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| **Skills Practice Procedure Checklist for Home Care Aides DSHS Approved**  This skills practice procedure checklist is to be used by Home Care Aides learning skills taught by training programs on the job or by community instructors using the Fundamentals of Caregiving curricula or other approved training materials. The bolded checkpoints in this procedure guide are critical to the safe performance of the skill. Tasks highlighted below are not a part of the Prometric exam, however, *all* of these tasks supporting activities of daily living, are required to be demonstrated, in the presence of a qualified instructor as a part of any home care aide certification class. Have fun and happy training!  Table of Contents Page Number  Common Care Practices 1  Communication and Client Rights 1  S.W.I.P.E.S 1  Hand Washing 1  Put on Gloves 2  Take Off Gloves 2  Use Personal Protective Equipment (PPE) 2  Assist a Client to Walk 2  Transfer a Client from Bed to Chair or Wheelchair 2 / 3  Turn and Position a Client in Bed 3  Mouth / Oral Care 4  Clean and Store Dentures 4  Fingernail Care 4 / 5  Foot Care 5  General Tips for Nail Care 6  Assist Client with a Weak Arm to Dress 6  Put Knee High Elastic Stocking on a Client 6  Passive Range of Motion (ROM) for One Shoulder 6 / 7  Passive ROM for One Knee and Ankle 7  Assist a Client to Eat 7  Assist a Client with a Bed Bath 7 / 8  Assist with Perineal Care 8  Catheter Care 9  Condom Catheter Care (pending review, demonstrate if applicable) 9  Medication Assistance 10  Assist a Client with Use of Bedpan 10  Shave with a Safety Razor 10  **VERIFICATION OF COMPLETION**: this page ***must*** be sent to the [TrainingApprovalTPA@dshs.wa.gov](mailto:TrainingApprovalTPA@dshs.wa.gov) in-box for ***each*** student who has completed *OJT* skills training at an ALF, AFH, or ESF 11  Please Note: All skills tasks must be taught by an approved instructor and demonstrated by the Home Care Aide candidate. Home care aide skills performance may be evaluated by using an anatomically correct mannequin.  Additional Resources*:*  [Prometric Home Care Aide Checklist](https://www.prometric.com/sites/default/files/WAHCACHECKLISTWITHHEAVIESTWEIGHTCHECKPOINTS20130529.pdf)  [Washington State Department of Health Home Care Aide Exam Preparation Materials](https://www.prometric.com/test-takers/search/wadoh/washington-state-department-health-1%20) | |
|  | **Skills Practice Procedure Checklist for Home Care Aides  DSHS Approved** |
| **Common Care Practices - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Identify yourself to the client when beginning care  Use infection control measures and standard precautions to protect the client and yourself through procedures  Promote client’s social and human needs throughout procedures  Promote client’s **rights** throughout procedures  Promote client’s **safety** throughout procedures  Promote client’s **comfort** throughout procedures  Leave common use items within client’s reach at end of care, e.g., phone, glasses, remote, tissues, glass of water) | |
| **Communication and Client Rights - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Explain what you are doing  Speak slowly, clearly, and respectfully  Engage client and listen attentively  Observe client for changes  Support client’s choice and independence  Respect client’s need for privacy | |
| **S.W.I.P.E.S. - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Gather **Supplies** before starting task  **Wash** your hands before contact with a client  **Identify** yourself by telling the client your name  **Provide** privacy throughout care with a curtain, screen, or door  **Explain** what you are doing for the client  **Scan** the area to be sure everything is back in place after the task is done | |
| **Hand Washing - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Make sure supplies are within easy reach so no contaminated surface is touched throughout task  Turn on warm water at sink  **Wet hands and wrists thoroughly**  Apply soap to hands  **Lather all surfaces of fingers and hands, including above the wrists, producing friction for  at least 20 seconds, keeping fingers pointed down**  Thoroughly rinse all surfaces of hands and wrists without contaminating hands (keeping fingers pointed down)  Use clean paper towel(s) to dry all surfaces of fingers, hands, and wrists starting at fingertips  Use clean, dry paper towel or clean, dry area of paper towel to turn off faucet without  contaminating hands  Dispose of used paper towels in wastebasket immediately after shutting off faucet  End procedure with clean hands avoiding contamination (e.g., direct contact with faucet controls, paper towel dispenser, sink, or trash can) | |
| **Put on Gloves - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Wash your hands before contact with gloves  Check each glove for holes or other deterioration before using  Grasp glove at cuff and pull onto hand  Grasp other glove at cuff and pull onto other hand  Check to make sure gloves fit snugly over each finger | |
| **Take off Gloves - for you to successfully demonstrate this skill you need to:** | |
| YES NO  With one gloved hand, grasp the other glove just below the cuff on the outside  Pull glove down over hand so it is inside out  Keep holding removed glove with gloved hand and crumple it into a ball  With two fingers of bare hand, reach under cuff of the second glove  Pull glove down inside out so it covers the first glove  Remove gloves, dispose of gloves in trash can, and wash hands | |
| **Follow the Centers for Disease Control and Prevention (CDC) guidelines to identify when to use Personal Protective Equipment (PPE) and for donning and removing PPE - to successfully complete these skills, follow the link below to review and practice all current PPE protocols with your skills instructor.** | |
| YES NO [Using Personal Protective Equipment (PPE) | CDC](https://www.cdc.gov/infectioncontrol/pdf/strive/PPE101-508.pdf) | |
| **Assist a Client to Walk - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Stand in front of and face client  Assist client to put on and properly fasten non-skid footwear  Explain walking destination before client begins walking  Prepare client for standing by positioning knees at a 90 degree angle with feet flat on the floor  Have client lean forward on the chair seat before standing  Place transfer belt (if needed) around client’s waist, assist client to stand  Cue client to push up with arms from chair to stand  Place hand on client’s arm, back, waist, or hold transfer belt while client stands  Ask how client feels after standing or while walking  Walk slightly behind and to one side (weaker side, if any) of client for the full distance  Cue positioning before client sits, with legs centered against seat of chair for safe sitting  Cue client to reach for chair before sitting  Place hand on client’s arm, back, waist or, if used, hold transfer belt when client sits. Remove transfer belt.  Leave client sitting safely in chair with hips against the back of the seat  Wash hands  **For the HCA skills test, the client requires stand by assistance to walk. No assistive devices are used.  The client is seated in a chair when care begins.** | |
| **Transfer a Client from Bed to Chair or Wheelchair - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Position chair or wheelchair close to bed with the arm of the wheelchair almost touching the bed  **Lock wheels on wheelchair**  Fold up or remove footrests  Assist client to roll toward side of bed  Provide support holding behind client shoulders or back and hips, assist client to a sitting position | |
| **Transfer a Client from Bed to Chair or Wheelchair - for you to successfully demonstrate this skill you need to (continued):** | |
| YES NO  Assist client to put on non-skid footwear  Make sure client’s feet are flat on floor before standing  Apply transfer / gait belt (if needed) over clothing, around client’s waist with enough room to allow for  placement of flat of hand only between belt and clients body  Stand in front of client  Grasp transfer belt on sides or around back when assisting client to stand and throughout transfer  Brace one or both of client’s legs with your own legs, then cue client to stand  Turn client upon standing so that back of legs are centered against seat of wheelchair  Cue client to hold onto armrests before sitting in wheelchair  Provide controlled gentle lowering into the wheelchair seat  Reposition client with hips touching the back of the wheelchair and makes sure client’s  body is aligned with chair  Remove transfer / gait belt  Position client’s feet on footrests, lock / unlock wheelchair per client choice and/or safety  Leave client in wheelchair with proper body alignment and feet positioned on footrest  Wash hands  **For the HCA skills test care begins with the client lying in bed. The client can stand but is unable to walk. A transfer belt is used.** | |
| **Turn and Position a Client in Bed - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Flatten the head of the bed, if it’s not flat already  Stand on the side of the bed opposite the direction you plan to turn the client  Cue the client to scoot toward you  If the client is unable to scoot toward you, assist by getting the client’s entire body in alignment and near you so you can safely roll the client  Place both hands beneath the client’s head / shoulders and move that portion of the body toward you  Place both hands beneath the client’s trunk and bottom and move that portion of the body toward you  Place both hands beneath the client’s thighs and lower legs and move that portion of the body towards you  Return to the side of the bed you plan to turn the client  Place client’s arm on top of their chest and ensure their legs are crossed in the direction you  will be turning the client onto their side  Place your hands on the client’s hip and shoulder and gently roll the client over on their side toward you (**Tip: make sure there is room to roll the client**)  **Position client a safe distance from the edge of bed when turned onto side**  Position client in proper body alignment  Head supported by pillow  Shoulder adjusted so client is not lying on arm and top arm is supported. Leave client’s lower  arm and shoulder free from being tucked under side  Back supported by supportive device. Position device (e.g., padding, pillow) against back rolled  and tucked to maintain client’s side lying position  Top knee flexed, top leg supported by supportive device with hip in proper alignment. Use device (e.g., padding, pillow) to support top leg, maintain alignment of top hip, leave top knee flexed  Leave client in side-lying position, avoiding direct pressure on hipbone with their ankles and knees separated  Support top arm with supportive device  Cover client with top sheet, remove gloves (if used) and wash hands  **For the HCA skills test the client is lying on their back in bed when care begins.** | |
| **Mouth / Oral Care - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Ensure client is in an up-right sitting position  Wash hands and put on gloves  Offer to place a towel across client’s chest before providing mouth care  Prior to starting, ask client about any mouth pain  Moisten toothbrush or toothette and apply toothpaste  Clean all surfaces of teeth with brush or toothette, using gentle circular motions  Offer to brush client’s tongue  Offer client clean water to rinse their mouth  Hold basin near client’s chin to collect rinse water  Pat dry client’s lips and face, and remove towel  Rinse and dry basin and rinse toothbrush before storing  Remove and dispose of gloves. Wash hands.  **For the HCA skills test the client is sitting at a table while this care is provided.** | |
| **Clean and Store Dentures - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Put on gloves  Use technique to reduce the risk of denture breakage if dropped during cleaning (e.g., brushing denture directly over sink lined with washcloth / paper town / towel, filled with water inside basin)  Prevent contamination of denture throughout procedure (e.g., floating in sink water or setting denture directly on unprotected surface  Obtain dentures from client. If the client is unable to remove them, gently remove dentures  from the client’s mouth. Take the lower denture out first, then the upper denture  Rinse dentures in cool running water before brushing  Apply toothpaste or denture cleanser to toothbrush  Brush dentures on all surfaces  Rinse all surfaces of denture under cool, running water  Assist client with replacing or storing dentures  Rinse denture cup before putting dentures in it  Place dentures in clean denture cup with solution or cool water  Dispose of sink liner or other soiled items. Remove and dispose of gloves. Wash hands  **For the HCA skills test the client is sitting at a table or lying in bed while this care is provided.** | |
| **Fingernail Care - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Wash hands and put on gloves  Put water in a bowl. Confirm the water is safe and at a comfortable temperature for the client. Adjust if necessary  Place water at a comfortable level for client  Put client’s fingers in water and allow to soak  Pat dry client’s hand including between fingers, prior to shaping or cleaning client’s fingernails  Dry client’s hand by patting with towel, not rubbing  Clean under nails with orange stick. Wipe orange stick on towel after cleaning each nail  Groom nails with file or emery board  Move back and forth with an emery board and do not go too deeply into the corners as this can cause the nail to split and weaken nails  File nails from one side to the other in one direction only or file each nail tip from corner to center | |
| **Fingernail Care - for you to successfully demonstrate this skill you need to (continued):** | |
| YES NO  Cuticles act as a barrier to infection. Do not clip cuticles  Finish with nails smooth and free of rough edges  Offer to apply lotion  Empty, clean water bowl(s), store equipment, dispose of used linen(s) and trash appropriately  and leave the table dry at completion of procedure  Remove gloves, wash hands  **If a client has a circulatory problem or diabetes, a Home Care Aide should not use an orange stick on the client’s fingernails.**  **For the HCA skills test the client is sitting at a table while this care is provided.** | |
| **Foot Care - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Wash hands and put on gloves  Inspect the client’s foot carefully before starting the procedure by checking between the toes and the  heels of the foot. Inquire whether the client has any pain or sensitive areas before beginning  Put water in basin, filling it no less than halfway full  Ask client if water temperature is comfortable before foot is completely submerged. Adjust if necessary  Put the client’s foot completely in the water  Supporting foot and ankle properly throughout procedure, remove foot from water, wash entire foot,  including between toes, with soapy washcloth. **Keep water in basin soap free for use as rinse water by:  (1) washing foot with washcloth with soap applied directly to the washcloth instead of adding soap  into basin of water; or (2) using two separate basins of water: one for washing and one for rinsing**  Be sure to add the soap to the wet washcloth rather than directly in the water  Wash client’s entire foot including between toes with soapy washcloth after soaking  Rinse to remove soap from foot and in between toes  Prior to cleaning dirt out from under client’s nails, gently pat their foot dry including between their toes  Clean under nails with orange stick. Wipe orange stick on towel after cleaning each nail  Groom nails straight across with file or emery board  Move back and forth with an emery board and do not go too deeply into the corners as this can cause the nail  to split and weaken  File nails from one side to the other in one direction only or file each nail tip from corner to center  Cuticles act as a barrier to infection. Do not clip cuticles  Finish with nails smooth and free of rough edges  Ask if client would like lotion applied. If so, put lotion in your hand and apply lotion to the client’s  entire foot making sure not to put lotion in-between the toes. Remove excess lotion (if any) with towel  Assist client to replace socks and shoes  Empty, rinse, wipe bath basin, and return to proper storage  Remove gloves and wash hands  **If a client has a circulatory problem or diabetes, a Home Care Aide should not use an orange stick on the client’s toenails.**  **For the HCA skills test the client is sitting in a chair while this care is provided.** | |
| **The following are general tips when helping a client with nail care:** | |
| YES NO  Inspect your client’s feet and hands regularly for changes in color (especially redness), temperature, blisters, cuts or  scratches, cracks between the toes / fingers, or other changes. Document and report any swelling or redness  you notice around the area. Always verify the client’s care plan prior to performing nail care  Monitor minor cuts and keep them clean  Do not put lotion in-between the toes – the lotion causes moisture that promotes fungal growth  Do not cut down the corners of a client’s nails or dig around the nail with a sharp instrument for any client  Smooth, clean nails provide comfort and safety for a client. Jagged or sharp nails can catch and tear on clothing and may cause injury to the toes / fingers. Always handle a client’s feet and hands gently and carefully | |
| **Assist Client with a Weak Arm to Dress - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Ask client what they would like to wear  Put on all items, moving client’s body gently and naturally, avoiding force and over-extension of limbs and joints  Assist client to put the weak arm through the correct sleeve of the shirt, sweater, or slip before placing  garment on the unaffected side. Place shirt sleeve over weak arm before putting on non-affected arm  Cue client with dressing  Ensure client is sitting when putting feet and legs into pants and when assisting with non-skid footwear  Provide support to client when pulling up and securing pants  Finish with client dressed appropriately (clothing right side out, zippers / buttons fastened, etc.)  Wash hands  **For the HCA skills test the client is able to stand. The client is wearing a T-shirt and underwear and needs to be dressed in a shirt, pants, socks, and shoes. The client will be dressed over their own clothing.** | |
| **Put a Knee High Elastic Stocking on Client - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Prepare stocking for application by turning stocking inside out, at least to heel area  Place foot of stocking over toes, foot, and heel, moving client’s foot and leg naturally, supporting  extremity and avoiding force or over-extension of limb and joints  Pull top of stocking over foot, heel, and leg  Make sure stocking is smooth, with no twists or wrinkles, and is not too tight over the client’s toes  Complete application of stocking over foot with the toes and heel in proper position per stocking design  Leave stocking raised to knee and wrinkle free  Wash hands  **For HCA skills test the client is lying in bed while this care is provided.** | |
| **Passive Range of Motion for One Shoulder - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  While supporting the limb through the following exercises, move joint gently, slowly, and smoothly  through the range of motion to the point of resistance. Stop if pain occurs  Ask the client about their comfort level throughout the exercise. Stop if pain occurs  Support client’s arm holding under elbow and wrist, while performing range of motion for shoulder | |
| **Passive Range of Motion for One Shoulder - for you to successfully demonstrate this skill you need to (continued):** | |
| YES NO  Raise client’s straightened arm toward ceiling, back towards the Head of Bed (HOB) and return to  a flat position as one repetition (shoulder flexion / extension). Repeat at least three (3) times  Move client’s straightened arm away from side of body towards HOB and return client’s straightened arm  to midline of client’s body as one repetition (shoulder abduction / adduction). Repeat at least three (3) times  Place client’s flexed elbow at client’s shoulder level, rotate forearm toward HOB and rotate forearm  down towards hip. Repeat at least three (3) times  Wash hands  **For the HCA skills test the client is lying in bed while this care is provided.** | |
| **Passive Range of Motion for One Knee and Ankle - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  While supporting the client’s limb through the following exercises, move joint gently, slowly, and smoothly  through the range of motion to the point of resistance  **Knee:** support the client’s leg at knee and ankle joints, while performing range of motion for knee  Ask the client how they feel during the exercise. Stop if pain occurs  Bend the knee back to the point of resistance and then return leg flat to bed (followed by straightening  knee as one repetition – knee flexion / extension). Repeat at least three (3) times  **Ankle:** support foot and ankle while performing range of motion for ankle  Push the foot forward towards the leg, and in a separate motion push the foot pointed down toward to the foot of bed as one repetition (ankle flexion / extension). Repeat three (3) times  Wash hands  **For the HCA skills test the client is lying in bed while this care is provided.** | |
| **Assist a Client to Eat - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  **Ensure client is sitting upright in chair before assistance begins**  Offer client a clothing protector  Sit at client’s eye level to assist the client to eat  Offer food in bite-size pieces, alternating types of food offered or ask client’s preference for each bite  Offer a beverage to the client during the meal  Make sure the client’s mouth is empty before offering the next bite or sip of beverages  Engage client in conversation throughout the meal  Wipe food from client’s mouth and hands as necessary and at the end of the meal  Remove clothing protector, if worn, and dispose of in proper container  Remove leftover food  Leave table clean, dry, and clear of food items  Wash hands  **For the HCA skills test the client is sitting at a table when care begins for this skill.** | |
| **Assist a Client with a Bed Bath - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Put on gloves  Remove or fold back top bedding. Keep client covered with bath blanket or top sheet  Remove client’s gown / sleepwear  Ensure the water temperature is safe and confirm with the client it is at a comfortable temperature for them. Adjust if necessary | |
| **Assist a Client with a Bed Bath - for you to successfully demonstrate this skill you need to (continued):** | |
| YES NO  Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap applied  directly to the washcloth instead of adding soap into the basin of water; or (2) using two separate  basins of water: one for washing and one for rinsing  Replace water anytime it gets soapy, cool, or dirty  Place a dry towel behind the client’s head / neck  Wet washcloth (no soap) and begin with eyes. Use a different area of the washcloth for each eye, washing inner to outer corner  Wash the rest of the face, ears, and neck using soap (if the client prefers)  Rinse, dry area with a towel – pat, don’t rub  Expose one arm and place a towel underneath it. Support the client’s arm with the palm of your hand underneath the client’s elbow. Wash the client’s arm, shoulder, and armpit. Rinse and pat dry  Place the client’s hand in the water basin. Wash the client’s hand, rinse, and pat dry. Repeat with the other arm and hand  Wash, rinse, and pat dry the client’s chest and abdomen  Uncover one of the client’s legs and place a towel lengthwise under the foot and leg. Bend the knee and support the leg with your arm. Wash the leg, rinse, and pat dry  Slide the client’s foot into the water basin. Wash the client’s foot, rinse, and pat dry. Repeat with the leg and foot  Assist the client to turn on their side, away from you. Place a bath blanket or towel alongside their back  Wash the client’s back and buttocks, rinse, and pat dry  Assist the client to their back. Provide privacy and let the client perform their own perineal care (if able); if not, this task is covered separately  Leave client covered with top sheet and/or blanket at the end of care  Remove bedding that may have gotten wet  Place soiled clothing and linen in proper container  Empty, rinse, clean, sanitize bath basins and return to proper storage  Remove and dispose of soiled gloves  Wash hands | |
| **Assist with Perineal Care - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Fill basin with water, use water that is a safe and comfortable temperature for the client. Adjust as requested  Wear gloves while providing perineal care, while rinsing and drying equipment and handling soiled linens  Protect client’s bedding from getting wet with a towel or disposable bed pad  Uncover the perineal area. Make sure the client’s privacy is maintained  Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap applied  directly to the washcloth instead of adding soap into the basin of water; or (2) using two separate  basins of water: one for washing and one for rinsing  Gently wash entire perineal area with a soapy washcloth. Use a clean area of the washcloth for each stroke. Clean from front to back of perineal area  Rinse entire perineal area with a clean washcloth. Use a clean area of the washcloth for each stroke.  Rinse from front to back of perineal area  Gently pat dry perineal area, moving from front to back  **Assist client with rolling to side. Make sure client is a safe distance from the edge of bed**  Wash, rinse, and pat dry buttocks and peri-anal area. Use a clean area of the washcloth for each stroke.  Wipe from front to back to avoid contaminating the perineal area  Replace bed pad or bottom sheet, if necessary  Minimize exposure of the client’s body during the procedure  Leave client covered with top sheet and/or blanket at the end of care  Remove soiled or wet washcloths, towels, bed pads, bedding, or clothing. Dispose of in proper containers  Remove and dispose of soiled gloves  Wash hands  **For the HCA skills test the client is a female mannequin. The client is lying in bed while this care is provided. This skill will be performed using soap and water not wipes.** | |
| **Catheter Care - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Test water temperature in basin. Determine if water temperature is safe and verify with client it is comfortable  adjust if necessary  Keep water in basin soap-free for use as rinse water by: (1) washing with washcloth with soap and apply  directly to the washcloth instead of adding soap into the basin of water; or (2) using two separate basins  of water: one for washing and one for rinsing  Minimize exposure of the client’s body during care  Wear gloves, before handling catheter, tubing, urinary drainage bag or beginning cleansing and throughout  the procedure while providing catheter care, while rinsing and drying equipment and handling soiled linens  **Position client a safe distance from the edge of the bed if turned on side during care**  Place towel or pad under catheter tubing before washing as to not get client’s sheets or clothing wet  during cleaning  Uncover area surrounding catheter only  Use soapy washcloth to cleanse catheter  Change spot on washcloth for each washing and rinsing stroke. Do not tug catheter. Hold catheter  near opening where it enters the body to avoid tugging it  Clean at least four inches of the catheter nearest the opening of the urethra, moving from the opening  downwards away from the body. Use a clean area of the washcloth for each stroke  Using a different washcloth, rinse at least four inches of the catheter nearest the opening, move from the opening  downwards away from the body, using a clean area of the washcloth for each stroke  Pat dry any area of client’s skin that may have gotten wet  Leave skin areas that become wet during care and bed sheets dry at completion of care  Keep the urinary drainage bag positioned lower than bladder throughout care and at the end of the procedure.  Make sure there are no kinks in catheter tubing  Dispose of towels and other items in proper containers  Leave client covered with top sheet at the end of care  Remove and dispose of gloves and wash hands  **For the HCA skills test the client is lying in bed while this care is provided.** | |
| **Condom Catheter Care** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Put on gloves  Uncover genital area only  Wash and dry penis carefully, cut long hairs  Observe skin of penis for open areas  If sores or raw areas are present, do not apply condom  Put skin adhesive over penis  Roll condom catheter over penis area  Attach condom to tubing. Check that the tip of the condom is not twisted  Secure tubing to the client’s leg. Ensure bag is below the level of the bladder  Remove and dispose of gloves and wash hands | |
| **Medication Assistance - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Check client’s medication schedule  Remind the client it is the scheduled time to take their prescribed medication  **Select the correct medication bottle, labeled with client’s name**  Take the medication container from where it is stored, look at the label, and verify the 5 Rights - medication, client, amount, route, and time  Open the container, look at the label and verify the 5 Rights again  Pour the medication from the bottle to the lid cap without touching medication  Give client the correct number of pills by pouring them from the lid cap to their hand without touching the medication  Cue client to take medication  **Assist the client to take medication without having your hand over the client’s hand or tipping  the client’s hand to place pill(s) into the client’s mouth, or placing the pill directly into the client’s mouth**  Offer the client a full glass of fluid (for oral medications)  Observe and make sure the medication is taken. Ask client or check if medication is swallowed  Close the medication container and put it back in the appropriate place; verify the five (5) rights again.  Document that the client has taken the medication. If they have not, document that too  Wash hands  **For the HCA skills test the client is sitting a table while this care is provided.** | |
| **Assist Client with use of Bedpan - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. Communications / Client Rights and Common Care Practice Skills  Before placing bedpan, lower the head of the bed  Wear gloves to place bedpan correctly under client’s buttocks (standard bedpan: positions bedpan so wider end  of the pan is aligned with the client’s buttocks; fracture pan: position bedpan with handle toward foot of bed).  Have client bend knees and raise hips (if able)  Raise head of bed after placing bedpan under the client  Put toilet tissue within client’s reach  Ask client to let you know when they are finished  Offer to cover client with a bed sheet or blanket  Lower the head of the bed before removing the bedpan  Put on gloves before removing the bedpan  Remove bedpan and empty contents into toilet  Provide perineal care (follow checklist procedures)  Clean and sanitize equipment as per protocol. Return to proper storage  Remove and dispose of gloves and wash hands | |
| **Shave with a Safety Razor - for you to successfully demonstrate this skill you need to:** | |
| YES NO  Use S.W.I.P.E.S. skill  Put on gloves  Ask client if they wear dentures. If so, make sure they are in their mouth  Wash face with warm wet washcloth  Apply shaving lather to the area to be shaved  Hold razor securely  Hold skin taut with free hand and shave with smooth even movements in direction of hair  Rinse safety razor in warm water between strokes to keep the razor clean and wet  Shave sides first, then nose and mouth  Wash, rinse, and dry face  Clean and put away equipment  Remove and dispose of gloves and wash hands | |

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|  | **Skills Practice Procedure Checklist for Home Care Aides  DSHS Approved**  **Verification of HCS On The Job Skills Practice Training   Provided by Facility Instructor(s) in an AFH, ALF, or ESF** | | | |
| **This page *must* be sent to the DSHS Training Unit for *each* Home Care Aide candidate who has completed On-The-Job skills training at your facility.**  Email, **this page only** to the [TrainingApprovalITPA@dshs.wa.gov](mailto:TrainingApprovalITPA@dshs.wa.gov) inbox. Enter “Facility On-The-Job Training” as the subject line. | | | | |
| has successfully demonstrated, while working with a client, in  NAME OF STUDENT the presence of an approved DSHS facility instructor, all critical steps required for personal care tasks included on this procedure checklist. | | | | |
| FACILITY NAME | | | FACILITY TRAINING NUMBER  **WA** | |
| INSTRUCTOR’S SIGNATURE | | PRINT INSTRUCTOR’S NAME | INSTRUCTOR’S TRAINING CODE NUMBER | |
| STUDENT’S SIGNATURE | | PRINT STUDENT’S NAME | | DATE OF COMPLETION |
| Please Note: All skills tasks must be taught by an approved facility instructor and demonstrated by the Home Care Aide worker/employee. When needed, if no client is available or no client agrees to participate in a particular skills training procedure, home care aide skills performance may be evaluated by using a mannequin or training partner.  **This page is not required to be completed and sent back to DSHS if home care aide skills training was taught by a DSHS contracted Community Instructor in a skills lab.** | | | | |