	2/2
A.03	Understand the sources of funding for health care services	2/1
A.04	Name and describe the role of various agencies that regulate home health care	1/1

**DUTY B: Demonstrate Legal and Ethical Behaviors**

CODE	TASK	F/C
B.01	Understand the laws and regulations affecting nurse aides	2/3
B.02	Identify qualities of a quality caregiver	2/3
B.03	Understand the role, responsibilities, and limitations of a nurse aide	3/3
B.04	Understand the requirements for maintaining nurse aide certification	2/3
B.05	Provide care within the limits of training and certification for home health aides	3/3
B.06	Describe and recognize the types of abuse <ul style="list-style-type: none"> <li>• Physical</li> <li>• Mental</li> </ul>	2/3

	<ul style="list-style-type: none"> <li>• Verbal</li> <li>• Sexual</li> <li>• Emotional</li> <li>• Mistreatment</li> <li>• Neglect</li> <li>• Financial exploitation</li> <li>• Misappropriation of personal property</li> </ul>	
B.07	Report signs of abuse	2/3
B.08	Understand personal rights and responsibilities when faced with allegations of abuse	2/3
B.09	Maintain confidentiality of health information including client records	3/3
B.10	Follow agency policies and procedures for reporting and documentation	2/3

**DUTY C: Protect and Promote Client Rights**

CODE	TASK	F/C
C.01	Understand and abide by clients rights	3/2
C.02	Provide and demonstrate care, respect, and security of client's personal possessions and home environment	3/3
C.03	Identify techniques to encourage client independence, dignity, and self-esteem	3/3

**DUTY D: Communicate Effectively with Clients, Families, and Co-workers**

CODE	TASK	F/C
D.01	Demonstrate techniques for communicating with clients and their families	3/3
D.02	Respond and react appropriately to client and family behaviors	3/3
D.03	Utilize techniques that facilitate communication with sensory-impaired clients	2/3
D.04	Utilize techniques that facilitate communication with special populations (i.e. disabled, culturally diverse)	2/3
D.05	Demonstrate techniques for communicating with interdisciplinary team members	2/2
D.07	Understand and recognize the need for setting limits and boundaries in a home care setting	3/3

**DUTY E: Provide Assistance With Activities of Daily Living**

CODE	TASK	F/C
<b><i>HYGIENE, DRESSING AND GROOMING</i></b>		
E.01	Assist client with hand washing	3/3
E.02	Provide full or partial bath in shower, tub, chair, or bed	3/3
E.03	Perform shampoo in sink, tub, bed, or shower	3/2
E.04	Provide skin care	3/3
E.05	Provide oral hygiene and denture care	3/3
E.06	Provide perineal care	3/3
E.07	Provide foot care appropriate to disease process	3/3
E.08	Assist client with dressing/undressing	3/2
E.09	Provide nail care	3/3
E.10	Shave client	2/3

E.11	Brush/comb/style client's hair	3/3
E.12	Assist client with applying and removing TED/support stockings	3/3
<b><i>NUTRITION AND HYDRATION</i></b>		
E.13	Recognize the importance of proper nutrition and hydration	3/3
E.14	Demonstrate proper use of feeding devices and techniques <ul style="list-style-type: none"> <li>• Utensils</li> <li>• Serving</li> <li>• Positioning</li> <li>• Compensatory swallowing</li> <li>• Purée/mechanically-altered</li> <li>• Thickening agents</li> </ul>	3/3
E.15	Prepare nutritionally appropriate and balanced meals for the client <ul style="list-style-type: none"> <li>• Special diets</li> <li>• Supplements</li> </ul>	3/3
E.17	Understand nutritional labeling	3/3
E.18	Purchase groceries within client's dietary restrictions	2/3
E.19	Use sanitary practices to prepare and store meals	3/2
E.20	Use sanitary practices to wash and clean dishes, utensils, and kitchen/dining areas	3/2
E.21	Document client intake and output	2/3
<b><i>ELIMINATION</i></b>		
E.22	Provide toileting assistance <ul style="list-style-type: none"> <li>• Incontinence products</li> <li>• Bedside commode</li> </ul>	3/3
E.23	Provide catheter care and maintenance	3/3
E.24	Provide ostomy care	2/2
E.25	Provide bladder and bowel retraining	1/2
<b><i>REST, SLEEP &amp; COMFORT</i></b>		
E.26	Make occupied or unoccupied bed on a variety of beds	3/3
E.28	Provide a back rub	2/2
E.29	Provide non-pharmacological comfort techniques as instructed in the care plan	2/3

**DUTY F: Understand and Use Infection Control Measures**

<b>CODE</b>	<b>TASK</b>	<b>F/C</b>
F.01	Distinguish between clean and sterile characteristics	2/2
F.03	Sanitize hands properly	3/3
F.05	Follow Standard Precautions	3/3
F.05A	Identify disease transmission modes and transmission-based precautions	3/3
F.06	Use infection control techniques when collecting specimens	2/2
F.08	Dispose of waste properly	3/3

**DUTY G: Provide for Client Safety**

G.01	Identify strategies for client verification	3/3
G.02	Check equipment for proper function	2/3
G.03	Identify, report, and take appropriate action concerning unsafe conditions	2/3
G.04	Demonstrate safe use of household chemicals	2/3
G.05	Identify ways to promote a safe home environment for the client <ul style="list-style-type: none"> <li>• Preventing falls</li> <li>• Animals</li> <li>• Oxygen use and safety</li> <li>• Smoking</li> </ul>	3/3
G.06	Report incidents according to agency policy	2/2
G.07	Demonstrate disaster/fire procedures	2/3
G.08	Provide basic emergency medical care and activation of 911	2/3
G.09	Demonstrate proper body mechanics	3/3

**Duty H: Demonstrate Basic Nursing Skills**

<b><i>POSITIONING, TRANSFER &amp; MOBILITY</i></b>		
H.01	Understand and use the principles of good body alignment, client positioning, and supportive devices	3/3
H.02	Demonstrate safe techniques for transferring, moving, lifting clients with and without assistive devices	3/3
H.04	Adjust a hospital bed	2/3
H.06	Ambulate client with/without assistive devices	3/3
H.07	Operate a wheelchair safely	2/3
H.08	Perform range of motion exercises/follow a home exercise plan	2/3
<b><i>BASIC NURSING SKILLS</i></b>		
H.09	Recognize and follow a health plan of care (POC)	3/2
H.10	Distinguish between normal and abnormal body structures and functions	3/2
H.11	Recognize age-related changes in body functions/structures	3/2
H.12	Provide post-mortem care	1/2
H.13	Provide verbal reminder to take medications at appropriate times	2/2
<b><i>DATA COLLECTION AND REPORTING</i></b>		
H.14	Use common and/or appropriate medical abbreviations, symbols, and terms per agency policy	3/2
H.15	Measure and record vital signs	3/3
H.16	Record client's report of pain	3/3
H.17	Measure and record body weight and height	2/3
H.18	Recognize, document, and report changes in behavior, environment and body structure/function.	3/3

**DUTY J: Demonstrate Psychosocial Care Skills**

<b>CODE</b>	<b>TASK</b>	<b>F/C</b>
J.01	Distinguish between the types of psychosocial needs <ul style="list-style-type: none"> <li>• Emotional</li> </ul>	3/3

	<ul style="list-style-type: none"> <li>• Mental Health</li> <li>• Spiritual</li> <li>• Cultural</li> </ul>	
J.02	Respond appropriately to the psychosocial needs of the client and his/her family	3/3
J.03	Identify and respond to the needs of the client and his/her family during illness and the stages of dying	3/3
J.05	Demonstrate techniques for responding to psychosocial needs of diverse populations	3/3

**DUTY K: Provide Care for Clients with Alzheimer's/Dementia**

<b>CODE</b>	<b>TASK</b>	<b>F/C</b>
K.01	Identify the types and causes of cognitive impairment	2/2
K.03	Demonstrate techniques for promoting independence with ADL's for clients with Alzheimer's/dementia	2/2
K.04	Demonstrate techniques for communicating effectively with Alzheimer's/dementia clients	2/3
K.05	Demonstrate techniques for managing behaviors associated with Alzheimer's/dementia	2/3
K.06	Identify measures to promote the safety of clients with Alzheimer's/dementia	2/3