

LTC Worker Training Workgroup

INITIAL SELECTION - BASIC TRAINING COMPONENTS

Draft – Workgroup Tool

October 25, 2007

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I. Basic Training Components – Workgroup Draft

NOTE – The workgroup, using the agreed Preamble as a guiding principle, concluded the following competencies/topics be included in the CORE basic training for new LTC caregivers across all settings. Areas requiring further review or discussion were placed in the “parking lot” by the group and will be examined more fully at the next meeting 10/30/07. The table below reflects areas of initial consensus and do not represent a final list.

Competency & Source	Existing Training Materials (Corresponding RFOC Module & others as applicable)	Core	Population or setting specific¹	Parking Lot
1. Teamwork/Responsibility/Accountability – Code of Conduct: <i>RFOC Module 2 – The Client and Client Rights & Module 3 – The Caregiver</i>	Module 2 – The Client and Client Rights Module 3 – The Caregiver	x		
2. Respecting Differences / Cultural: <i>RFOC Module 3 – The Caregiver</i>	Module 3 – The Caregiver	x		
3. Communication Skills, Including Listening Skills: <i>RFOC Module 6 – Basic Communication</i>	Caregiver Orientation Workbook Module 6 – Basic Communication	x		
4. Worker Self Care and Caregiver Support ▪ Includes time management <i>SOURCE: RFOC Self Care and the Caregiver and Workgroup</i>	Module 11 – Self Care and the Caregiver	x		

¹ Population or Setting Specific includes: IP, AFH, BH, HC, SL, and Parent Caregivers of persons with developmentally disabilities

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<i>derived on 10/18</i>				
5. Problem Solving: <i>RFOC Module 2 – The Client and Client Rights</i>	Module 2 – The Client and Client Rights	x		
6. Responding to Emergency Situations <ul style="list-style-type: none"> • Urgent/Acute included <i>SOURCE: Some covered in RFOC Module 3 – The Caregiver, and Workgroup derived on 10/18</i>	Module 3 – The Caregiver	x		
7. Maintain Dignity: <i>RFOC Module 3 – The Caregiver</i>	Module 3 – The Caregiver	x		
8. Intro to Consumer Directed/Driven Care Rights <i>SOURCE: RFOC Module 2 – The Client and Client Rights & Workgroup derived on 10/18</i>	Caregiver Orientation Workbook Module 3 – The Caregiver	x		
9. Mandatory Reporting: <i>RFOC Module 2 – The Client and Client Rights</i>	Caregiver Orientation Workbook Module 2 – The Client and Client Rights	x		
10. Infections Control/Universal Precautions <ul style="list-style-type: none"> • HIV/AIDS <i>SOURCE: RFOC Module 4 – Infection Control</i>	Caregiver Orientation Workbook Module 4 – Infection Control	x		
11. Body Mechanics – <i>Caregiver and Client: RFOC Module 5 - Caregiver only</i>	Module 5 – Caregiver only Chap. 3 Safety Training includes safe lifting	x		
12. Body Systems – <i>Caregiver and Client - Caregiver and Client: RFOC Module 5 - Mobility</i>	Module 5 – Mobility Lesson 2 of Nurse Delegation Curriculum is Client Care & Body Systems	x		

Competency & Source	Existing Training Materials (Corresponding RFOC Module & others as applicable)	Core	Population or setting specific ¹	Parking Lot
13. Safety – Caregiver and Client <ul style="list-style-type: none"> Falls/Prevention SOURCE: RFOC Module 5 – Mobility & Workgroup derived on 10/18	Caregiver Orientation Workbook Module 3 – The Caregiver Falls & prevention – Module 5 - Mobility	x		
14. Understanding and Implementing Consumer Care Plans SOURCE: Some covered in RFOC Module 3 – The Caregiver, and Workgroup derived on 10/18	Module 3 – The Caregiver	x		
15. Skin & Body Care: RFOC Module 7 – Skin and Body Care	Module 7 – Skin and Body Care	x		
16. Nutrition – RFOC Module 8 – Nutrition and Food Handling	Module 8 – Nutrition and Food Handling	x		
17. Food Preparation and Handling – RFOC Module 8 – Nutrition and Food Handling	Module 8 – Nutrition and Food Handling	x		
18. Range of Motion – Movement: RFOC Module 5 - Mobility	Module 5 – Mobility	x		
19. Caregiver Roles & Boundaries: RFOC Module 3 – The Caregiver	Module 3 – The Caregiver	x		
20. Assisting and Performing ADLs - <ul style="list-style-type: none"> Toileting/Catheter Care Ambulating Bathing Dressing Eating Personal Hygiene SOURCE: RFOC Module 7 – Skin and Body Care & Module 9 –	Module 5 – Ambulating Module 7 – Skin and Body Care Module 8 – Eating & Nutrition Module 9 – The Process of Elimination	x		

Competency & Source	Existing Training Materials (Corresponding RFOC Module & others as applicable)	Core	Population or setting specific ¹	Parking Lot
<i>The Process of Elimination</i>				
21. Medication & other treatments: <i>RFOC Module 10 – Medications and Other Treatments</i>	Module 10 – Medications and Other Treatments		x	
22. Nurse Delegation <i>RFOC Module 10 – Medications and Other Treatments</i>	Module 10 – Medications and Other Treatments		x	
23. First Aid/CPR/Do Not Resuscitate: 24. SOURCE: ONLY <i>Do Not Resuscitate pg 20 – RFOC Module 2 – The Client and Client Rights</i>	ONLY DNR - <i>Module 2 – The Client and Client Rights</i>		x	
25. Positive Behavior Support SOURCE: <i>Workgroup derived on 10/18</i>	NA		x	
26. Assisting and Performing Transfers: <i>RFOC Module 5 - Mobility</i>	Module 5 – Mobility		x	
27. Disaster Preparedness - Develop/practice emergency response plan to address natural or other disasters/crisis diversion. SOURCE: <i>WAC 388-101-1220 and HCQA Safety Training – now incorporated into RFOC Safety</i>	WAC 388-101-1220 HCQA Safety Training – now incorporated into RFOC Safety		x	
28. Client Transportation: Vehicle safe operating condition, Auto Insurance, valid WA DL. SOURCE: WAC 388-101-2300	WAC 388-101-2300		x	
29. Assisting with and Teaching ADL Skills – Assist client to live independently. SOURCE: <i>Assisted Living: WAC 388-829A -030</i>	Assisted Living: WAC 388-829A -030		x	

Competency & Source	Existing Training Materials (Corresponding RFOC Module & others as applicable)	Core	Population or setting specific ¹	Parking Lot
30. Caregiver Resource Training <i>SOURCE: Workgroup derived on 10/18</i>	NA		x	
31. Introduction to Working with Elders - RFOC	Covered in ½ page in Module 2			x
32. Introduction to Working with people with Dementia - RFOC	2 pages in common diseases – RFOC			x
33. Introduction to Working with people with Mental Illness - RFOC	3 pages bipolar(1), depression(1), schizophrenia(1) in RFOC			x
34. Introduction to Working with people with Developmental Disabilities - RFOC	Covered in 1 ½ pages in RFOC			x
35. Introduction to Working with Young Adult with Physical Disabilities - RFOC	Not covered in RFOC			x
36. Medication & other treatments: RFOC Module 10 – Medications and Other Treatments	Module 10 – Medications and Other Treatments			x
37. Medication Assistance: RFOC Module 10 – Medications and Other Treatments	Module 10 – Medications and Other Treatments			x
38. Emergency Awareness • Heimlich <i>SOURCE: Workgroup derived on 10/18</i>	NA			x
39. Loss/Grief: RFOC Module 11 – Self Care and the Caregiver	Module 11 – Self Care and the Caregiver			x
40. Identification of Consumer Needs <i>SOURCE: Workgroup derived on 10/18</i>	NA			x

Competency & Source	Existing Training Materials (Corresponding RFOC Module & others as applicable)	Core	Population or setting specific¹	Parking Lot
41. Common Diseases: <i>RFOC Glossary</i>	Glossary			PPL ²

² PPL = Permanent Parking Lot