

2-hour In-Service Training Curriculum

New Caregiver Training

Held every other week for newly hired caregivers.

- 1 - HIPAA (5 minutes)
- 2 - Communication (15 minutes w/handouts)
 - Barriers to communication
 - Basic medical terminology
 - How to give an accurate verbal and written report of a client visit
 - Documenting visit records and incident reports
 - Coping with inappropriate behavior
 - Communicating with your Care Manager
- 3 - Infection Prevention & Standard Precautions (5 minutes w/handouts)
 - Handwashing and use of Personal Protective Equipment (PPE)
- 4 - Safety and Body Mechanics (15 minutes w/handouts)
 - Lifting, alignment, center of gravity
 - Preventing falls
 - Preventing accidents
 - Reducing risk of automobile accidents
 - Guidelines for using your car on the job
- 5 - Normal changes of aging and care guidelines (10 minutes w/handouts)
- 6 - Common chronic and acute conditions and related care guidelines (10 minutes w/handouts)

Break (10 minutes)

- 7 - Positioning, transfers, and ambulation (15 minutes w/handouts)
- 8 - Hoyer lift and sit-stand lift (additional training will be provided in client home for those working with Level 3 clients) (10 minutes w/handouts)
- 9 - Personal Care skills (15 minutes w/handouts)
 - bathing
 - grooming
 - oral care

-toileting

10 - Clean, safe, and healthy environments

- general housekeeping guidelines, cleaning products and equipment, proper cleaning methods for living areas, kitchens, bathrooms, and storage areas, preparing a cleaning schedule, laundry and caring for clothes,

11 - Clients' nutritional needs

-basic nutrients, maintaining fluid balance, nutritional problems in the elderly, special diets, guidelines for assisting with eating, eating and swallowing problems, meal planning, shopping, preparation, storage, preparing a basic food plan and list food shopping guidelines, safe food preparation